Audit and Comply

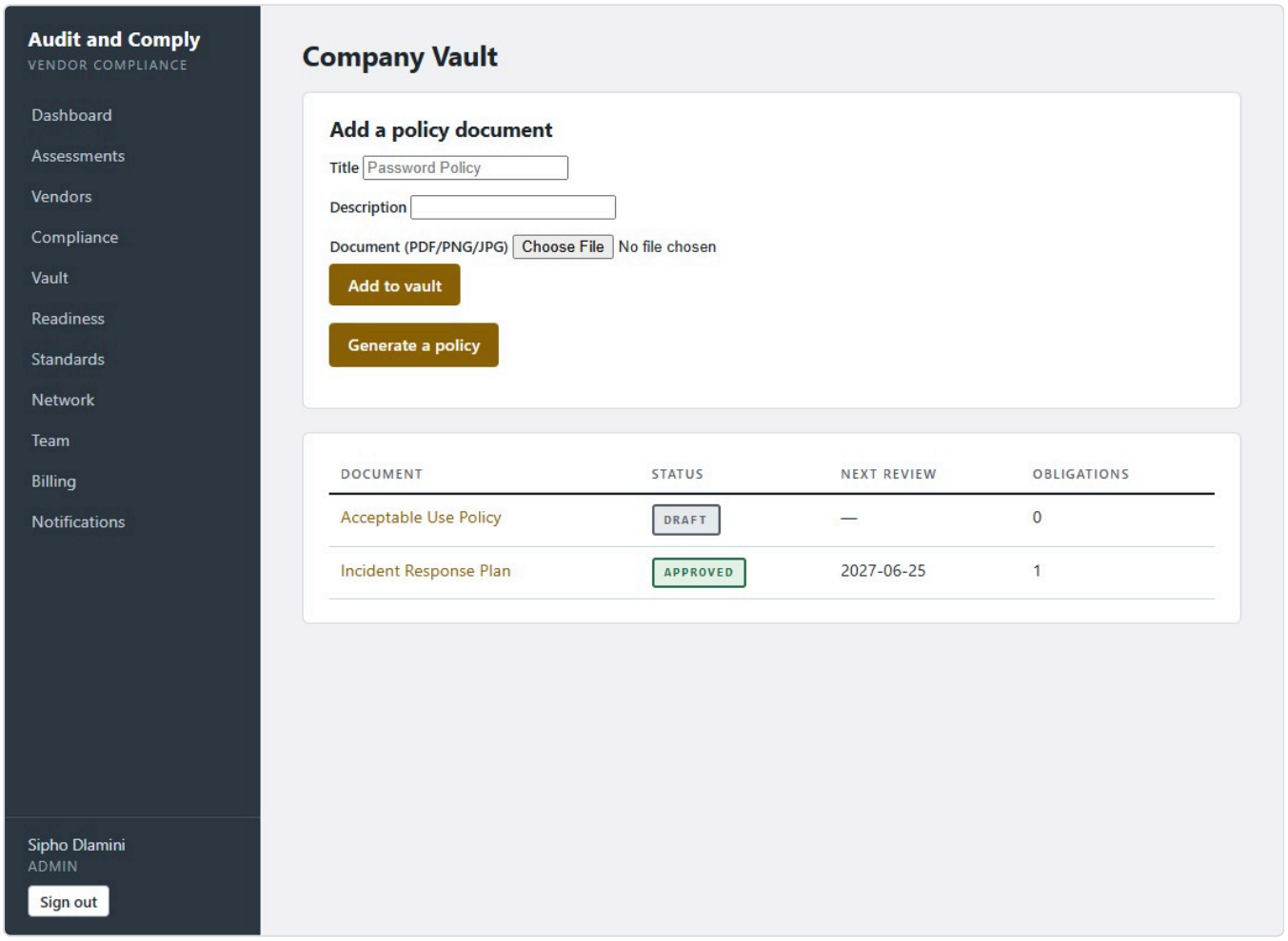
TRAINING GUIDE 4 OF 5

Company Vault & Policy Studio

For: compliance managers & primary contacts (Pro plan) · auditandcomply.com · July 2026

> **Who this guide is for:** the people who own their company's policies. Vault mutations need a **manager role** (admin/compliance manager) or being the **lead contact**. Requires the Pro plan; a lapsed plan leaves everything readable, nothing editable.

