


# IC3S

## **Document Control** (STQC/CC/P05) Issue : 06



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

	<h1>Indian CC Certification Scheme</h1>	
	<h2>P05– Document Control</h2>	
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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 & Scope

This procedure describes the methods to be followed for issue, distribution and control of documentation at all levels pertaining to the operation of Certification Scheme.

### 2.0 Documents under Documentation Control

The following types of documents are under the purview of the document control described in this procedure:

- Documents (Policy level documents such as Manual, Schedule of Charges etc.)
- Procedures / Guidelines
- Forms / Formats
- National / International / overseas agency standards

All the above documents come under the purview of numbering system.  
(Refer master list for complete set of documents)

### 3.0 Responsibility

Operational personnel at CB under the guidance of MR shall be responsible for issue and control of all documentation with necessary facilities for storage, maintenance, updating, indexing, recording and retrieval. It is also responsible for assisting while allotting number for various categories of documents.

### 4.0 Numbering System

- System Level Documents / Procedures / Guidelines:


STQC/CC / XYY

YY - Serial No. of the Document

X - Indication of Document \*

STQC/CC - Indication of System Level

\*Such as D = Documents, P = Procedures, F = forms

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- Certificate No. for the certified product will be same as its Registration No. in the following format:  
IC3S/CCTL identification No./Client Name/Assurance level/job Registration month(MM)/year(Y Y)/No. of certificate (XXXX).  
e.g. IC3S/KOL01/ADVA/EAL2/MMYY/0012
- Certificate Report No. format will be as follows:  
IC3S/CCTL identification No./Client Name/Assurance level/job Registration month(MM)/year(Y Y)/No. of certificate/CR.  
e.g. IC3S/KOL01/ADVA/EAL2/MMYY/0012/CR

## 5.0 Maintenance of Documents / records using SVN:

### 5.1 Software Configuration Management:


When stored electronically, records are checked in to test repository whenever modifications are done or original data are changed and records of original observations/data will be established through audit trail. Records maintained in computer repository shall be controlled and maintained through appropriate access control and back up control, preventing unauthorized modification, deletion and unintentional loss or corruption.

### 5.2 Configuration items and scheme of flow:

The QMS records, such as documents, procedure and forms etc shall be brought under configuration management control. Changes to the Quality System documents in the repository can be initiated based on feedback by any individuals or as a part of corrective actions to be initiated to remove the non-conformances implement through Check out & Check in. Project related documents / records are added by CC Operation Person for reference and audit purpose.

The record will have access control and only authorize will be allowed to view/edit or append/ add the record. The change in the document/ record will be with reason for change and new version will be allocated. The change can be identified with date, with person and reason for doing the change.


The following is the flow for change, addition, review and approval:

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Sl.No	Configuration items (Document name)	Prepared/ appended added by	Review by	Approval by
I	CC Scheme Documents	CC Operation Personnel	MR	Head CC Scheme
II	CC Scheme Procedure	CC Operation Personnel	MR	Head CC Scheme
III	CC Scheme Forms	CC Operation Personnel	MR	Head CC Scheme
IV	CC Operational Personnel Record	CC Operation Personnel	MR	Head CC Scheme
V	Project Documents	CC Operation Personnel	-	-
VI	Other records	CC Operation Personnel	-	-

### 5.3 Software Configuration Management (SCM) Repository:

- SCM is implemented using SVN source control software package in client server mode.
- Source file is maintained in personal computer and can be accessed through the SVN client software installed in each client system.
- Users can read from the client systems if user is assigned the read permission rights for a particular configuration items.
- Persons with check out / check in permission rights can effect changes to the configuration items by first checking out the file from the repository to the working copy (sandbox) in the local machine and then check it back in with valid changes
- CC Operation Person II shall act administrator of svn and has following duties:
  - i. Add new user and assign rights to the new user
  - ii. Add/ rename / delete and destroy privilege rights
  - iii. Back up of repository on periodic basis

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#### 5.4 Back up of Repository:

- The backup is generated at the SVN
- Back is copied at separated Hard Disk marked for Backup SVN
- After copying the backup, backup is deleted from folder
- Full back up is taken every 15 day or as and when required.

