

APPROVAL

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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

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:

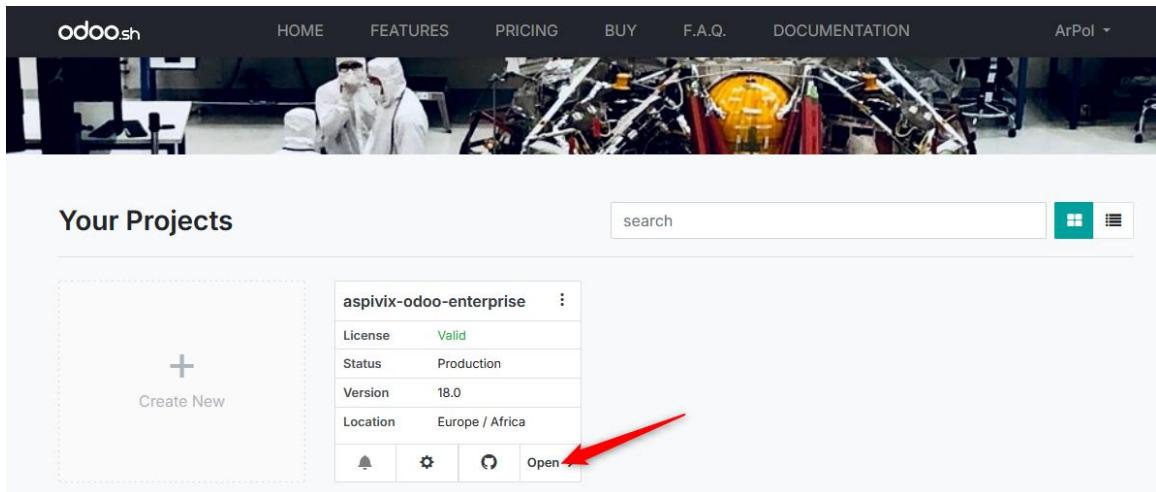
- DD represents the day
- MM represents the month
- YYYY represents the year
- hh represents the hour
- mm represents the minutes
- ss represents the seconds

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 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.

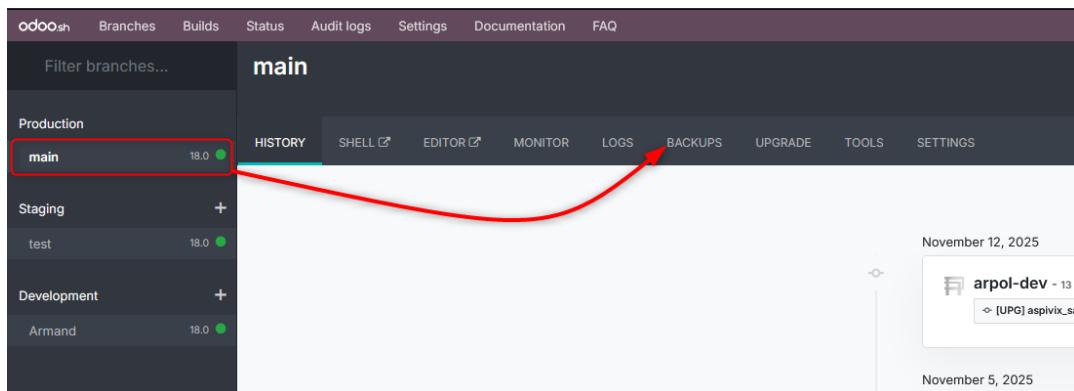
Once you are logged in, you can click on open to access Aspivix project page.



The screenshot shows the odoo.sh project page. At the top, there is a navigation bar with links for HOME, FEATURES, PRICING, BUY, F.A.Q., and DOCUMENTATION. On the right, there is a dropdown menu for 'ArPol'. Below the navigation bar is a banner image of two people in white lab coats working on a complex machine. The main content area is titled 'Your Projects'. On the left, there is a button labeled 'Create New' with a plus sign. In the center, there is a project card for 'aspivix-odoo-enterprise'. The card displays the following information: License (Valid), Status (Production), Version (18.0), and Location (Europe / Africa). Below the card are four small icons: a bell, a gear, a circular arrow, and an 'Open' button. A red arrow points to the 'Open' button.

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.