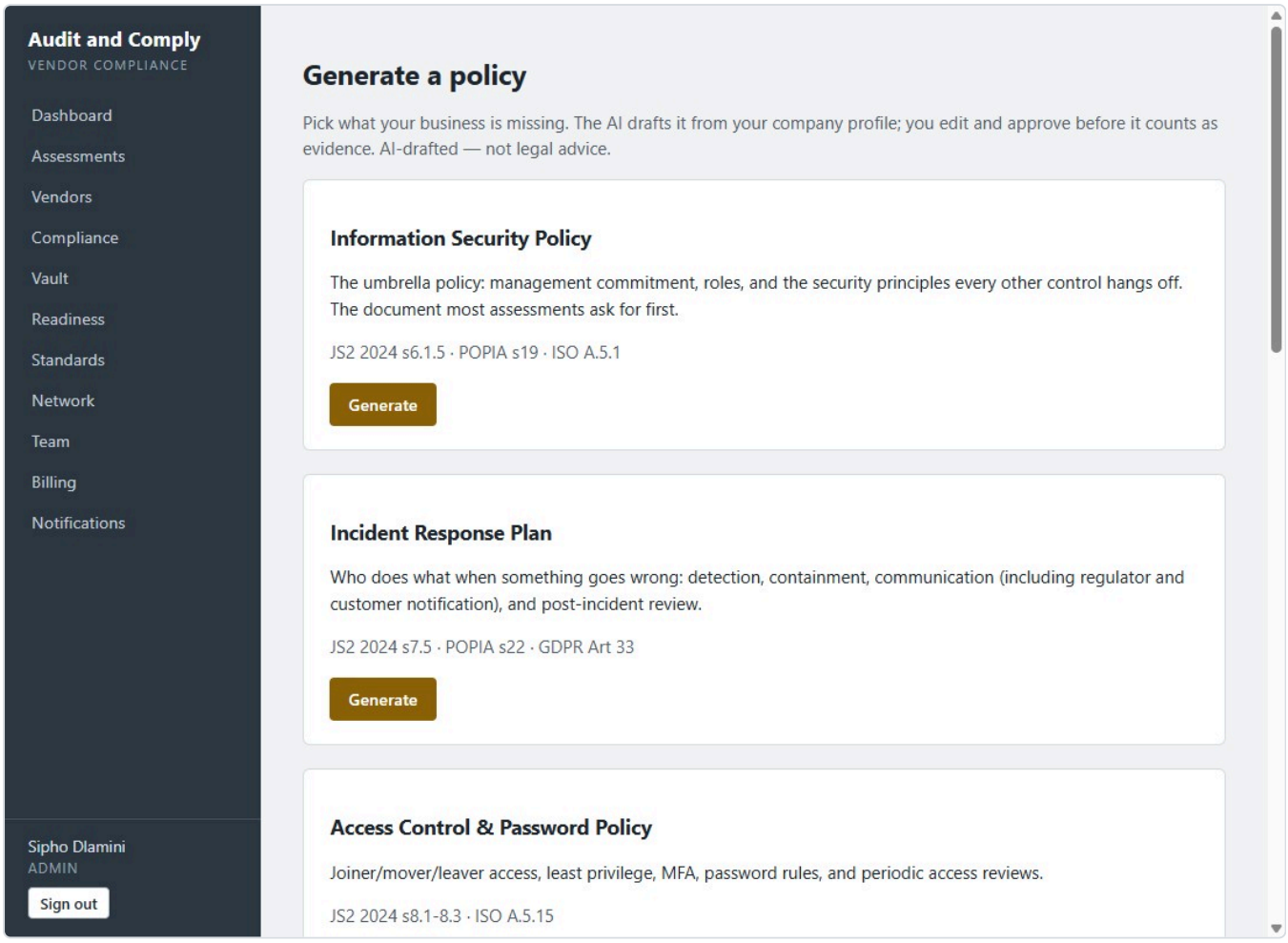
1. The Company Vault: policies governed like evidence



