

IC3S

Management Review

(STQC/CC/P04)

Issue : 04



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



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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:

The purpose of this document is to ensure management of certification activities in line with charter of STQC Directorate for IC3S and advice of Advisory Board.

2.0 Scope:

The scope of this document is to define and establish the management review procedure to determine continuing suitability and effectiveness of the operations of Certification Body.

3.0 Responsibility:

Head, CC Scheme has overall responsibility to conduct management review.

4.0 Associated documents :

Quality Manual : STQC/CC/D02

5.0 Definitions :

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


6.0 Resources :

For the purpose of the activities defined in this document, the personnel resources are identified in the document STQC/CC/D11 – “List of Appointments”.

7.0 Structure & Composition:

- **Chairman**

Senior most officer of STQC Directorate or Head CC Scheme, is the ex-officio Chairman of the Management Committee.

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- **Members**

- Do not exceed 10 in numbers excluding Head, CC Scheme and Member-Secretary.
- Belong to STQC Directorate of sufficiently senior level, preferably unit/activity head.
- Active professionals in certification related fields, administration & finance.
- Appointed by Chairman, Certification Body in consultation with Chairman, Management Committee.
- Depending on the need the committee may co-opt more members upto a maximum of 2 persons.
- Management Representative is the member secretary of the committee.


8.0 Terms of Reference :

While being accountable to Advisory Board, the Management Committee will

- review the CC Certification to ensure it's continued suitability and effectiveness in satisfying the requirements of the ISO/IEC Guide 65 & 17025 and CCRA related activities by means of reviewing the results of :
 - Clients related activities
 - Certification Operation related activities
 - Management system related activities
 - Finance related activities

Additionally , they will also cover one or more of the following activities:

- Formulate and oversee the implementation of the business plan for CC activities.
- Be responsible for decisions relating to the evaluation & validation of IT Security products.

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- Provide all requisite information and support to the advisory board to enable it to fulfill its obligations.
- Ensure compliance with the advice of the advisory board.
- Carry out periodic reviews of the CC Scheme operations to ensure compliance with all applicable requirements and business performance.
- Seek Advisory Board's concurrence on the technical contents of policy nature for adoption into the certification system.
- Set up committees as required to deal with the technical content of the certification system e.g. Certification Committee.
- Make efforts for satisfactory resolution of complaints/disputes received from suppliers or other parties.


9.0 Business Procedure :

- 9.1 Meetings of the Management Committee are held at least once a year. Special meeting of the Management Committee can further be held as and when required by the Chairman or at the request of any of the members.
- 9.2 The business transacted at the meeting is recorded in the minutes by Management Representative.
- 9.3 Agenda for management review shall be finalized by HEAD CC Scheme based on the terms of reference mentioned above. Management Representative and any member can suggest the agenda point. Agenda shall be distributed prior to the meeting.

Review inputs:

The agenda shall include following. Besides these, other points may also be taken up for discussions, if desired by committee members

- Follow up actions from previous management review
- Findings of Audits(Internal and external)
- Customer feedback/ complaints/ appeals
- Comments and feedback from CC, MC and AB members
- Overview of various actions/ proposed actions concerning CA/PA

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- New STQC initiatives in IT area.
- Status against defined certification objectives

Review outputs:

Outcome of agenda points as defined above shall be recorded and distributed to all concerned by MR. The decisions taken should be objectively oriented towards achieving improvement of effectiveness of certification operations as far as compliance to applicable international standards, scheme objectives and management expectations are concerned. The review shall act as important platform for identification and provision of resources needed.

- 9.4 Minutes of meeting, action items/decisions, responsibility for implementing the decisions effectively shall be recorded by the convenor and communicated to all concerned. Later on MR, IC3S shall ensure that all actions are taken/decision implemented.
- 9.5 A brief of the proceeding shall be made during Advisory Board meeting for information.