



RECORDS RETENTION POLICY

Gabriel Registrar Certificate Issuing Services LLC (GRCIS) requires that all its records associated with GR quality management system including client files shall be retained for a time of six years (current certification cycle plus one full certification cycle) and has designated official repositories for their maintenance. These records shall be managed according to GR document and records control procedure in accordance with ISO 17021-1:2015 and relevant accreditation requirements.

Policy Approved by:

Certification Manager

Gabriel Registrar Certificate Issuing Services LLC



Dated: 04 April 2024