



When Quality Matters

## ISO 30301 RECORDS MANAGEMENT SYSTEM CERTIFICATION

PROVE THAT YOU HAVE AN EFFECTIVE SYSTEM FOR RECORDS WITH THE ISO 30301 CERTIFICATION

*ISO 30301:2011 is a management system that specifies requirements to be met by a Management System for Records (MSR) in order to support an organization in the achievement of its mandate, mission, strategy and goals.*

*The ISO 30301 can be implemented by every type of organization regardless of the size, sector, and industry. Companies that certify their management system against ISO 30301 validate that they have improved business efficiency, maintain accountability, support strategic directions, and manage risks within the company.*

[www.ccqm.ch](http://www.ccqm.ch)





#### **BENEFITS OF ISO 30301 CERTIFICATION TO YOUR ORGANIZATION:**

- Global recognition
- Increases business efficiency
- More effective system for records
- Cost savings
- 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
- Safe and effective system for records
- Cost reductions
- Easy implementation of management system for records
- Continual improvement

#### **UNDERSTANDING THE CERTIFICATION PROCESS**

ISO 30301 certification (also known as “registration”) is a third-party audit performed by a certification body such as CCQM 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 Quality Management System performed on a tri-annual basis.

- Step 1. Pre-Audit (Optional)- It must be done at least 3 months before Certification Audit
- Step 2. Audit Plan - Plan for audit has to be mutually agreed
- Step 3. Audit Stage 1 & 2 - Non-conformities must be closed at least 3 months after audit conclusions
- Step 4. Initial Certification - Certificate will be issued within 2 weeks after successful audit closing

Once certification has been obtained, the organization will be subjected to two surveillance audits within 24 months from the initial certification:

- Surveillance Audit Stage 1 - No longer than 12 months from the initial certification audit
- Surveillance Audit Stage 2 - No longer than 12 months from the 1st surveillance audit



## WHY CHOOSE CCQM?

CCQM 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, CCQM 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 200 partners in over 120 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, visit [www.ccqm.ch/certification](http://www.ccqm.ch/certification)

## CCQM CERTIFICATION PROCESS

PRE-AUDIT  
(FACULTATIVE)

STAGE 1 AUDIT

STAGE 2 AUDIT

YEAR 2  
(SURVEILLANCE AUDIT)

YEAR 3  
(SURVEILLANCE AUDIT)