# COUNTER audit setup form

## Contact details

|  | Audited entity (report provider) | Auditor |
|---|---|---|
| Organization name |  |  |
| Primary contact name |  |  |
| Primary contact email |  |  |

## Platforms to be audited

| Platform URL | Host_Type |
|---|---|
|  |  |
|  |  |

## Testing accounts

Prior to an audit the content provider must supply the auditor with account details for at least four separate accounts with access to all areas required to be tested (or specific restrictions for testing Denials). Please use the table below to provide those account details.

|  | Account one | Account two | Account three | Account four |
|---|---|---|---|---|
| Username |  |  |  |  |
| Password |  |  |  |  |
| Access restrictions, if any |  |  |  |  |

## Reporting credentials

**SUSHI credentials**

| SUSHI URL |  |
|---|---|
| Customer_ID |  |
| Requestor_ID |  |
| Other SUSHI information |  |

**Access to download usage reports in tabular format**

| URL | |
|---|---|
| Username | |
| Password | |
| Other access information | |

# Declarations

| | |
|---|---|
| | We have completed the pre-flight stage and have provided the outputs alongside this setup form. |
| | Federated and automated searches have been disaggregated from any searches reported. |
| | If server-side caching is implemented, information on cache settings has been provided alongside this setup form. |

# Audit exceptions agreed with COUNTER

Where the COUNTER Project Director has agreed an audit exception prior to the audit commencing, please document it here.

1.
2.