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Securing Our Cyberspace

MyCC Scheme Policy (MyCC_P1)

31 Dec 2009

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Forward

The Malaysian Common Criteria Evaluation and Certification (MyCC) Scheme has been established under the 9th Malaysian Plan to increase Malaysia's competitiveness in quality assurance of information security based on the Common Criteria (CC) standard and to build consumers' confidence towards Malaysian information security products.

The MyCC Scheme is operated by CyberSecurity Malaysia and provides a model for licensed Malaysian Security Evaluation Facilities (MySEFs) to conduct security evaluations of ICT products, systems and protection profiles against internationally recognised standards. The results of these evaluations are certified by the Malaysian Common Criteria Certification Body (MyCB) established within CyberSecurity Malaysia.

This document provides an overview of the MyCC Scheme and specifies the business rules governing its operation as a member of the Common Criteria Recognition Arrangement (CCRA).

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Information about security information products, including the MyCC Scheme Certified Products Register (MyCPR), is made available by CyberSecurity Malaysia for the purposes of advising and assisting interested parties on matters relating to the security and integrity of information that is processed, stored or communicated by electronic or similar means using communications and computer technologies. The information that CyberSecurity Malaysia provides in relation to information security products is limited to the performance of those products against the assurance levels and standards specified in the Common Criteria (CC).

Consumers using the MyCPR should be aware that the evaluated portion of a product may not include all the security functionality of the product. Consumers of ICT products are encouraged to download the Security Target and Certification Report for evaluated products to assess its suitability to meet the security needs of their organisation.

The results for evaluation of a product are published in its Certification Report. This report contains detailed information, including any clarification of the scope of the evaluation, and provides recommendations for the secure use of the product. Certification Reports are available through the MyCPR at www.cybersecurity.my/mycc.

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1 Introduction

1.1 Purpose

1 This policy document (**MyCC_P1**) provides an overview of the Malaysian Common Criteria Evaluation and Certification (MyCC) Scheme and specifies the business rules governing its operation as a member of the Common Criteria Recognition Arrangement (CCRA) (Ref [1]).

2 The intended audience for this document is any party interested in gaining a general understanding on MyCC Scheme operation. More detailed information on the operation of the MyCC Scheme, and the conduct of certification and evaluation activities, can be found in other MyCC Scheme publications at www.cybersecurity.my/mycc. These other official MyCC Scheme publications are:

a. The MyCC Scheme Certified Products Register or MyCPR (**MyCC_P2**) that lists all certifications and evaluation projects;

b. The MyCC Scheme Evaluation Facility Manual (**MyCC_P3**) that provides interpretation of this policy applicable for the management and operation of licensed Malaysian Security Evaluation Facilities (MySEFs);

c. The MyCC Scheme Customer Manual (**MyCC_P4**) that provides guidance to sponsors, developers and consumers of certified products;

3 Other official publications that provide detailed guidance for aspects of MyCC Scheme operation that are not publicly available are:

a. The MyCC Scheme Certification Manual (**MyCC_P5**) that provides interpretation of this policy application for the management and operation of the MyCC Scheme and the Malaysian Common Criteria Certification Body (MyCB); and

b. The MyCB Quality Manual (**MyCB_QM**) that defines the management system for operation of the Malaysian Common Criteria Certification Body (MyCB).

4 Third parties seeking access to documents that are not publicly available must submit a request in writing to the MyCC Scheme. The decision to release these documents to a third party is at the discretion of the MyCC Scheme and may be subject to conditions as part of that release.

1.1 Scope

5 This policy applies to the operation of the MyCC Scheme, it's associated Malaysian Common Criteria Certification Body (MyCB), any Malaysian Security Evaluation Facility (MySEF) licensed to conduct evaluations under the MyCC Scheme and MyCC Scheme customers.

1.1 Document Organisation

6 This policy document is organised into the following sections:

a. **Section One** provides an introduction to the policy, and describes the purpose and scope of the document.

b. **Section Two** provides a structure of the MyCC Scheme, outlining roles and responsibilities, and governance arrangements.

c. **Section Three** provides policies on the conduct of certification and evaluation services undertaken within the MyCC Scheme.

d. **Section Four** provides policies on the assurance arrangements for continuous improvement of MyCC Scheme services.

e. **Annex A** lists the references and terminology relevant to the MyCC Scheme Policy.

f. **Annex B** states the terms of reference for the MyCC Scheme Management Board.

g. **Annex C** states the terms of reference for the MyCC Scheme Certification Subcommittee.

h. **Annex D** illustrates the MyCC Scheme certification marks and their rules for use.

i. **Annex E** provides a mapping of the requirements of MS ISO/IEC Guide 65 (Ref [4]) and CCRA Annex C (Ref [1]) to the MyCC Scheme documentation. .

