

Document Control

01. Document reference

XYZ Insurance Pandemic Plan

02. Document type

Pandemic Plan

03. Security classification

This document is classified for use by XZY employees and stakeholders approved by the distribution controller.

04. Synopsis

The purpose of this plan is to provide the means of managing the effects on the business resulting from a pandemic

05. Document control

Author	Change controller	Distribution controller
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06. Authorisation

Issuing Authority	Approval Authority
George Grey Head of Business Continuity, XYZ Insurance	Giuseppe Nero Managing Director, XYZ Insurance

07. Modification history

Version	Date	Comments
0.1	20 th May 2020	First Draft
0.2	15 th July 2020	Plan verification corrections made
0.3	31 st August 2020	Modifications made to reflect legislation change
1.0	10 th September	Version 1.0 issued