

## **P 10.2.3 POLICY FOR THE MANAGEMENT OF DOCUMENTS AND RECORDS**

The certification body and all the staff involved in the certification activities has to manage the documents and records according this policy.

The documents and the records are officially in English language (according to the terms of the contract with the client and the participation of foreign in the audit team).

The records are created in a way that ensures that they are readable, dated, indexed or registered under the relevant procedure or instruction.

The documents and records must be easily identified and there must be a way to have information about the person who created/updated it.

On the records relating to the certification of management systems at the request of a customer placed a registration index, which corresponds to the register number of contracts.

The records created during the certification activities doesn't need to be approved except the audit reports, the proposed corrective and preventive actions, management review and internal audits.

The documents and the records must be distributed by the top management or by a representative of it.

It's forbidden the export of clients documents and records outside from the certification body without an authorization of the Top management.

The originals records of certification activities follow the procedure MP9.

The certification body cannot use records in an unauthorized way including industrial, commercial and / or personal data.

The record access is regulated for staff by the national law or the European GDPR - Regulation 2016/679

The records are stored in a manner that ensures protection from damage, dirt, loss and unauthorized access (theft, destruction, alteration, etc.).

The shelf life of client records after archiving process-related certification is two cycles of certification.

The archiving and destruction are carried out under the supervision of the Top management.

The certification body must have a proper mechanism to prevent unauthorized access and protection from change of electronic records stored even the copy for backup.