1.1.1 Document Relationships

7 The relationship between the MyCC Scheme Policy (shown in red) and other documents in the hierarchy is illustrated in Figure 1 below.

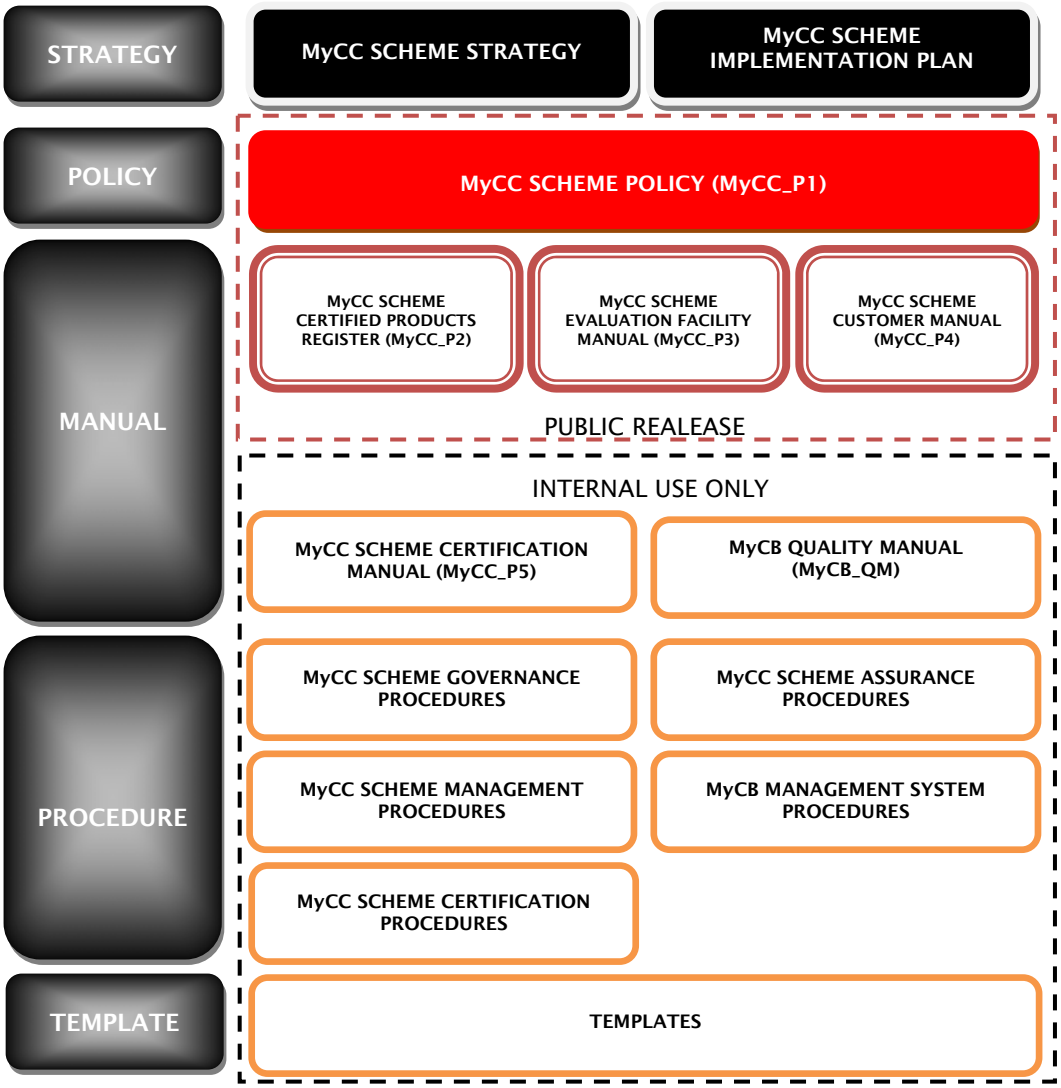

Figure 1: Document Relationships

1.2 Changes to this Policy

8 The change authority for the MyCC Scheme Policy is the MyCC Scheme Head. All change requests in relation to the policy should be forwarded in writing to the Scheme Manager.

9 All changes will be submitted to the MyCC Scheme Management Board for final approval.

10 All approved changes to the MyCC scheme policy will be published on the www.cybersecurity.my/mycc website.

2 MyCC Scheme Overview

2.1 Background

11 Information managed by Information and Communications Technology (ICT) products is a critical business resource supporting the mission of an organisation. Individuals also have a reasonable expectation that their personal information managed by ICT products remains confidential, is available to them as needed, and is not modified. ICT products should deliver their functionality while exercising proper control over the information thereby ensuring it is protected against security threats.

12 Consumers of ICT products may have insufficient knowledge, expertise or resources to judge whether their confidence in the security of their ICT products is appropriate. Further, they may not wish to rely solely on the assertions of the developers when selecting ICT products to meet their needs. Instead, consumers may benefit from independent security evaluation that provides a degree of assurance that an ICT product correctly performs its functions, while reducing the likelihood of security flaws being present.

