**CONFORMANCE SEAL SELF ASSESSMENT REPORT**

**1. IDENTIFICATION**

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| **NAME OF REPORT CREATOR \*** | Please provide an answer. |
| **EMAIL OF REPORT CREATOR \*** | Please provide an answer. |
| **ORGANIZATION** | Please provide an answer. |
| **COUNTRY \*** | Please provide an answer. |
| **NAME OF CONTACT PERSON \*** | Please provide an answer. |
| **EMAIL OF CONTACT PERSON \*** | Please provide an answer. |
| **DATE OF REPORT\*** | Select a date. |

Fields with \* are obligatory.

Please note that this form is part of the information which needs to be provided when applying for the eArchiving Conformance Seal.

An application must include the following information:

1. A completed **self-assessment form** (this document in MS Word document or converted to PDF)
2. An **information package sample** consisting of 3 packages per information package type (Submission, Archival, and Dissemination Information Package)
3. The **validation reports** (JSON, HTML, or PDF format)

The above data and documents need to be **aggregated into a single packaged container** (\*.tar, \*.tar.gz, \*.zip) and **provided in form of a download URL** (optionally password protected).

The maximum size of each information package is 40MB. The information packages must validate successfully using the E-ARK validator for information packages according to the corresponding specification for E-ARK SIPs, AIPs, and DIPs.

**2. OBJECT OF THE CONFORMANCE ASSESSMENT**

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| **OBJECT NAME \*** | Please provide an answer. |
| **WEBPAGE LINK** |  |
| **DESCRIPTION \*** | Please provide an answer. |
| **VERSION \*** | Please provide an answer. |
| **RELEASE DATE \*** | Please provide an answer. |

**3. CONFORMANCE ASSESSMENT**

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| **I-1** | **The digital archive/archival solution shall ingest E-ARK SIP packages.** |
| Instructions | Explain how E-ARK SIP packages are ingest into the digital archive/archival solution.  |
| Description of the process **\*** | Please provide an answer. |
| Instructions | Describe a sample of 3 E-ARK SIPs and indicate identifiers and filenames of the packages. The sample described here must be provided as part of the application together with the validation reports for each of the information packages (see note on page 1).  |
| Description of the sample **\*** | Please provide an answer. |

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| **I-2** | **The digital archive/solution shall produce a response to the Producer about the result of the ingest process of E-ARK SIPs.** |
| Instructions | Please describe the method for providing responses. In case of ingest failures, explain how the user is informed about E-ARK requirements and corresponding validation errors causing the failure. |
| Description of the method for providing responses **\*** | Please provide an answer. |

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| **I-3** | **The digital archive/solution shall process one or more Metadata Standards used in the information packages.** |
| Instructions | Please describe which Metadata Standards are supported by the digitalarchive/solution. |
| Description of the Metadata Standards which are supported **\*** | Please provide an answer. |

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| **A-1** | **The digital archive/solution shall persist Provenance Information from the point of Ingest as part of the AIPs** |
| Instructions | Please describe how the digitalarchive/solution persists provenance information in the AIP. Please indicate which metadata format is used by referencing the corresponding specification. |
| Description  **\*** | Please provide an answer. |

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| **A-2** | **The digital archive/solution shall allow exporting or providing access to valid E-ARK information packages (SIPs or AIPs) so that these packages can be transferred to another E-ARK conformant digital archive/solution.**  |
| Instructions | Please describe the process for exporting or providing access to E-ARK information packages (SIPs or AIPs). |
| Description of the process **\*** | Please provide an answer. |
| Instructions | Please describe a sample of 3 exported E-ARK SIPs/AIPs and indicate identifiers and filenames of the packages. At least one of the packages must contain an additional representation which was created after the AIP was created. The action of creating the additional representation must be documented in form of preservation metadata. Please specify which metadata was used and how. The sample of 3 exported E-ARK SIPs or AIPs must be provided in downloadable form (download URL). |
| Description of the sample **\*** | Please provide an answer. |

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| **D-1** | **If the archive/ solution produces DIPs from the AIPS, the resultant packages shall be E-ARK conformant.** |
| Instructions | Please describe how conformant DIPs are created. This requirement applies only in case E-ARK DIPs are created. The archive/ solution can provide any other form of DIP, but if it is an E-ARK DIP, then it needs to be a valid E-ARK DIP. |
| Description  **\*** | Please provide an answer. |