**ILNAS/PSDC/F001B**

**Statement for Digitisation or e-archiving service providers (*PSDCs*)**

Modifications:

* refer to the national standard ILNAS 106 for the certification of PSDCs

1, avenue du Swing

L-4367 Belvaux

Tél: (+352) 247 743 - 50

Fax: (+352) 247 943 – 50

[confiance-numerique@ilnas.etat.lu](mailto:confiance-numerique@ilnas.etat.lu)

[https://portail-qualite.public.lu](http://www.portail-qualite.lu/)

### Document to be completed, signed and returned to ILNAS – Digital trust department for each notification for supervision. The general supervision process is described in the document ILNAS/PSDC/Pr001 – *Supervision Digitisation or e-archiving service providers (PSDCs)*

I wish to have my certified organization supervised for the services referred to in this document.

**In the frame of this supervision:**

* I declare to comply with current legislation, in particular on the subject of rights of establishment;
* I declare to know and to respect the supervision system and the functioning of ILNAS – Digital trust department according to the documents available on the website [https://portail-qualite.public.lu](https://portail-qualite.public.lu/);
* I declare to know and to meet all the legal requirements relating to digitization and e-archiving service providers (PSDCs): the requirements set out in the Law of 25 July 2015 on electronic archiving and in particular, the requirements introduced in the national standard ILNAS 106;
* I declare to agree to the supervision and to cooperate with verifying the conformity of my organization against the legal requirements. This cooperation includes, among other aspects, the following:
  + I declare to authorize assessment teams to be present at tests or verification trials;
  + I declare to allow the supervisory body to carry out any reasonable checks of my organization’s capacity to meet the legal requirements for PSDCs;
  + I declare to grant supervision teams of ILNAS - Digital trust department access to the premises of the subcontractors that are used by my organization as part of the checks conducted for the supervision program;
  + I declare to provide a copy of the conformity assessment certificate and the final report of the conformity assessment against the legal requirements relating to digitization and e-archiving service providers (PSDCs);
  + I declare to provide a copy of the accreditation certificate of the conformity assessment body against the national standard ILNAS 106;
  + I declare to provide the dates of the conformity assessment in advance;
  + I declare to provide information, documents and records that are necessary for the assessment and for maintaining the PSDC status;
  + I declare to adhere to the supervision program;
  + I declare to authorize supervision visits outside of the Digital trust department’s supervision program that are undertaken in response to a complaint. Such visits may not occur within five working days after being notified by the Digital trust department that such a visit will take place;
  + I declare to facilitate the cooperation with the Digital trust department in relation to its supervisory activities.
* I declare to settle application fees and assessment fees, including travel and lodging fees, regardless of assessment results and settle fees for subsequent supervision visits by the Digital trust department;
* I agree that the name of my organization is included in the national PSDC list published on the ILNAS website following acceptance of my organization’s notification.

**In the relation with third parties:**

* I agree not use my supervision status in a manner detrimental to the reputation of the supervisory body, nor to make statements relating to the supervision that could reasonably be considered misleading or that could mislead a third party;
* I agree to conform not only to the directives contained in this document but also to any ethical rules that apply in a particular area of activity;
* I agree to immediately desist from using my supervision status on the expiration date and to halt all type of advertising that refers to this supervision in any manner whatsoever;
* I agree to clearly state in contracts with my customers that the supervision or any link to a test or control procedure can never be construed as an approval of a product by ILNAS – Digital trust department.

**In case of major changes, events, incidents or complaints:**

I agree to inform ILNAS – Digital trust department immediately of all major changes, events, incidents or complaints relating to my supervision, in particular regarding:

* The legal, commercial, ownership or organizational status;
* Structure, management and staff in key positions;
* Key policies;
* Resources and premises;
* The scope of supervision;
* Security breach or any incident concerning the PSDC;
* Complaints by third parties;
* Intention to cease one or more of the PSDC services (note that such a notification will lead to the change of the current PSDC status into “supervision in cessation” in the list of PSDCs);
* Expected or unexpected termination of a PSDC service;
* Any other area that may affect the ability of my organization to meet supervision requirements.

**Full name**[[1]](#footnote-1) :

**Function** :

**Date** :

**Read and approved** :

**Signature:**

### Thank you for returning the signed document to the following address:

ILNAS

Digital trust department

1, avenue du Swing

L-4367 Belvaux

Alternatively, this form may be sent electronically, in a secure way, to ILNAS – Digital trust department. Please contact ILNAS – Digital trust department by e-mail prior to sending the form to discuss the transmission modalities:

[confiance-numerique@ilnas.etat.lu](mailto:confiance-numerique@ilnas.etat.lu)

1. Signatory must be duly authorised to commit the organization. [↑](#footnote-ref-1)