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|  | Kenya Bureau of  Standards |

**KENYA BUREAU OF STANDARDS CERTIFICATION BODY**

**CER/POL/07: Policy on Retention of client records of Management**

**Systems Certification**

# Introduction

This policy sets out rules for retention period of records of management systems for KEBS CB clients.

# Responsibility

2.1 KEBS CB shall be responsible for safe keeping of all records of certification for management systems clients.

# Rules

3.1.1Records of certified clients shall be retained for the duration of the current cycle plus one full previous certification cycle. Records of withdrawn/terminated certifications shall be retained for 6 years from the decision date of withdrawal/termination of certification. Where the law requires retention of certification records for a longer time period, KEBS CB shall abide by the law.

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