


# IC3S

## **Responsibility Matrix** (STQC/CC/D12) Issue : 04



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

|   |                                       |                   |
|---|---------------------------------------|-------------------|
|  | <b>Indian CC Certification Scheme</b> |                   |
|   | D12 – Responsibility Matrix           | Issue : 04        |
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## 0.1 Approval and Issue

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**Reviewed by : Management Representative**

**Approved by : Head, CC Scheme**

### Note:

- Management Representative is responsible for issue and distribution of this document including amendments.
- Holder of this copy is responsible for incorporation of all the amendments and currency of the document.




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|  | <h1 style="color: blue;">Indian CC Certification Scheme</h1> |
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## 1.0 Responsibility Matrix

| Functionaries<br>Function                  | 1. Chairman, CB | 2. Chairman, AB | 3. AB | 4. Chairman, | 5. MC | 6. Head CC | 7. Appeals Committee | 8. Certification Committee | 9. MR | 10. Certification Personnel | 11. Validator |
|--|-----------------|-----------------|-------|--------------|-------|------------|----------------------|----------------------------|-------|-----------------------------|---------------|
| <b>1. Documentation</b>                    |                 |                 |       |              |       |            |                      |                            |       |                             |               |
| <b>*Approval</b>                           |                 |                 |       |              |       |            |                      |                            |       |                             |               |
| -Quality Manual                            |                 | P               |       |              |       |            |                      |                            |       |                             |               |
| -System Specific Docs/Procedures           |                 |                 |       |              |       | P          |                      |                            |       |                             |               |
| <b>2. Advisory Board Related Formation</b> | P               |                 |       |              |       |            |                      |                            |       |                             |               |
| Appointment of Members                     | P               |                 |       |              |       |            |                      |                            |       |                             |               |
| *Decisions/Approvals                       |                 |                 | P     |              |       |            |                      |                            |       |                             |               |
| *Appointed Appeal Committee                |                 |                 | P     |              |       |            |                      |                            |       |                             |               |
| *Consideration of Appeals                  |                 |                 |       |              |       |            | P                    |                            |       |                             |               |
| *Policy & other matter                     |                 |                 | P     |              |       |            |                      |                            |       |                             |               |
| <b>3. System Related</b>                   |                 |                 |       | P            | P     |            |                      |                            |       |                             |               |
| <b>* Management Review</b>                 |                 |                 |       |              |       |            |                      |                            |       |                             |               |
| *Certification Committee                   |                 |                 |       |              |       |            |                      | P                          |       |                             |               |
| *Personnel                                 |                 |                 |       |              |       |            |                      | P                          |       |                             |               |
| *-CCTL                                     |                 |                 |       |              |       | P          |                      |                            |       |                             |               |
| *IQA                                       |                 |                 |       |              |       |            |                      |                            | P     | S                           |               |
| *Training                                  |                 |                 |       |              |       | P          |                      |                            | S     |                             |               |
| *Database                                  |                 |                 |       |              |       |            |                      |                            |       | P                           |               |
| *Records                                   |                 |                 |       |              |       |            |                      |                            |       | P                           |               |
| *Document issue/maintenance                |                 |                 |       |              |       |            |                      |                            | P     | P                           |               |

|   |                                       |  |  |  |  |  |  |  |  |               |                   |  |
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|  | <b>Indian CC Certification Scheme</b> |  |  |  |  |  |  |  |  |               |                   |  |
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| <b>4. Certification Operations</b> |  |  |  |  |  |   |  |   |  |   |   |
|------------------------------------|--|--|--|--|--|---|--|---|--|---|---|
| -Application Related activities    |  |  |  |  |  |   |  |   |  | P |   |
| -Certification Decision            |  |  |  |  |  |   |  |   |  |   | P |
| -Certificate Issue                 |  |  |  |  |  |   |  | P |  |   |   |
| - Technical Oversight              |  |  |  |  |  |   |  |   |  |   | P |
| -Certificate Sign                  |  |  |  |  |  | P |  |   |  |   |   |
| *Invoices                          |  |  |  |  |  |   |  |   |  | P |   |
|                                    |  |  |  |  |  |   |  |   |  |   |   |

Note : This matrix is an indication of broad responsibilities of various functionaries of STQC Certification Services. The detailed description of Specific responsibilities is covered in relevant documentation.

**P** =Primary

**S** =Secondary