

FormKiQ

Policy & Procedure Management Architecture Guide

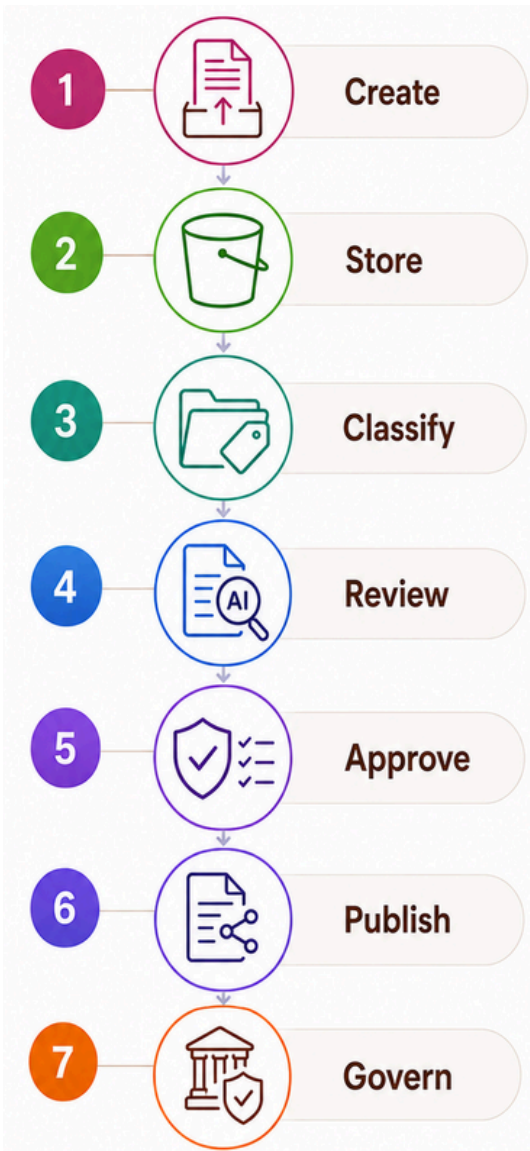
FormKiQ Policy & Procedure Management uses a customer-controlled AWS deployment model to manage controlled documents, metadata, review and approval workflows, publication, search, AI-assisted review, and governance across structured policy and procedure lifecycles.

Architecture Principles

- Deployed into the customer's AWS environment for controlled ownership
- Uses AWS-native storage, metadata, search, workflow, and AI services
- Supports controlled document lifecycles, approvals, publication, acknowledgements, and auditability
- Configurable schemas and workflow rules adapt to different policy, procedure, and compliance processes



Policy and Procedure Flow



1. Create

Policies and procedures are created in FormKiQ through the web console, API, templates, integrations, or imported source documents.

2. Store

Controlled documents are stored in Amazon S3, while metadata, ownership, lifecycle status, and workflow state are managed in FormKiQ's metadata layer.

3. Classify

Policies and procedures are classified by type, department, owner, region, effective date, review cycle, or other schema-driven fields.

4. Review

Workflows, OCR, and AI processing can support document review, summarization, comparison, classification, and identification of key policy content.

5. Approve

Review tasks, approval routing, access controls, audit events, and publication readiness rules are applied before release.

6. Publish

Approved policies and procedures are made available to authorized users with current versions, superseded versions, and audit history preserved.

7. Govern

Retention rules, review schedules, acknowledgements, access controls, disposition policies, and reporting support ongoing governance.

Customer-Controlled Deployment and Security Model

Customer AWS Account Deployment

- Deployed into the customer's AWS environment
- Customer-owned data stores
- Repeatable deployment and updates through AWS CloudFormation

