

# Retention of Documents Policy

## 1. Purpose

To establish the IQMCINDIA's commitment to ensuring the proper retention, protection, accessibility, confidentiality, and disposal of documents in accordance with ISO/IEC 17021-1:2015, Clause 9.9.

## 2. Scope

This policy applies to all documents generated or received by the certification body in the course of its certification activities.

## 3. Applicability

This policy is applicable to:

- All departments and personnel involved in certification processes.
- All physical and electronic documents related to certification activities.
- External parties acting on behalf of the certification body.

## 4. Definitions

**Documents:** Documents that provide evidence of conformity to requirements and the effective operation of the certification process.

**Retention Period:** The duration for which a documents must be preserved.

**Confidentiality:** Protection of documents from unauthorized access or disclosure.

## 5. Policy Statement

IQMCINDIA Certification PVT LTD is committed to establishing and maintaining a robust document management system that ensures all certification-related documents are retained, protected, and accessible in accordance with ISO/IEC 17021-1:2015 requirements. We recognize that accurate and secure recordkeeping is essential to the integrity, impartiality, and traceability of our certification processes.

To uphold this commitment, we shall:

- Retain all relevant documents for a defined period that meets or exceeds the minimum retention requirements of the standard, client agreements, and applicable legal or regulatory obligations;
- Safeguard documents against unauthorized access, alteration, or destruction through appropriate physical, digital, and procedural controls;

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- Ensure that all documents are properly identified, indexed, stored, and readily retrievable by authorized personnel;
- Respect the confidentiality and privacy of all information contained within documents, particularly those relating to clients and personnel;
- Make documents available to accreditation bodies or relevant authorities, when required, under conditions that preserve confidentiality;
- Periodically review and improve our documents retention practices to ensure continued compliance and effectiveness.

This policy reflects our ongoing dedication to transparency, accountability, and quality in certification activities.

### 06. Responsibilities

The Management Representative is responsible for:  
Ensuring implementation of this policy.  
Monitoring compliance with retention timelines.  
Managing secure disposal of expired documents.

### 07. References

ISO/IEC 17021-1:2015 – (Clause 9.9.4)  
IQMCINDIA Document Control Procedure- (IQMC-PR09)  
IQMCINDIA Confidentiality Policy- (IQMC-PY04)

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**IQMCINDIA CERTIFICATION PVT LTD**

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