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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 (select checkbox), with examples, of different types of digital objects being preserved e.g. formats, disciplines, semantics etc | 🞏 1-30  🞏 31-100  🞏 101- |
| 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.** |  |