

IC3S

Validator Empanelment and Performance Monitoring

(STQC/CC/P01)

Issue : 05



CC Certification Body, STQC Directorate,
Indian Common Criteria Certification Scheme (IC3S),
MeitY, Government of India
INDIA

	<h1 style="color: blue;">Indian CC Certification Scheme</h1>	
	Issue : 05	
	Date : 25-05-2021	
		Page : 2 of 7

Table of Contents

0.1	Approval and Issue.....	3
0.2	Amendment Record	4
1.0	Purpose and Scope	5
2.0	Responsibility	5
3.0	Associated Documents	5
4.0	Definitions.....	6
5.0	Resources.....	6
6.0	Procedure	6
6.1	Empanelment of Validators	6
6.2	Performance Monitoring of Validators	7

	<h1>Indian CC Certification Scheme</h1>	
		Issue : 05
		Date : 25-05-2021
	Page : 3 of 7	

0.1 Approval and Issue

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Reviewed by : Management Representative

Approved by : Head, CC Scheme

Note:

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	<h1>Indian CC Certification Scheme</h1>	
	Issue : 05	
	Date : 25-05-2021	
		Page : 5 of 7

1.0 Purpose and Scope

The purpose of this document is to establish a procedure for empanelment & performance monitoring of Validators.

2.0 Responsibility

Operation's personnel	- Preliminary evaluation of application for compliance against prescribed criteria.
	- Organise observation under actual validations through empanelled validator
Certification Committee	- Evaluation of all relevant details concerning empanelment of a candidate and recommendation to Head CC scheme.
Head CC, Scheme	- Approval of empanelment.
Management Representative (MR)	- Monitoring performance of Validators

3.0 Associated Documents

ISO/IEC Guide 2 vocabulary	- Standardization and related activities - General
ISO/IEC 17065	- General Requirements for Bodies Operating Product Certification Systems
CCRA	- Arrangement on the Recognition of the Common Criteria Certifications in the Field of Information Technology Security.
ISO/IEC 17025	- General Requirements for the Competence of Testing and Calibration laboratories.

	<h1>Indian CC Certification Scheme</h1>	
	Issue : 05	
	Date : 25-05-2021	
		Page : 6 of 7

4.0 Definitions

For the purpose of this document, the definitions contained in clause 1.3 of Doc STQC/CC/D02 – “Quality Manual” shall apply.

5.0 Resources

For the purposes of the activities defined in this document, the personnel resources are identified in Doc STQC/CC/D11.

6.0 Procedure

6.1 Empanelment of Validators

6.1.1 Application for empanelment, under IC3S, for Validators/ shall be made in form [STQC/CC/F04](#).

6.1.2 The operation’s personnel at HQs shall carry out a preliminary evaluation of the application for compliance against prescribed criteria. Following this, they shall organize for observation of applicant candidate’s under actual validation of TOE.

6.1.3 Operation ‘s personnel at HQ shall arrange for observation of applicant candidate; by an already empaneled validator. While arranging observation, they shall seek the client organization’s prior concurrence and keep all concerned informed. The report of observation applicant shall consist of:

- [STQC/CC/F05](#)-Observation of candidate validator.

6.1.4 The operational personnel will review the observation report recommendation in compliance of requirement and put up to the Head CC.

6.1.5 Head CC Scheme will approve for empanelment of applicant candidate.

6.1.6 The operation’s personnel shall empanel the applicant candidate as validators and communicate to the candidate. All empaneled validators are required to enter into an agreement (STQC/CC/F08) with the Certification Body and are provided with all relevant documentation as deemed appropriate.

	<h1>Indian CC Certification Scheme</h1>	
	Issue : 05	
	Date : 25-05-2021	
		Page : 7 of 7

6.2 Performance Monitoring of Validators

6.2.1 For the purposes of continuing empanelment & to provide for improvement, the performance of Validators shall be periodically monitored. Management Representative is responsible for monitoring the performance.

The monitoring can take the form of one or combination of the following on three years basis :

- Reviews of the feedback received from CCTL and any other sources including validator(s).
- Reviews of opinions/views expressed by Certification Committee following evaluation of validation reports and other such documentation. The monitoring shall also take place on the following on three years basis.
- Reviews of availability and activity profile of the Validators, during a specified period.
- Review of results of observations under actual validation conditions.

6.2.2 Any deficiency in the performance or opportunity for improvement shall be communicated to individual Validator concerned. In case of persistence of any unacceptable performances the individual shall be divested of the responsibility of validation and eventually, the empanelment shall be cancelled/withdrawn.

6.2.3 Empaneled Validators shall upgrade/maintain their knowledge of any new standards or requirements relevant to evaluation situations, which they are likely to encounter, and the current interpretations associated with those requirements. They shall also maintain their knowledge of validation practices and the most current application of those practices to sustain their effectiveness. Upon request, they shall supply to Certification Body all such information, including cumulative validation logs to enable or continuous performance review.