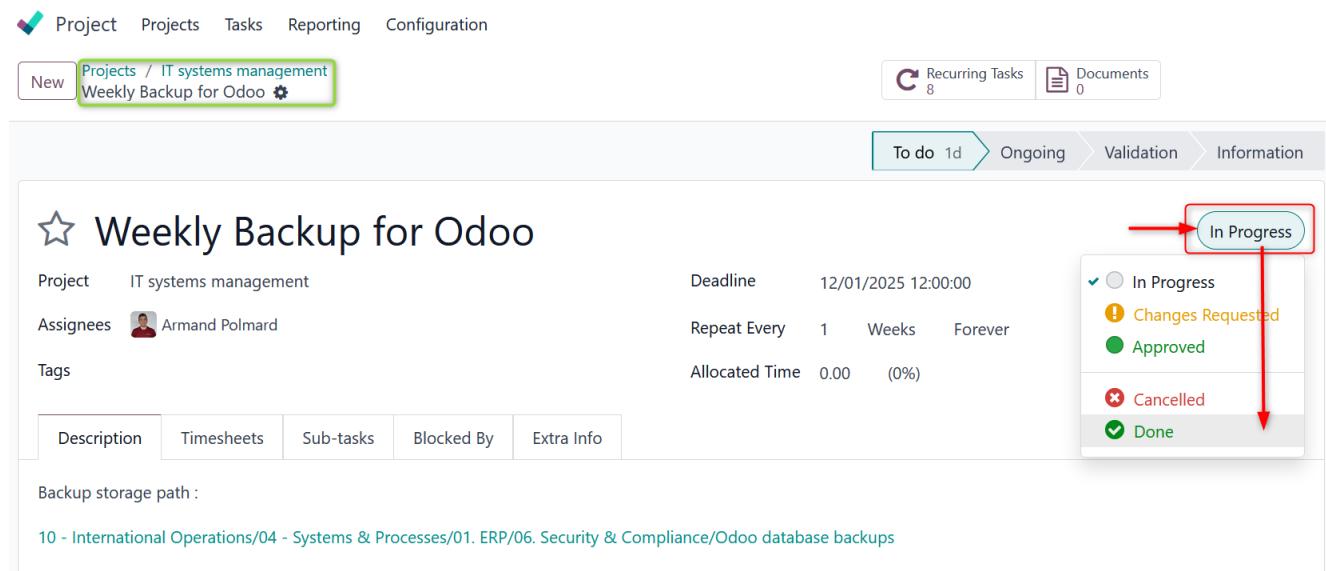
From here, you can look at the list of all the 14 automatic backups made by Odoo. You can download the last one in order to create a manual backup of our database.

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)	5cc32687	
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

Changes Requested

Approved

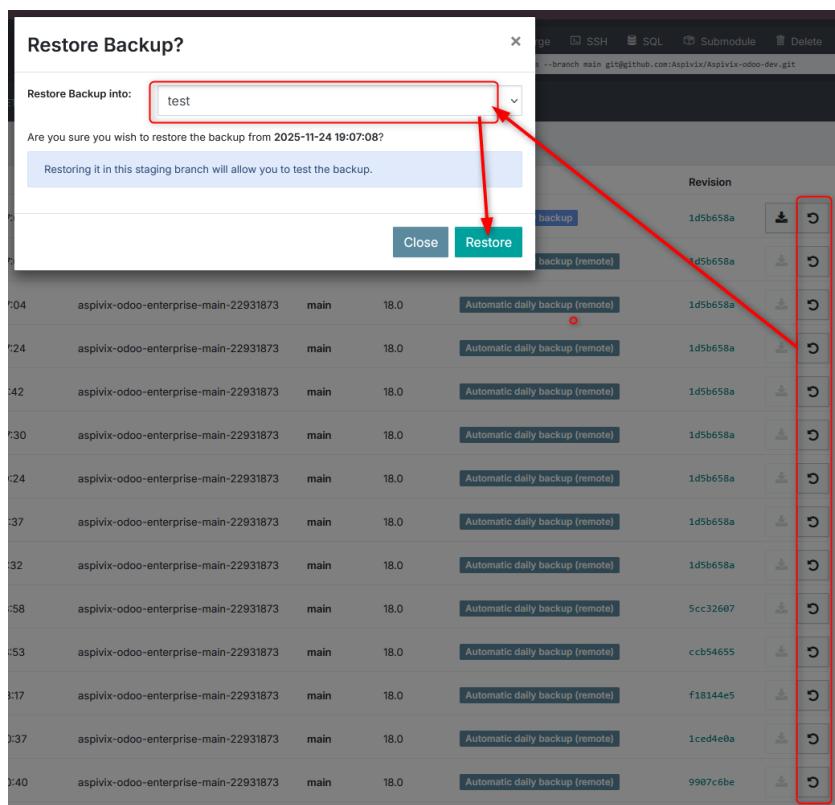
Cancelled

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 **5e4de3b9f180ab73ea86b3bd**

Participants

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Eva Kilimtzidi	eva.kilimtzidi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	3f97903ae565a14bf4e557f31bdd2ec328d3445986c10e6a735937942aa50b68	
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Signatory's hash:	78638443ccaea43979b1606b4de42a2f233d7b2ddc5d3d6ea75d60850cc12138	

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

Signing Events

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contact@aspivix.com | <https://aspivix.com>

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Creation	Armand Polmard armand.polmard@aspivix.com	11/26/2025 11:56:31	48.8558000, 2.3494000	81.250.240.58
Signature:				 View
Signature 	Armand Polmard armand.polmard@aspivix.com	11/26/2025 11:56:37	48.8558000, 2.3494000	81.250.240.58
Signature:				 View
Signature 	Aspivix SA, Eva Kilimtzidi eva.kilimtzidi@aspivix.com	11/26/2025 12:05:27	46.4884000, 6.6557000	178.192.218.57
Signature:				 View
Signature 	Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:25:39	47.3934000, 8.5163000	213.55.186.206
Signature:				 View

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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 11:56:32	Before Signature	48.8558000, 2.3494000  View	81.250.240.58
Aspivix SA, Eva Kilimtzidi eva.kilimtzidi@aspivix.com	11/26/2025 12:05:22	Before Signature	46.4884000, 6.6557000  View	178.192.218.57
Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:25:28	Before Signature	47.3934000, 8.5163000  View	213.55.186.206
Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:25:35	Before Signature	47.3934000, 8.5163000  View	213.55.186.206
Armand Polmard armand.polmard@aspivix.com	11/26/2025 16:13:38	After Signature	48.8558000, 2.3494000  View	81.250.240.58