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

IQDoQ GmbH
Theodor-Heuss-Straße 59
61118 Bad Vilbel, Germany

to confirm that its document management solution

IQAkte Personal - HyperDoc

fulfils all applicable audit criteria for document management solutions

AC-DMS, 3rd edition 2008

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 5 pages.

The certificate is valid only in conjunction with the evaluation report.

PK-DML

TÜVIT®

2016 **Trusted Site**

Certificate valid until
2018-05-31

18

Certificate ID: 9954.16

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Essen, 2016-09-07

Dr. Christoph Sutter
Head of Certification Body

TÜV Informationstechnik GmbH
TÜV NORD GROUP
Langemarckstr. 20
45141 Essen, Germany
www.tuvit.de

«VOI»

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

Certification System

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

- German document: "Zertifizierungsprogramm (nicht akkreditierter Bereich) der Zertifizierungsstelle der TÜV Informationstechnik GmbH", version 1.0 as of 2015-08-24, TÜV Informationstechnik GmbH

Evaluation Report

- German document: "Prüfbericht – Dokumentenmanagementlösung (DML) - IQAkte Personal - HyperDoc" of IQDoQ GmbH, version 1.0 as of 2016-09-02, TÜV Informationstechnik GmbH

Evaluation Requirements

- "AC-DMS – Audit Criteria for Document Management and Enterprise Content Management Solutions", 3rd edition 2008, Verband Organisations- und Informationssysteme e. V. (VOI), (corresponds to the German issue PK-DML, 3rd edition 2008)

The Evaluation Requirements are listed at the end. Not applicable requirements are printed in grey.

Evaluation Target

- Document Management Solution "IQAkte Personal - HyperDoc" of IQDoQ GmbH, operated in Bad Vilbel

- German document: "Verfahrensdokumentation IQAkte Personal V. 3.0 - DMS HyperDoc 6.1" as of 2016-07-01, IQDoQ GmbH

Evaluation Result

- All applicable AC-DMS evaluation requirements are fulfilled.

- The constraints and recommendations of the evaluation report have to be regarded.

Summary of the Evaluation Requirement

1   General description of area of use

1.1   Description of the organization

1.2   Location

1.3   Structural organization

1.4   Process organization

2   Logical system solution

2.1   Framework, tasks and guidelines

2.2   Description of organization

2.3   Document inventories

2.4   Processing rules

2.5   Destruction of paper and other original documents

2.6   Takeover of documents received in electronic form

2.7   Handling of e-mails

2.8   Electronic signatures

3   Technical system solution and migration

3.1   Storage systems

3.2   Recording systems

3.3   Output systems

3.4   Server hardware

3.5   Client hardware

3.6   Graphic representation of system

3.7   Server software

3.8   Client software

3.9   Special case: individual software

3.10   Interfaces

3.11   Network system description

10   Internal control system (ICS)

10.1   Documentation of the organizational security measures

10.2   Documentation of the technical protection measures

10.3   Documentation of current changes

10.4   Revision of the ICS

10.5   Assignment of responsibilities