Trust List Add/Removal Procedures

Conformance Program Application

All Applicants (Certification Authorities, Claim Generators and Claim Validators) MUST apply to the C2PA Conformance Program (LINK TO INTAKE FORM HERE) The application describes the governed role of the Applicant and (if applicable) the level of assurance it is seeking within the program.

Application Intake

New Intake forms are directed to an email inbox (conformance@c2pa.com) Once an application is received, The Conformance Program Administrator establishes a new record on the C2PA Conformance Program KANBAN (Application Received) and the Applicant's Intake Form is is stored in a secure folder of the C2PA Conformance Program under the Applicant's Name.

Application Review

Once an application is received, it is reviewed by the C2PA Conformance Program Administrator (the administering party of the program) to determine whether all required information is complete and accurate on the form. The Administrator will also determine whether new evidence is required based on the role the Applicant is applying for and the asserted level of assurance they are seeking. Based on this review, the Administrator MAY contact the Applicant for further questions. All additional evidence is stored in the secure folder of the C2PA Conformance Program under the Applicant's Name. Once all required evidence has been received and reviewed, the C2PA Conformance Program Administrator will move the Conformance KANBAN to a status of "Application Reviewed",

Legal Agreement

After registration, the Applicant MUST sign its respective legal agreement (Claim Generator, Claim Validator, Certification Authority) with the C2PA committing to the C2PA Conformance Program requirements. The legal agreement details the responsibilities of the Applicant and the C2PA. It also legally binds the Applicant to the terms of the C2PA Conformance Program. The agreement is signed by an officer or legal representative of the Applicant and the Executive Director of the C2PA Steering Committee. Once the Legal Agreement is signed by both parties, the document is stored in the secure folder of the C2PA Conformance Program under the Applicant's Name and the C2PA Conformance Program Administrator will move the Conformance KANBAN to a status of "Agreement Signed".

#Trust List Access Controls The C2PA Conformance Program mandates tight access controls over the C2PA Trust List and Conforming Products List which maintaining high availability to relying parties. Access controls to the trust lists are limited to the Administrator of the C2PA Conformance Program Task Force which administers the program (and suitable backup roles).

Trust List Activation Entry

Once the legal agreement is signed, the C2PA Conformance Administrator will add a record to the respective Trust List (Certification Authority or Conformance Products List using a GitHub Pull Request (which records an audit trail record). The Pull Request MUST be approved by one of the Chairs of the C2PA Conformance Program. Once the Trust List Record is added, the C2PA

Conformance Program Administrator will move the Conformance KANBAN to a status of "TL Record Updated".

Changes to Trust List Entries

Any change in the metadata of the Trust List entry MUST be requested by the governed party through the inbox of the Conformance Task Force. After review of the request, the C2PA Conformance Program Administrator will update the Trust List Entry using a GitHub Pull Request approved by one of the C2PA Conformance Program co-Chairs.

Removal of Conforming Products List / C2PA Trust List Record

The C2PA reserves the right to and remove Applicants from the C2PA Conforming Products List and CA Trust List. Factors indicating the need for removal MAY originate from the global marketplace or within the C2PA itself. If an action has been taken for trust list removal, the governed party SHALL be formally notified and required to appear before the C2PA Conformance Program Task Force where evidence will be considered concerning the party's violation of the terms of its acceptance as an approved service provider of its conformance program. As stipulated in the Legal Agreement, the Applicant can request mediation of the C2PA action. Once a decision has been made and approved by one of the C2PA Conformance Program co-chairs, the C2PA Conformance Program Administrator will update the Trust List Entry (as revoked) using a GitHub Pull Request approved by one of the C2PA Conformance Program co-Chairs.

The C2PA Steering Committee is empowered with the right to remove Trust List records. Once revoked, the trust list status of that record will be changed to revoked and will be shielded from public view and access.