The Vault: each card is one governed policy with its lifecycle state, next review date and recurring obligations.

A vault document is more than a file. It has a **lifecycle** (Draft → Awaiting approval → Approved → Retired), **version history**, a **review cycle** with reminders, and **obligations** — the recurring duties the policy commits you to. Where your team has two or more people, approval requires someone other than the submitter (four-eyes); solo teams record a self-approval.

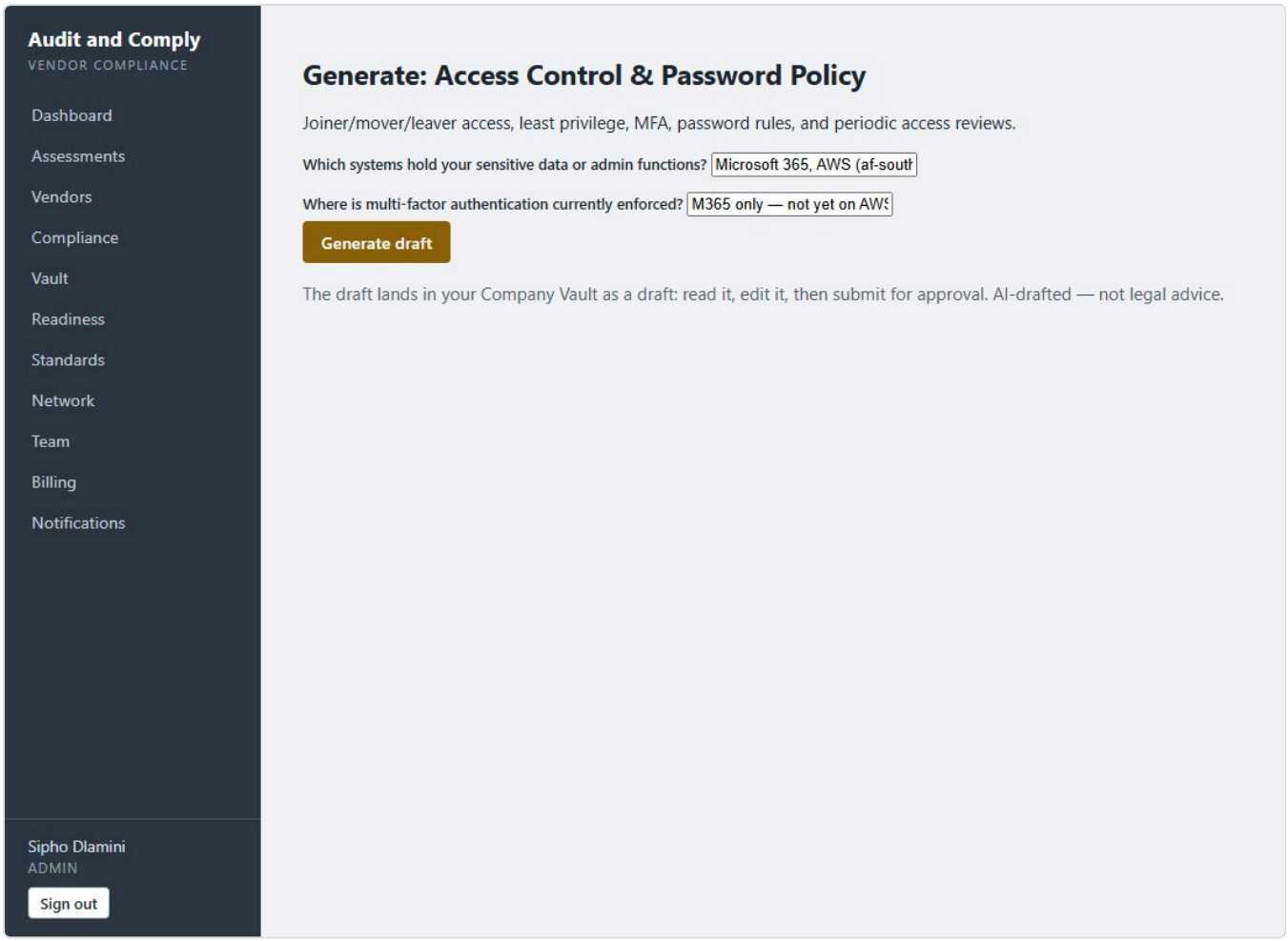
2. Policy Studio: generate the policy you're missing



