Operating Records Required to Be Kept by Organic Certification Bodies and Their Methods and Periods

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No.	Item	Description of contents	Retention period	Retention method
1	Quality Manual	Commitment of top management to the development of its quality system and ensuring its effective operation, including quality objectives, strategies, and operating procedures.	Six years after the version is no longer applicable	In paper document or electronic file
2	Certification Operating Procedures	Operating procedures such as initial audit, surveillance, renewal audit and extensional audit and relevant documents	Six years after the version is no longer applicable	
3	Records of Certification Activities	Records related to the application, audit, sampling for testing, review or certification decisions, etc. of each certification case	Six years	
4	Personnel Qualification Documents, Training and Appraisal Records	Qualification documents, training and appraisal records of the personnel conducting audit, sampling for testing, reviews, and certification decisions related to certification activities	Six years starting from the date of departure from the organization; kept updated until the departure	
5	Internal Audit Records	Checklists, non-conformance reports, corrective actions, and their review records	Six years	

6	Documents Related to Selection and Evaluation of Outsourced Service Institutions and Their Execution Records	1. Qualification and selection criteria for institutions that provide the outsourced service 2. Evaluation records of the outsourced services 3. Records related to the outsourced service.	Six years	