



**NSAI**  
Standards

Irish Standard  
I.S. EN 9130:2020

# Aerospace series - Quality systems - Record retention

**I.S. EN 9130:2020**

*Incorporating amendments/corrigenda/National Annexes issued since publication:*

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## National Foreword

I.S. EN 9130:2020 is the adopted Irish version of the European Document EN 9130:2020, Aerospace series - Quality systems - Record retention

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**EUROPEAN STANDARD**

**EN 9130**

**NORME EUROPÉENNE**

**EUROPÄISCHE NORM**

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English Version

## **Aerospace series - Quality systems - Record retention**

Série aérospatiale - Systèmes qualité - Conservation  
d'enregistrements

Luft- und Raumfahrt - Qualitätsmanagement -  
Aufbewahrung von Aufzeichnungen

This European Standard was approved by CEN on 22 December 2019.

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This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

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## **European foreword**

This document (EN 9130:2020) has been prepared by the Aerospace and Defence Industries Association of Europe - Standardization (ASD-STAN).

After enquiries and votes carried out in accordance with the rules of this Association, this Standard has received the approval of the National Associations and the Official Services of the member countries of ASD-STAN, prior to its presentation to CEN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by January 2021, and conflicting national standards shall be withdrawn at the latest by January 2021.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN shall not be held responsible for identifying any or all such patent rights.

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## EN 9130:2020 (E)

# 1 Scope

## 1.1 General

This document provides requirements and guidance for the retention, storage, retrieval and disposal of records for the international aviation, space and defense industry.

## 1.2 Applicability

**1.2.1** This document is applicable to all documents and data records, on current and earlier products, produced using current and previous business agreements and applicable statutory and regulatory requirements.

**1.2.2** Documents should be interpreted in the broadest possible sense to include all records, data and information, in paper or in electronic form or on film, including external providers working on own behalf.

**1.2.3** Some documents may be retained electronically. The form in which documents are to be retained varies from one jurisdiction to another and varies depending on the document involved. Some countries prescribe that certain documents be retained in their original form as a hardcopy (e.g. board minutes, documents under seal, trust documents and original documents that are subject to specific legal requirements...).

# 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 9300-003, *Aerospace series — LOTAR — Long term archiving and retrieval of digital technical product documentation such as 3D, CAD and PDM data — Part 003: Fundamentals and concepts*

EN ISO 9000:2015, *Quality management systems — Fundamentals and vocabulary*

AS/EN/JISQ 9100, *Quality Management Systems — Requirements for Aviation, Space and Defence Organizations*<sup>1</sup>

AS/EN/JISQ 9110, *Quality Management Systems — Requirements for Aviation Maintenance Organizations*

AS/EN/JISQ 9120, *Quality Management Systems — Requirements for Aviation, Space and Defence Distributors*

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<sup>1</sup> These requirements are based on ISO 9001.

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