The catalog: eight policy types that assessments actually ask for. Each knows its structure, its intake questions and the obligations it should install.

Don't have an incident response plan? Generate one. Two ingredients make the draft genuinely yours:

1. 1 **Your company profile** — industry, headcount, systems (Microsoft 365? AWS?), data types, key contact. Fill it once under Portal → Company profile.
2. 2 **Two-to-four intake questions** specific to the policy — for an IR plan: who leads response, who must be notified and how fast, who runs your IT.

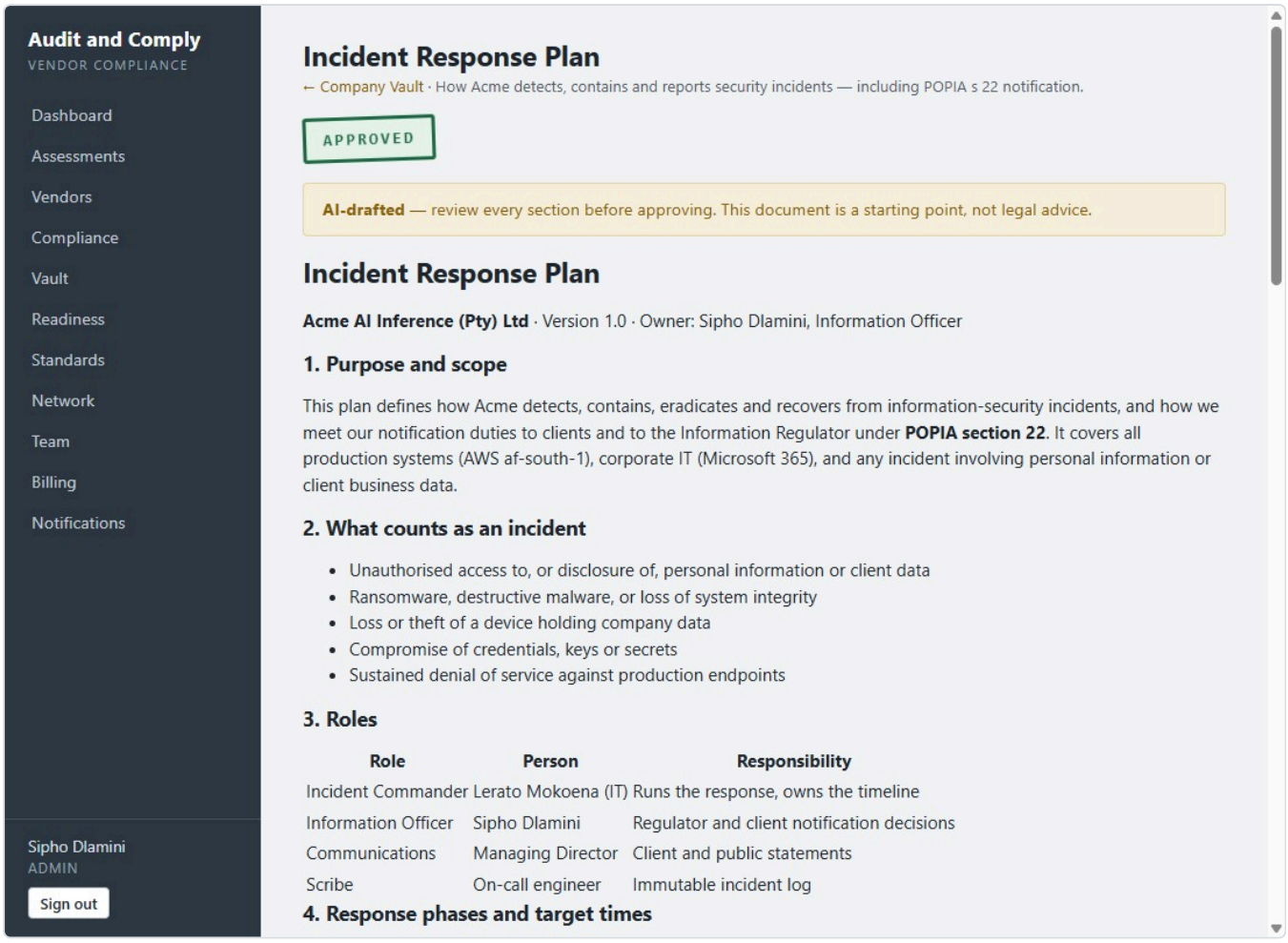


The intake form. Generation runs in the background — refresh the document page in a minute or two.

The AI writes the complete document around *your* answers: your Information Officer by name, your notification windows, containment steps for your actual systems, and honest `[insert]` placeholders where it lacks facts. It also writes a **first-30-days implementation guide** and suggests the policy's **recurring obligations**.

> **AI-drafted, human-approved — always.** Every generated document lands as a *draft* with a visible banner. It is a strong starting point, not legal advice. You must read it, edit what doesn't fit, and tick an explicit acknowledgement at approval — which is recorded in the immutable audit trail. Fair use: 10 AI drafts per month (Enterprise: uncapped). If drafting fails or you prefer to write it yourself, the document opens with the standard outline instead — never a dead end.

