


# IC3S

**Training**  
(STQC/CC/P02)  
Issue : 04




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

	<b>Indian CC Certification Scheme</b>	
	<b>P02– Training</b>	
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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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## 1.0 PURPOSE

This Procedure describes the training policy and method adopted by Certification Body for maintaining competence of certification personnel.

## 2.0 SCOPE


This procedure covers training appraisal and identification of training needs for certification personnel.

## 3.0 RESPONSIBILITY

- Operation Personnel : Training needs identification of Certification personnel
- Management Committee : To review the training needs and selectively Identify them.
- Head, CC Scheme : Organize the selected training.

## 4.0 ASSOCIATED DOCUMENTS

- ISO/IEC Guide 2 - Standardization and related activities -- General vocabulary
- 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.

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ISO/IEC 17025

- General Requirements for the Competence of Testing and Calibration laboratories.

## 5.0 DEFINITIONS:

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

## 6.0 RESOURCES:

For the purpose of activities identified in this document, the personnel resources are identified in Doc. STQC/CC/D03.

## 7.0 PROCEDURE

### 7.1 TRAINING

#### 7.1.2 TRAINING PROGRAMME FOR POTENTIAL Validators


During this programmes the potential validators shall undergo field training as observer along with validators. They are allowed to take part in validation activities but are not supposed to give any independent observations/comment. The Head, CC Scheme is responsible for arranging to provide required exposure and information to the trainee during this period. The trainee should have knowledge of IC3S related policies, procedures, standards etc.

#### 7.1.3 TRAINING PROGRAMME FOR OPERATIONS PERSONNELS

All Operation's Personnel undergo training to make them acquainted about IC3S documents, procedures, various forms etc. This training will enable them to perform their duties effectively. After the training, the Operation's Personnel will take up interaction with the Clients independently.

#### 7.1.4 FURTHER TRAINING PROGRAMME

The purpose of this programme is to expose the certification personnel to advanced information on technology, assurance and related aspects. This is

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achieved through participation in seminars/Workshops, technical courses conducted by experts. Generally, at the beginning of each year training needs are ascertained by Head, CC Scheme in consultation with all concerned. Depending upon the priority of the needs identified, the Management Committee approves the selective trainings and appropriate arrangements are made for their trainings.


### 7.1.5 SELF TRAINING

It is responsibility of each executive to plan for self-training also and keep himself up to date. Facilities for self-training such as audio/video aids, technical books/journals, national/ international standards, are also available.

## 7.2 IDENTIFICATION OF TRAINING NEEDS

Training needs are identified by :

- a) Head, CC Scheme in consultation with each personnel (generally at the beginning of each year) and / or
- b) Head, CC Scheme based on either of the following.
  - i. Feedback from industries
  - ii. Annual appraisal
  - iii. Information on new technology being implemented in near future.
  - iv. Improvement in personnel capabilities related to quality of service
  - v. Maintenance of education level related to tasks being performed
- c) The Trainings identified are selectively approved by the Management Committee.

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### 7.3 RESPONSIBILITY

Head, CC Scheme shall be responsible for planning co-ordination and organising all training activities. Depending upon the priority of the identified training needs, he shall make appropriate arrangements for training. He shall also review the adequacy of training inputs at appropriate stages later.

### 7.4 TRAINING RECORDS

Training records of all certification personnel shall be maintained in Form STQC/CC/F03.