

Record Retention Policy

In order to ensure traceability and the ability to demonstrate the compliance of all processes—particularly those related to certification—Wert Audit S.R.L. declares that it maintains and controls the records and documents generated in the course of its activity under strict conditions of security and confidentiality.

1. Scope

This policy applies to all categories of records and documents related to:

- certification requests;
- training, audit and certification processes (including suspended or withdrawn certifications);
- the internal management system;
- employees and collaborators;
- financial and accounting activities;
- communications and contractual relationships;
- documents containing personal data.

2. General Principles

All records are collected, identified, indexed, and stored in a manner that ensures easy retrieval.

Readability, integrity, and protection against deterioration, unauthorized access, loss, or destruction are ensured.

Records may be stored in physical or digital format, depending on their nature and intended use.

3. Control Procedures and Retention Period

Records and documents are managed through the following internal procedures: Procedure PS01 – Document Control and Procedure PS02 – Record Control.

These procedures are developed and periodically reviewed to comply with the requirements of SR EN ISO/IEC 17021-1:2015, applicable national laws, and Regulation (EU) 2016/679 (GDPR) where applicable.

Retention periods are established in accordance with legal and contractual requirements and shall not be less than 5 years from the end of the contractual relationship, unless otherwise specified (e.g., accounting documents – 10 years; personnel files – 75 years; diplomas and certificates – permanent retention).

4. Security and Access

Records are stored in secure physical spaces and/or digital systems with restricted access, depending on their level of confidentiality.

Access to documents is granted based on job responsibilities, confidentiality agreements, and contractual provisions.

Records containing personal data are processed and retained in accordance with the Data Protection Policy and under the supervision of the designated Data Protection Officer (DPO).

5. Audit and Transparency

Records may be made available to accreditation bodies, competent authorities, or contractual parties under confidentiality conditions and in accordance with the law.

Applicants retain ownership over their submitted documents, and their confidentiality is protected through appropriate technical and organizational measures.

6. Responsibilities

The General Manager is responsible for enforcing this policy and ensuring that all staff and collaborators are trained regarding the collection, transmission, storage, and archiving of records.

All Wert Audit personnel involved in operational processes must comply with this policy and the corresponding procedures.

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General Director
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