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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 unitsc) activitiesd) processese) number, with examples, of different types of digital objects being preserved e.g. formats, disciplines, semantics etcf) designated community(ies)g) regulatory and legal environmenth) 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.** |  |