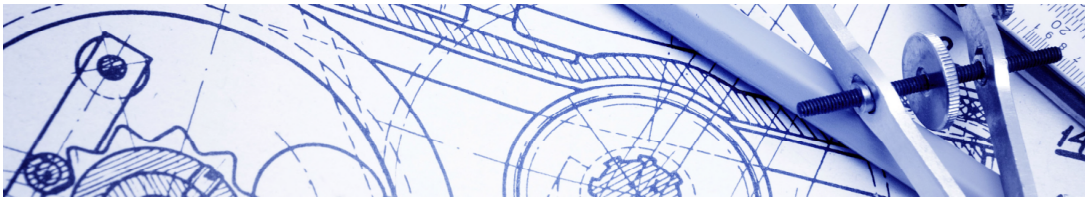


## Information on Which Materials to Deposit

In the escrow contract, the manufacturer normally guarantees that the software/firmware can be created from the deposited material the licensee has been given by the manufacturer in the context of the license agreement, and that the material makes the maintenance, updating, modification, adjustment, correction and further use of the software or software/firmware-supported product possible.

The manufacturer has the know-how and is therefore the expert regarding the material deposited. Despite this, it is often difficult to know where to begin. As an aid in beginning the escrow process, HanseEscrow provides the following information. Ultimately, the manufacturer is responsible for assembling the deposited material:

- **Basic material, as a minimum:**
  - Source code and process objects that pertain to it
  - Compiler, Make-files, and the development environment (if necessary), ...
  - In the case of firmware, for example, arranged according to components
  - Object code
  - Construction data and process objects that pertain to it
  - Templates, catalogs, CAD application(s) (if necessary), development environment, ...
  - Drawings in digital format
- **Process documentation for product development, for example:**
  - Guidelines for analyzing requirements
  - Guidelines for creating concepts
  - Guidelines for development, the system design and the GUI design
  - Overall programming, drawing and nomenclature guidelines
  - Guidelines for devising test cases and running tests as well as integration, verification and validation
  - Documentation of the tools utilized
  - Training documents for newly employed personnel (development, technology, support, sales)
  - The company's QM manual
- **Project documents and/or product-specific documents, for example:**
  - Product data sheets
  - Requirement collection and requirement management
  - Concepts, designs, architecture
  - Product lists and specifications and the individual components (parts list)
  - Technical documentation
  - Specific programming guidelines
  - Use cases
  - Interface descriptions or conformity explanations
  - Test concepts and test results
  - Descriptions for generation, installation and acceptance tests
  - User manual, maintenance manual
- **List of supply sources for process objects**



o **Identification of process objects not freely available on the market**

When storing machine data, construction data and the corresponding software and firmware, there are additional materials to take into account. Technical drawings, the programming and/or the configuration of the individual components are important, too, because the guarantee covers the maintenance, repair, modification, correction and continuation of the designated use of the entire product. The software and firmware points to note...

- o All individual components are listed and specified (parts list
  - o Source code... , in the case of firmware, for example, listed by components
  - o Descriptions of interfaces
  - o Declarations of compliance
  - o Suppliers for components
  - o Identification of the items which are not readily available on the market
- ... play a much larger role in the compilation of materials.

In general, we recommend that you append a specification of the escrow materials to the escrow contract and update the specification whenever materials change. Ideally, the material specification should include the items listed above and have a direct link for each item to the location of the item on the data storage media. In that case, the specification can also be used as the manifest.

**Example of a material specification for software**

Type of materials	Description of the materials	Data medium or file location
Material specification	This document	SD CARD 1 of 2 "root"
Source code	All Java classes, configuration files (EJB configuration, DynS properties, etc.) and Web resources (web.xml, struts configuration, HTML pages, images, jsp's, etc.) needed to produce <SoftwareNames>	SD CARD 1 of 2 \Sources\
User documentation	Online help (HTML files), that can be opened via an executable application.	SD CARD 2 of 2 \Docu\
Management manual	Technical documentation (BFHB_v1_18.PDF) about installing and running the application such as deployment, multi-client capability, doing a database installation and database update, setting-up on IBM WebSphere, installation for headless use (e.g. PJA), capacity planning, license files, parameterizing, administration under OSPlus sales, monitoring, Log4J configuration, etc.	SD CARD 2 of 2 \Docs\
Database scripts	Oracle scripts for the new installation of a <Name> database as well as update scripts for updating the <Name> database from the previous version to the current program version.	SD CARD 1 of 2 \DB scripts\
Production-computer specification	Description of the production computer (compiler, libraries, make-files, etc.) for producing <Name> applications.  Process description for compiling <Name> applications	SD CARD 2 of 2 \Docs\
Code specifications	Code guidelines, Struts framework, EJB's (GuidelinesDevelopment.pdf) and project models (projects.pdf)	SD CARD 2 of 2 \Docs\

We hope the information we provide above helps you in deciding which materials need to be collected for deposit. If you have questions regarding any of the topics listed, please feel free to contact us.