#### 6.0 Review, approval and amendments


6.1 The following identifies the reviewing and approving authorities for various levels of documents.

Sl. No.	Type of Document	Review Authority	Approval Authority
1.	Quality Manual	Advisory Board	Chairman, Advisory Board
2.	Other documents, Procedures	Management Representative	Head, CC Scheme

6.2 After review and approval by competent authorities, the document no. shall be entered in the master list of documents. Operation personnel is responsible for maintaining the records of approval of documents. The master list shall be used to establish the currency of the documents. The master list contains the following information:

- a) Document Number
- b) Title of Document
- c) Issue No.
- d) Date of issue

5.3 Appropriate records of all amendments shall be maintained by Operations personnel at Certification Body.

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5.4 In case of amendments, the request can come from any one, however the process of review and approval shall be the same as described above.

5.5 All the scheme documents are classified in either of two categories ie., Internal or Public as specified in the Master List of documents. Public documents are available on IC3S portal and Internal documents are available of Scheme server.

5.6 Classification Guidelines

Information will be classified as either of the following:

**Confidential:**

To be kept within the specific group or set of persons handling the matter only. These shall mostly consist of client provided records pertaining to product submitted for certification e.g. ST, TOE besides records like Internal audit reports, complaints/appeals records & NDAs.

**Internal:**


All documents & information that is kept within CB and are available to all personnel involved in CC activities at STQC e.g. Personal records, Assessment formats, CC /MC/ AB minutes.

**Public:**

The CC related information that can be shared with all including public at large. These is published on internet

5.7 Document/Record Labeling and Handling

	<b>Labeling</b>	<b>Transmission</b>	<b>Storage</b>	<b>Disposal</b>
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<b>Confidential</b>	<u>Paper:</u> Header Confidential  <u>Electronic:</u> Mark as Confidential	<u>Paper:</u>   <u>Electronic:</u> Access to authorised Persons only	<u>Paper:</u> Kept in locked Cupboards  <u>Electronic:</u> Keep in folder with Password.	<u>Paper:</u> Preferably shredder
<b>Internal</b>	<u>Paper:</u> Header Internal  <u>Electronic:</u> Marked as Internal	<u>Paper:</u>   <u>Electronic:</u> Access to all employees	<u>Paper:</u> Kept in locked cupboards  <u>Electronic:</u> May be kept in common folder	<u>Paper:</u> Shredding after expiry  <u>Electronic</u> Deleted from folder
<b>Public</b>	<u>Paper:</u> Header Public  <u>Electronic:</u> Marked as public	<u>Paper/</u> <u>Electronic:</u> May be shared with all including outsiders	<u>Paper:</u> May be kept on the desk  <u>Electronic:</u> May be kept in common folder	<u>Paper:</u> Shredding Electronic Deleted after expiry.

## 7.0 Issue and Distribution Control

### 7.1 Distribution

Distribution of all approved documents shall be as follows :

- a) Documents / Procedures / Guidelines/ Forms

All approved and currently valid documents are available to all concerned. The documents are not distributed as print outs, but are available on a server with controlled access to all relevant personnel. All obsolete

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documents are removed from use throughout the organisation and are available in IC3S server in an archived folder.

In case of amendment in any of the documents after approval process as mentioned at clause 5.1, it will be updated on the server by designated operation personnel & all the concerned personnel can refer to this for the latest documentation. All the amendment shall be communicated to all concerned by operation personnel.

Uncontrolled copies - printed documents as per definition are uncontrolled copies.

#### b) Forms

All approved and presently valid forms are available to all concerned. The forms are not distributed as print outs, but are directly accessible from the server and can be printed out as needed. Once forms are filled out, they become records.

## 7.2 Issue

6.2.1 The designated operation's personnel shall be responsible for the uploading of relevant scheme documents/ formats on Server.

6.2.2 Notwithstanding the aforementioned provisions, all documents are accessible to Head CC Scheme and Management representative in printed form under special circumstances and to internal and external auditors while performing an audit activity.

## 8.0 Maintenance of National / International / Overseas Agency Standards

National / International Standards (Ex.: CC Standards) shall be maintained at CB. Certification personnel are responsible for maintaining the currency of the standards and issue of appropriate version of standards for users on request. It is also the responsibility of individual users to verify the appropriateness of the versions of standards at the time of use. Updating of standards is ensured through website of IEC, ISO, CC portal or any other means at appropriate intervals.