



JMUIM HALAL PAK  
Quality Management System

## Records Retention Policy

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JMUIM Halal Pak records retention policy is designed to ensure the effective management and preservation of all certification-related records. JMUIM recognize the importance of retaining records to meet legal, regulatory, and accreditation requirements, and ensure that the records are readily available for as long as they are required to support ongoing certification activities and provide evidence of compliance.

This policy is applicable to every certification record, including application forms, assessment reports, and audit reports, certificates, following the completion or termination of the certification process. Additionally, we maintain a secure and organized records management system to facilitate easy retrieval, ensure confidentiality, and safeguard the integrity of the records. All records created, received, or maintained by JMUIM during their operations belong to the JMUIM and are retained and disposed of according to the procedure.

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Dr. Farid Ahmad Piracha  
Chairman, JMUIM HALAL PAKISTAN