

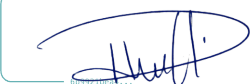


**APPROVAL**

Role	Name	Function	Date & Signature
Author	Armand Polmard	ITS	
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Approver	Mauro Rinaldi	RAQM	 <small>Signed with Odoo Sign</small>

**PURPOSE**

This procedure describes how ASPIVIX creates backups for data and configurations regarding its Enterprise Resource Planning (ERP) system, namely Odoo.

**SCOPE**

The scope of this procedure includes the downloading of backups from Odoo. It also includes where to store the backup and the frequency needed to ensure the required security level.

**RESPONSIBILITIES**

Responsible for establishing, implementing, and maintaining this instruction is the International Operations Manager (INT OPS). He or she is also responsible for performing activities described in this procedure or assigning someone previously trained to complete these activities in case of absence.

**DOCUMENT HISTORY**

Description of Changes	Version
Initial version	A
CRC-2509-13 – Document and process updated due to Odoo migration towards odoo.sh hosting solution, implementing a new process to manage the software environment	B

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## 1. Description and Requirements

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### 1.1. Definition

A backup is a copy of the data generated from a system and its configurations that can be used for recovery in case the original data is lost or corrupted. This enables Aspivix to keep records of the data stored and processed in Odoo in case of major system failure or other incident requiring data to be recovered from a previous date.

### 1.2. Type of back-ups

There are two types of backups:

- automated backup, a service provided by Odoo SA, and
- manual backup, extracted and stored by the International Operations Manager.

#### 1.2.1. Automated backups

Odoo SA provides backups and disaster recovery services, as specified under <https://www.odoo.com/security>. Odoo keeps 14 full backups of each database for up to 3 months: 1/day for 7 days, 1/week for 4 weeks, 1/month for 3 months. These backups are replicated in at least 3 different data centers on at least two continents.

Only the last one can be downloaded but all 14 backups can be restored from the the Aspivix odoo.sh project page.

#### 1.2.2. Manual backups

- **Frequency and retention time**

A manual backup of Odoo must be downloaded and stored every week. It is downloaded and stored at the beginning of each week, usually on Mondays but the backup itself is the automated one made every day around 7pm (UTC).

Previous database backups are stored for security reasons, up to 4 (four) backups in total at any given time. Since backups are downloaded and stored every week, Aspivix constantly retains up to one month of backup storage.

- **Place of storage**

Backups are stored under the following location in Aspivix' Google Drive: **10 - International Operations/04 - Systems & Processes/01. ERP/06. Security & Compliance/Odoo database backups**. Refer to Aspivix's Quality Manual under the section Back-up policy for details.

- **Naming Convention**

Backups downloaded will be stored using the following naming convention: "aspivix-odoo-enterprise-main-22931873\_YYYY-MM-DD\_hhmmss\_exact\_fs", where:

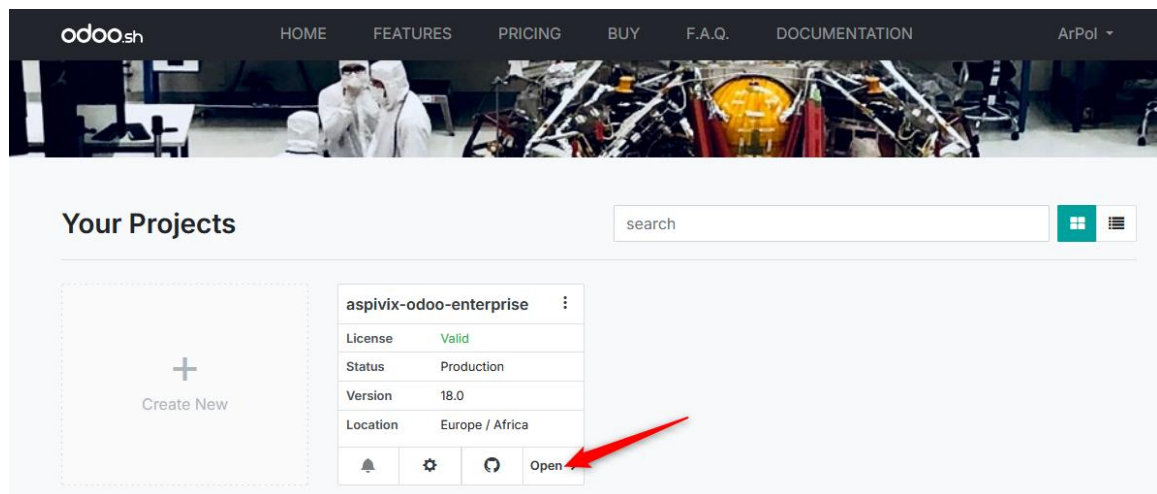
- DD represents the day
- MM represents the month
- YYYY represents the year
- hh represents the hour
- mm represents the minutes
- ss represents the seconds

## 2. Access to odoo.sh project page

In order to access the odoo.sh project page, you need to log in to [www.odoo.sh](http://www.odoo.sh) with a Github account that is a member of the Aspivix organization on Github.

