

iGuana Document Archiving Compliance Audit

Modern organizations are often required to comply with increasingly stringent regulatory rules and retention requirements. This is especially true for highly regulated industries, such as Healthcare, Banking, Financial Services and Insurance. Requirements in these sectors make documenting your compliance procedures almost as important as compliance itself.

Your ultimate goal is, therefore, to create a document archive infrastructure where integrity, credibility and security of the records contained in it cannot be legitimately questioned by regulatory authorities.

Our Compliance Audit Services

Leveraging over 30+ years of experience in document management and archiving, iGuana can help you establish internal controls to maintain, preserve and access your archived documents, ensure their accuracy and completeness, and keep them safe from destruction, loss or tampering. We can also help you prepare all the necessary compliance documentation for submission to regulatory authorities, such as Kruispuntbank.



Why iGuana?

Here are a few key reasons why iGuana can be the partner of choice for compliance audit of your archive:

- 30+ years of experience in document archiving
- Experience working with regulatory authorities
- Extensive library of compliance templates
- Proven compliance audit methodology
- Leader in the healthcare sector

Considering the increasing complexity of regulatory requirements, iGuana can help ensure that you keep up with

and proactively adapt to changing regulations, thus reducing your compliance cost and limiting your exposure to liability associated with non-compliance.

Compliance for Healthcare

The Royal Decree on Data Stored by Hospitals dated 10 May 2015 issued by Belgium regulatory authorities is an example of a regulation requiring hospitals to comply with a number of requirements pertaining to data stored by them in paper or electronic format. As a market leader in document management and archiving for the Healthcare sector, iGuana has extensive experience working with the Kruispuntbank to establish processes and procedures for regulatory compliance.

We can make an initial audit of your healthcare organization and guide you through the process of establishing necessary procedures and controls. We can also perform regular audits to ensure that you remain in compliance with regulatory changes and avoid unexpected liabilities and costs.

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Compliance References

Below you can find some additional information and reference material relating to regulatory compliance.

Useful Reference Material

- KB - 10 May 2015 (Royal Decree on the Evidential Value of the Data Stored by Hospitals, Processed or Transmitted Through an Optical and Photographic Technique, as well as their Reproduction on Paper or any other Readable Medium, for Use in Healthcare)
- ISO 13028 (Information and Documentation - Implementation Guidelines for Digitization of Records)
- ISO/IEC 27002 (Information Technology - Security Techniques)
- Code of Practice for Information Security Management
- ISO 15489 (Information and Documentation - Records Management / Information and Archive Management)
- MoReq2 (Model Requirements for the Management of Electronic Records)
- ISO 15801 : 2009 (Document Management - Information Stored Electronically - Recommendations for Trustworthiness and Reliability)
- Norm NF Z 42-013 of AFNOR (L'Association française de normalisation)
- PDF/A (Portable Document Format Archivable or ISO 19005-1)
- ISO 23081 : 2006 (Processes for Information and Archive Management)
- ISO-14721 : 2002 (Reference Model for Digital Depot OAIS)
- RODIN (Reference Model for Digital Information Management)



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