Data Residency and Isolation

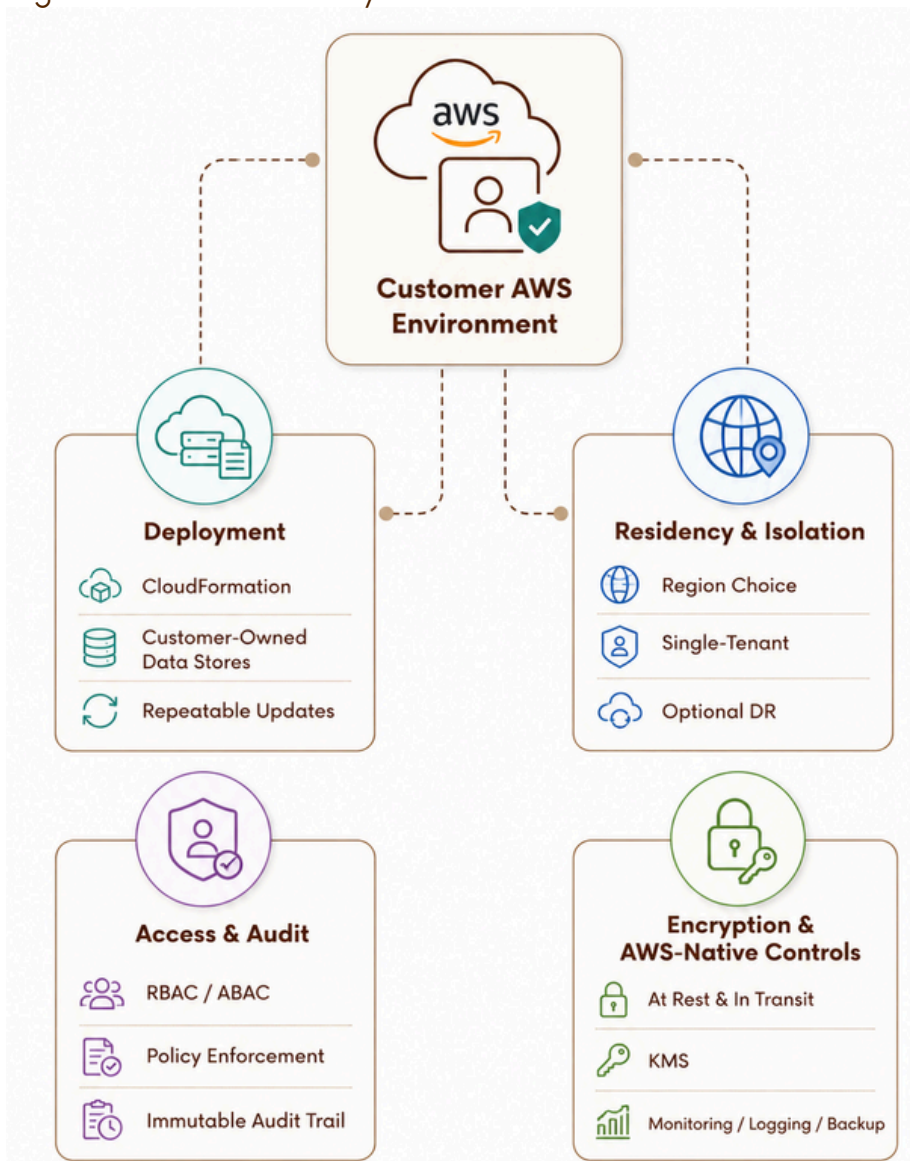
- Deployment region selected by customer requirements
- Single-tenant architecture for strong segregation
- Optional regional disaster recovery patterns

Access Control and Auditability

- Role-based and attribute-based access controls
- API-level policy enforcement
- Immutable audit trail for document, metadata, workflow, and user activity

Encryption and AWS-Native Controls

- Encryption at rest and in transit
- AWS KMS support for key management
- Compatible with AWS monitoring, logging, backup, and security services



Policy and Procedure Management Capabilities Enabled by the Architecture

Capability	Architecture Support
Controlled document management	Amazon S3, DynamoDB, FormKiQ metadata model
Policy or Procedure creation and intake	Web console, API, templates, connectors, Amazon S3
Classification and ownership management	Structured metadata, schemas, ownership fields, lifecycle attributes
Review, approval, and publication workflows	FormKiQ workflow engine, task actions, approval routing, AWS application integration
Versioning and supersession	Current and superseded versions, publication controls, audit history
Search and policy discovery	OpenSearch, metadata search, full-text indexing
Governance, retention, and auditability	Activity history, access controls, review schedules, retention policies, acknowledgements

Next Step

Review your policy and procedure lifecycle, governance, AWS deployment, and integration requirements with the FormKiQ team.

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