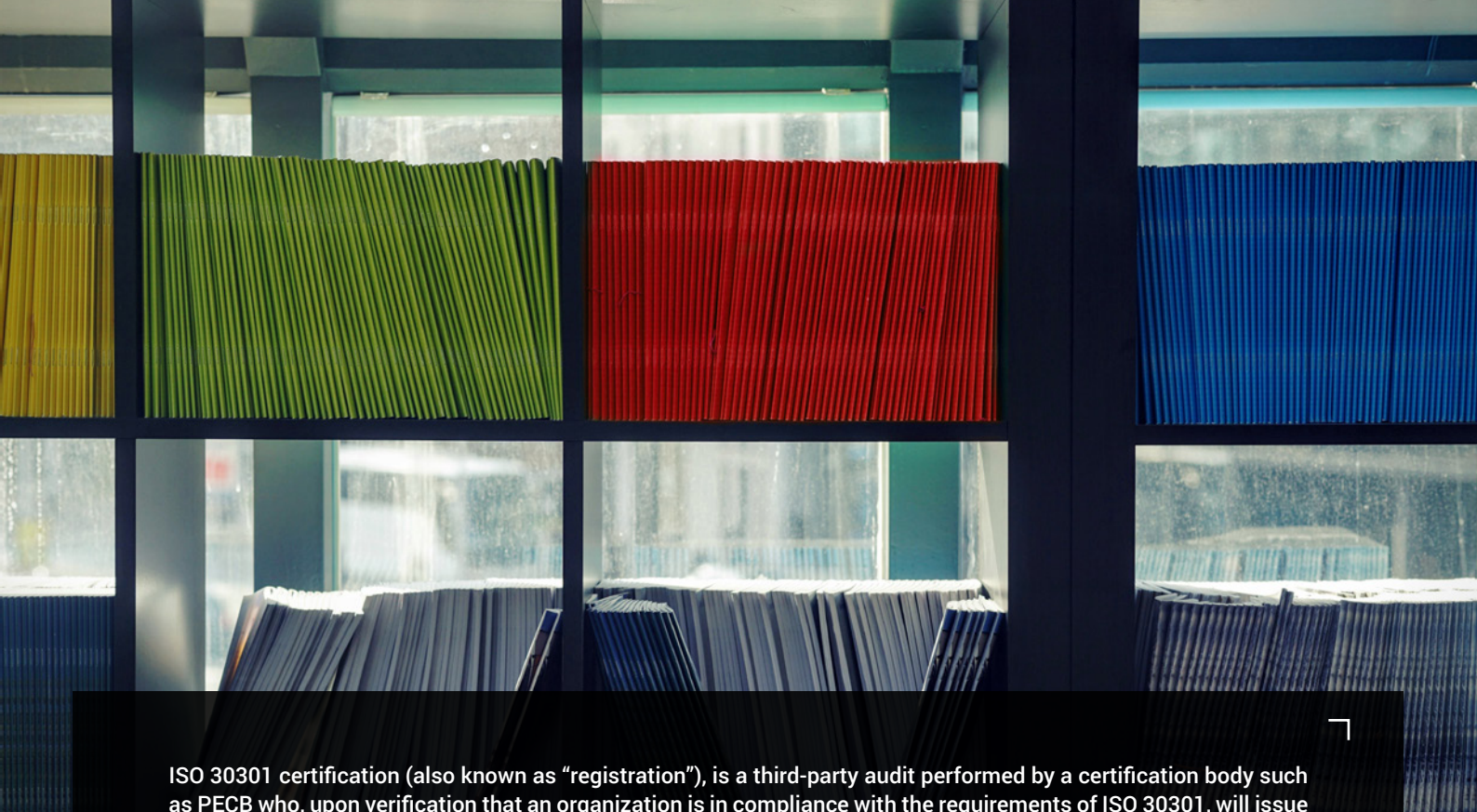


# ISO 30301 RECORDS MANAGEMENT SYSTEMS CERTIFICATION

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ISO 30301 specifies requirements to be met by a Records Management System (RMS) in order to support an organization in the achievement of its mandate, mission, strategy and goals.



ISO 30301 certification (also known as “registration”), is a third-party audit performed by a certification body such as PECB who, upon verification that an organization is in compliance with the requirements of ISO 30301, will issue an ISO 30301 certificate. This certification is then maintained through regularly scheduled annual surveillance audits by the registrar, with re-certification of the Records Management System performed on a triennial basis.

### **Benefits of ISO 30301 certification to your company:**

- Global recognition
- Increases business efficiency
- More effective system for records
- Cost savings and accountability
- Enables risk management and business continuity
- Empowers organizations to capitalize on the value of their information resources as business, commercial and knowledge assets

### **Benefits of ISO 30301 certification to your customers:**

- Improves quality and services
- On time delivery
- Right first time approach

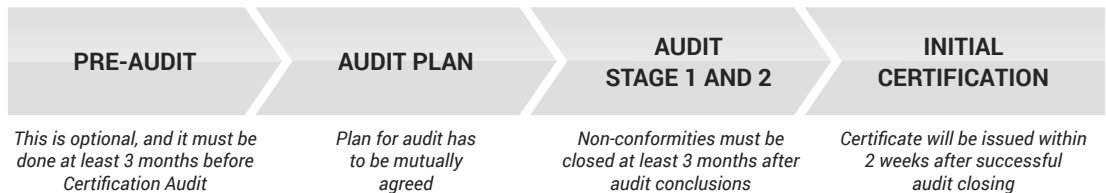
PECB is a certification body for persons, management systems, and products on a wide range of international standards. As a global provider of training, examination, audit, and certification services, PECB offers its expertise on multiple fields, including but not limited to Records Management.

We help organizations to show commitment and competence with internationally recognized standards by providing this assurance through the education, evaluation and certification against rigorous, internationally recognized competence requirements. With a global coverage of more than 900 partners in over 150 countries worldwide, our mission is to provide our clients comprehensive services that inspire trust, continual improvement, demonstrate recognition, and benefit society as a whole.

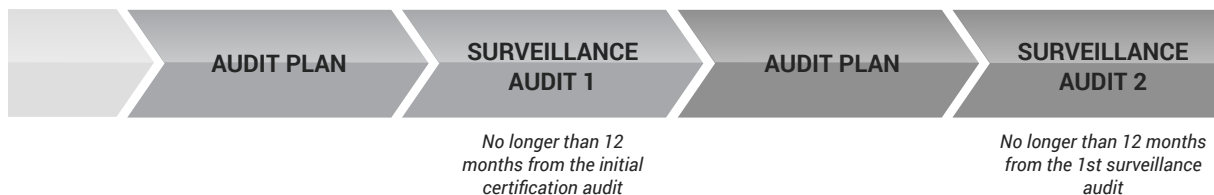
To find out how you can obtain the ISO 30301 Certification, contact [certification@iCertWorks.com](mailto:certification@iCertWorks.com)

## PECB CERTIFICATION PROCESS

### YEAR 1 (INITIAL CERTIFICATION)



### YEAR 2 (1<sup>st</sup> SURVEILLANCE AUDIT)



### RE-CERTIFICATION AUDIT

*Within two months before the triennial certificate expiration*