

	MANAGEMENT SYSTEMS CERTIFICATION DOCUMENT	Document No: MSC-P24-POL Page 1 of 1
	RECORDS RETENTION POLICY	Version: 02 Effective: Jan 2023
	Compiled by: NSI CERTIFICATION	Approved by: GM-Certification

NSI Certification Body (CB) provides third-party management systems certification as one way of providing assurance that an organization is able to control relevant aspects of its activities, products and services in line with the organization's policy and requirements of respective international standard. The purpose of this policy is to ensure that records of all certification activities undertaken by NSI are kept safe, confidential and retained for a specified duration. Records provide evidence of how a conclusion was arrived at, hence NSI shall:

- a) Establish a Record control procedure (**MSC-P24**);
- b) Handle records relevant to all certification activities including of personnel involved in certification with strict confidence as per Confidentiality Policy (**MSC-P15-POL**);
- c) Retain all records for certified clients (client file) for a full certification cycle plus another three years. This also applies to the records of previously certified clients;
- d) Retain records of all personnel involved in certification activities for as long as such person is under NSI employment or under contract with NSI. These records shall be kept for three (3) more years after the termination of employment/contract. Records may be retained longer if the law or contractual arrangements stipulates so;
- e) Retain records either in hard copies or electronic format; and
- f) Dispose records after retention duration by shredding.

Signed: \_\_\_\_\_

Acting GM: Certification

Date: \_\_\_\_\_

10/2/2023