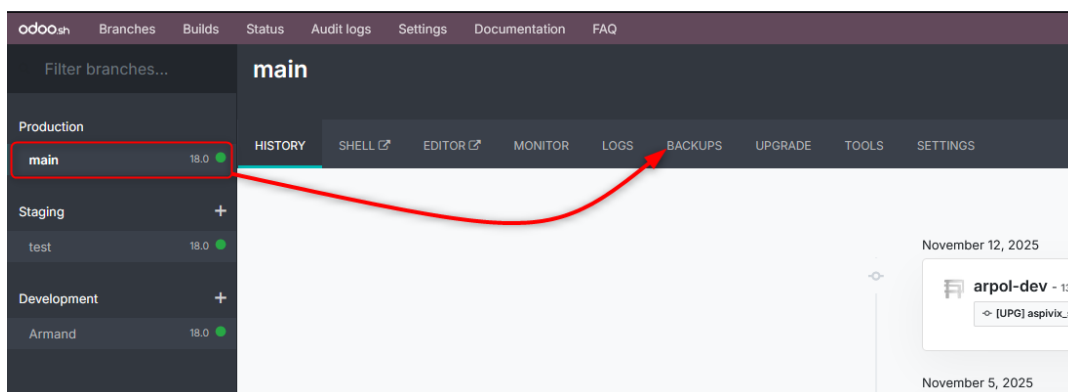
Please contact the INT OPS in order to become a member of the Github Aspivix organization.

Once you are logged in, you can click on open to access Aspivix project page.

















### 3. Procedure For Manual Backups

To download a backup of Aspivix database from Odoo, you can click on the Backup menu after making sure that you are located on the "Production" branch of the project.




From here, you can look at the list of all the 14 automatic backups made by Odoo. You can download the last one in order to create a manual backup of our database.

Time (UTC)	Database name	Branch	Version	Comment	Revision	
2025-11-24 19:07:08	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup	1d5b658a	
2025-11-24 19:07:08	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1d5b658a	
2025-11-23 19:07:04	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1d5b658a	
2025-11-22 19:07:24	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1d5b658a	
2025-11-21 19:07:42	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1d5b658a	
2025-11-20 19:07:30	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1d5b658a	
2025-11-19 19:09:24	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1d5b658a	
2025-11-18 19:07:37	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1d5b658a	
2025-11-16 19:15:32	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1d5b658a	
2025-11-09 19:13:58	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	5cc32607	
2025-11-02 19:13:53	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	ccb54655	
2025-10-26 19:13:17	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	f18144e5	
2025-10-05 18:10:37	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	1ced4e0a	
2025-08-31 18:10:40	aspivix-odoo-enterprise-main-22931873	main	18.0	Automatic daily backup (remote)	9907c6be	


Once the download is completed, copy and paste the database to the dedicated location in the shared drive. Use the appropriate naming convention to name the file.


Remove older backups if needed, so the shared drive folder will contain in total the 4 (four) latest backups, including the one just downloaded, securing 4 weeks of data and configurations.


Finally, in the Project application from Odoo, a task is created every Monday in the project "IT systems management" as a reminder, open that task and mark it done.

 Project
 Projects
 Tasks
 Reporting
 Configuration

New

[Projects / IT systems management](#)
[Weekly Backup for Odoo](#)


 Recurring Tasks  
8


 Documents  
0

To do 1d

Ongoing

Validation

Information




## Weekly Backup for Odoo

Project

IT systems management

Assignees

 Armand Polmard

Tags

Deadline

12/01/2025 12:00:00

Repeat Every

1 Weeks Forever

Allocated Time

0.00 (0%)

Description

Timesheets

Sub-tasks


Blocked By


Extra Info


Backup storage path :


10 - International Operations/04 - Systems & Processes/01. ERP/06. Security & Compliance/Odoo database backups


