

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

**AIRBUS S.A.S.**  
**1 Rond Point Maurice Bellonte**  
**31707 Blagnac, France**

to confirm that its document management- and archiving solution

**ZAMIZ 2D**

fulfils all applicable audit criteria for document management solutions

**AC-DMS, 4<sup>th</sup> edition 2014**

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.



**Certificate ID: 9959.20**

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Certificate valid until  
2022-02-28

Essen, 2020-02-28

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Head of Certification Body

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AC-DMS  
is a criteria catalog of VOI  
[www.voi.de](http://www.voi.de)

**Certificate**

## Certification Scheme

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

- "Evaluation Report – Document Management Solution (DMS) – Document Management System, ZAMIZ 2D", version 1.1 as of 2020-02-11, TÜV Informationstechnik GmbH

## Evaluation Requirements

- "AC-DMS – Audit Criteria for Electronic Document Management and Document Process Solutions", 4th edition 2014, Verband Organisations- und Informationssysteme e. V. (VOI), (corresponds to the German issue PK-DML, 4<sup>th</sup> edition 2014)

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

## Evaluation Target

Evaluation Target is the document management- and archiving solution ZAMIZ 2D based on

Documentation:

- Procedural Documentation ZAMIZ – General Part -, version 4.5 as of 2019-08-26, Airbus Operations GmbH
- ZAMIZ OpenText Procedural Documentation Basis, version 4.4 as of 2019-08-30, Airbus Operations GmbH

- Procedural Documentation ZAMIZ Open Text-SAP, version 4.4 as of 2018-08-23, Airbus Operations GmbH
- Procedural Documentation ZAMIZ Archiving with ImageMaster 8 Basic Module, version 7.4 as of 2019-08-27, Airbus Operations GmbH
- Procedural Documentation ZAMIZ/AIRINA Archiving using Image-Master – Stock of Documents, version 3.0 as of 2019-08-25, Airbus Operations GmbH

Systems in Operation:

- ZAMIZ-IMA, ImageMaster
- ZAMIZ-OT, OpenText

## Evaluation Result

- All applicable AC-DMS evaluation requirements are fulfilled.
- The 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 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. Digitization 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
- 2.13. Check-in / Check-out
- 2.14. Processing and assigning versions
- 2.15. Onward transfer
- 2.16. Reproduction
- 2.17. Deletion

### **3. Technical system solution**

- 3.1. Graphic representation of system
- 3.2. Storage systems
- 3.3. Recording systems
- 3.4. Output systems
- 3.5. Virtualisation
- 3.6. Server hardware
- 3.7. Client hardware
- 3.8. Server software
- 3.9. Client software
- 3.10. Special case: individual software
- 3.11. Interfaces
- 3.12. Network system description
- 3.13. Components for generation and processing of electronic signatures

### **4. IT Security**

- 4.1. General IT security concept
- 4.2. Specific requirements for the IT security concept
- 4.3. Backup concept
- 4.4. IT security / user administration and authorisation concept
- 4.5. Entry controls
- 4.6. Access and data access controls
- 4.7. Transaction, integrity and consistency security
- 4.8. Recording (protocols)
- 4.9. Security 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 security

5.6. Handling of data carriers

5.7. Monitoring of orderly operation

5.8. Responsibility for maintenance and rectification of faults and disturbances

5.9. Preventive maintenance

5.10. Documentation of the maintenance processes

5.11. Rectification of faults and disturbances

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. Employee qualification**

7.1. Roles

7.2. Necessary knowledge

7.3. Responsibilities

7.4. Qualification measures

7.5. Documentation of the qualifications and measures

## **8. Tests**

- 8.1. Test concept
- 8.2. Test plans and test rules and regulations
- 8.3. Test protocols

## **9. Outsourcing**

- 9.1. Performance and responsibility
- 9.2. Process documentation
- 9.3. Interfaces
- 9.4. Control

## **10. Internal Control System (ICS)**

- 10.1. Description of the ICS methods
- 10.2. Traceability of controls
- 10.3. Documentation of the organisational control measures
- 10.4. Documentation of the technical control measures
- 10.5. Process documentation
- 10.6. Control and evaluation of the ICS
- 10.7. Assignment of responsibilities