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| **Name of organisation** |  |
| **Address**  (or addresses if multiple sites) |  |
| **Name of legal representative** |  |
| **Job title** |  |
| **Email:** |  |
| **Website:** |  |
| **Telephone:** |  |
| **Scope of audit required**  Please provide as much detail as you can, such as: a) physical location(s) b) organizational units c) activities d) processes e) number, with examples, of different types of digital objects being preserved e.g. formats, disciplines, semantics etc f) designated community(ies) g) regulatory and legal environment h) languages |  |
| **General description**  Including activities, human and technical resources, functions and relationship in a larger corporation, if any |  |
| **Outsourced processes**  Any used by the organization that will affect conformity to requirements (if any) |  |
| **Consultancy used by the systems to be audited in the last 2 years and by whom** |  |
| **Other certifications held or being sought** |  |
| **Restrictions on information which cannot be made available for review by the audit team because they contain confidential or sensitive information.** |  |
| **Any further information which you think may be relevant.** |  |