In Progress

 In Progress

 Changes Requested

 Approved

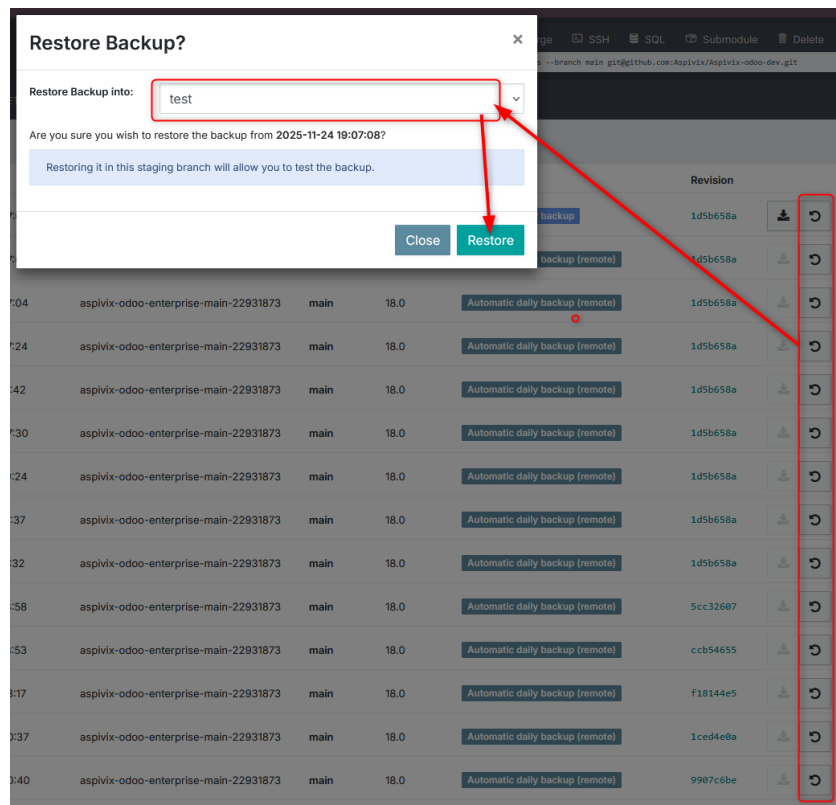
 Cancelled

 Done

## 4. Backup recovery

From the same menu in odoo.sh, you can restore any automatic backup in one of your production or staging databases.

To do so, click on the restore button, then select the database in which you want to restore the backup and validate.



## 5. References

### 1.3. Procedures, instructions, and guidelines

NA

### 1.4. Templates and Forms

NA

# Certificate of Completion

## INS-207-6 - Database back-up\_Rev.B.pdf

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Signers: 3

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### Participants

Signatory	Email	Email Verification
Armand Polmard	armand.polmard@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	289beb930acb7c7480ae73fe0b3e0aaf4a060a08efb7beba3e0f7cda445e5141	
Eva Kilimtzi	eva.kilimtzi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	3f97903ae565a14bf4e557f31bdd2ec328d3445986c10e6a735937942aa50b68	
Mauro Rinaldi	mauro.rinaldi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	78638443ccaea43979b1606b4de42a2f233d7b2ddc5d3d6ea75d60850cc12138	

Email Verification: The signatory has confirmed control of their email inbox by clicking on a unique link




### Signing Events

Action	By	Date (UTC)	Geolocation	IP

[contact@aspivix.com](mailto:contact@aspivix.com) | <https://aspivix.com>

EU Importer: ASPIVIX SAS, 9 rue Thomas Edison, 25000 Besançon



Action	By	Date (UTC)	Geolocation	IP
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Signature: 54d40e4fd162f6bf90ec3dde11ccebd01f99d41ba45e072c235eb2ada2c3491e				
Signature 	Aspivix SA, Eva Kilimtzidi eva.kilimtzidi@aspivix.com	11/26/2025 12:05:27	46.4884000, 6.6557000 <a href="#">View</a>	178.192.218.57
Signature: 9c2d43a2253f5d949c14ad32d9bf34620779edace6930b339c440c8c49c1034b				
Signature 	Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:25:39	47.3934000, 8.5163000 <a href="#">View</a>	213.55.186.206
Signature: b322cb2937d1935f80dea3fc15c9e095ed929f3bd65ff6a2f3bb055827bfd4ef				

✓ The document's integrity is valid.

The final document and this completion history have been sent by email on 11/26/2025 to:  
mauro.rinaldi@aspivix.com, eva.kilimtzidi@aspivix.com, armand.polmard@aspivix.com.

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Armand Polmard armand.polmard@aspivix.com	11/26/2025 16:13:38	After Signature	48.8558000, 2.3494000  <a href="#">View</a>	81.250.240.58

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