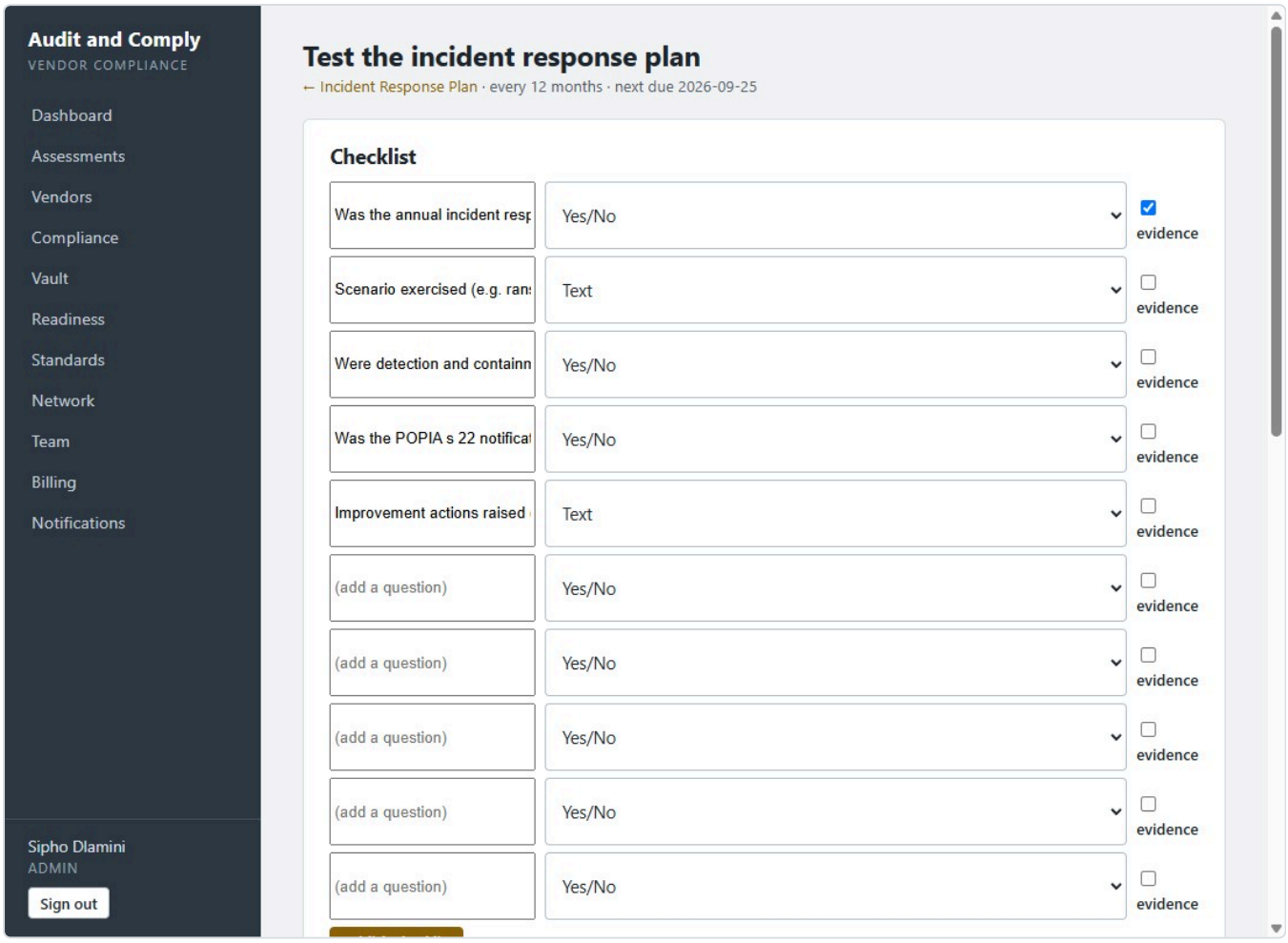
3. Edit, approve, and it becomes evidence



A generated Incident Response Plan: the AI-drafted banner, the rendered policy, the implementation guide, one-click obligation chips, and the lifecycle actions.

- **Edit in place** — the built-in editor uses simple markdown; or export to Word, edit there, and upload the file as a new version. Editing an approved policy puts it back into draft for re-approval — content and sign-off always match.
- **Approve with acknowledgement** — on approval, a clean Word version files itself into your document library, carrying the right evidence type. That file is what you attach to assessments: "Yes — attached."
- **Assessors see the governance.** Wherever the document appears as evidence, reviewers see its state: approved, review current — or review overdue, which is visible pressure to keep things fresh.

4. Obligations: policies that stay true



An installed obligation: frequency, next due date, a completion checklist (AI-drafted, editable), run history and evidence per run.

Install the suggested obligations (annual plan test, quarterly access review…) with one click, or add your own on any vault document. The platform reminds you at 30 and 7 days, then weekly when overdue. Completing a run means answering the short checklist, attaching evidence (which lands in your library, reusable), and recording the outcome. Findings left open show an amber flag until a remediation update clears them.

5. Review cycles

Set each policy to review every 3/6/12/24 months. When the date nears you'll be reminded; complete the review either as "no changes" or by uploading/writing a new version (which re-enters approval). Overdue reviews are badged everywhere the document appears — including to your assessors — so the pressure to stay current is real but honest.