TÜV NORD

Certificate

The certification body of TÜV NORD CERT GmbH hereby awards this certificate to the company

N-ERGIE Aktiengesellschaft
Am Plärrer 43
90429 Nürnberg, Germany

to confirm that its document management solution

PISA

fulfils all applicable requirements of the criteria for document management solutions

AC-DMS, 5th edition 2019

of VOI – Verband Organisations- und Informationssysteme e. V. The requirements are summarized in the appendix to the certificate.

The appendix is part of the certificate and consists of 4 pages.

The evaluation documentation for this certificate is registered under the procedure number 9973.

《VOI》

AC-DMS is a criteria catalogue of VOI www.voi.de

Certificate ID: 9973.23   valid from 2023-12-07 until 2025-12-09   To Certificate

Essen, 2025-03-27

Certification body of TÜV NORD CERT GmbH

TÜV NORD CERT GmbH
Am TÜV 1, 45307 Essen
tuev-nord-cert.de

TÜV®

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Certification scheme

The certification body of TÜV Informationstechnik GmbH performs its certifications based on the following certification scheme:

- German document: „Zertifizierungsprogramm (nicht akkreditierter Bereich) der Zertifizierungsstelle der TÜV Informationstechnik GmbH", Version 1.1 vom 01.03.2020, TÜV Informationstechnik GmbH

Evaluation requirements

- "VOI AC-DMS – IT Compliance and Information Security, Audit criteria for electronic document management processes and associated IT solutions", 5th revised edition 2019, VOI – Verband Organisations- und Informationssysteme e. V.

The evaluation requirements are summarized below. Not applicable requirements are printed in grey.

AC-DMS Requirements

1 General description of area of use

1.1 Description of the organisation

1.2 Locations

1.3 Organisation structure

2 Task–related and inherently logical system solution

2.1 Framework, tasks and guidelines

2.2 Description of the organisation

2.3 Document inventories

2.4 Digitisation and taking over of paper documents

2.5 Destruction of paper and other original documents

2.6 Takeover of documents received in electronic form

2.7 Handling of documents with electronic signatures

2.8 Handling of emails

2.9 Takeover procedure for mass digital data

2.10 Indexing

2.11 Archiving

2.12 Search and access

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4.8 Recording (protocols/logs)

4.9 Safeguarding against failure

4.10 Data protection and control measures

5   Technical operation

5.1 Responsibilities

5.2 Prerequisites with respect to buildings

5.3 Operating conditions for hardware

5.4 Operating conditions for software

5.5 Data backup

5.6 Handling of storage media

5.7 Monitoring of orderly operation

5.8 Responsibility for maintenance and troubleshooting

5.9 Preventive maintenance

5.10 Documentation of the maintenance processes

5.11 Troubleshooting

5.12 Restart

5.13 Recovery

5.14 Updating of the hardware

5.15 Updating of the software

6   Long-term availability and migration

6.1 Concept for long-term availability

6.2 Migration concept

6.3 Control

6.4 Performance of migration

7   Qualification of employees

7.1 Roles

7.2 Necessary knowledge

7.3 Responsibilities

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