13 In addition to the benefits for all consumers of ICT products, ICT security evaluation delivers a number of strategic benefits for Malaysia, namely:

a. **Improve the competitiveness of Malaysian ICT products in a global ICT market** – The Common Criteria (CC) provides a benchmark for comparing and contrasting the security features implemented in ICT products. Malaysian ICT products can leverage the CC benchmark to compete effectively against similar categories of products on the global ICT market.

b. **Enhance Malaysia's reputation as a provider of ICT security assurance services globally** – Being part of the Common Criteria Recognition Arrangement (CCRA) as certificate consumer participant, ultimately as a certificate authorising participant, enhances Malaysian reputation in the provision of ICT security assurance services related to ICT product security evaluation.

c. **Gain access to international markets for Malaysian ICT products** – Through its intended participation in the CCRA as a Certificate Authoriser, Malaysian ICT products with ICT security certification will receive immediate recognition across the many participating countries to the arrangement.

d. **Enhance the security of Malaysian information infrastructure by making available a suite of independently security assured ICT products** – Independently security certified products offer increased assurance in their implemented security features over developer asserted security features. Deployment of these products in well managed Malaysian information infrastructure will provide greater assurance in the protection of this infrastructure.

e. **Enhance the security of Malaysian ICT products through rigorous independent security analysis** – The rigorous independent analysis of the security features of ICT security products is targeted at the discovery and correction of vulnerabilities. Vulnerabilities discovered during evaluation can be corrected by developers adding value to the certification process and the security of the product undergoing evaluation.

14 In response to these business drivers, the Malaysian Common Criteria Evaluation and Certification (MyCC) Scheme was established in December 2007 under the 9th Malaysian Plan. Its mission is ***to increase Malaysia's competitiveness in quality assurance of information security based on the Common Criteria (CC) standard and to build consumers' confidence towards Malaysian information security products***.

2.2 Applicable Legislation Policy and Standards

2.2.1 9th Malaysian Plan

15 The 9th Malaysian Plan (2006-2010) (Ref [3]) provides a clear mandate for the establishment of a national ICT security evaluation capability. As extracted from paragraph 5.75 of the 9th Malaysian Plan:

a. Recognising the importance of security assurance of ICT products and solutions, measures will be undertaken to provide information security assessment based on international standards and certification. For this purpose, a number of evaluation laboratory facilities will be established to undertake risk assessment and security evaluation of local products with a view to facilitating market entry and consumer acceptance.

16 The MyCC Scheme is one measure intended to satisfy the 9th Malaysian plan and derives its funding from Malaysian Government approval of this plan.

2.2.2 National Cyber Security Policy

17 In response to the 9th Malaysian Plan, CyberSecurity Malaysia implemented the National Cyber Security Policy (NCSP) to accumulate the national effort for enhancing the security of Malaysia's Critical National Information Infrastructure (CNII). The guiding vision for the NCSP is:

a. Malaysia's Critical National Information Infrastructure shall be secure, resilient and self-reliant. Infused with a culture of security it will promote stability, social well being and wealth creation.

18 The NCSP identifies eight policy thrusts:

a. Effective Governance;

b. Legislative and Regulatory Framework;

c. Cyber Security Technology Framework;

d. Culture of Security and Capacity Building;

e. Research and Development Towards Self-Reliance;

f. Compliance Enforcement;

g. Cyber Security Emergency Readiness; and

h. International Co-operation.

19 The MyCC scheme is a key program within the Cyber Security Technology Framework of the NCSP that will fulfil the implementation of an evaluation and certification programme for ICT security products and systems.

2.2.3 Malaysian Government Cabinet Decision 2008

20 On 8 October 2008, Malaysian Government Cabinet considered the Memorandum No. 592/2618/2008 from Ministry of Science, Technology and Innovation (MOSTI) and agreed:

a. To appoint CyberSecurity Malaysia, an agency under Ministry of Science, Technology and Innovation (MOSTI), as the sole Certification Body for the Malaysian Common Criteria Evaluation and Certification (MyCC) Scheme, an IT security evaluation under the CCRA.

b. The Certification Body will be named as Malaysian Common Criteria Certification Body (MyCB).

2.2.4 International Obligations

21 The Malaysian Government, through CyberSecurity Malaysia and the MyCC Scheme is a signatory to the CCRA (Ref [1]). The CCRA is an agreement between countries that establishes the rules and requirements for security evaluations such that results of these evaluations are recognised across all member countries. Participation in this agreement places specific obligations on the operation of the MyCC Scheme, namely:

a. **Voluntary periodic assessment:** To provide assurance that the MyCC Scheme maintains competency and is compliant with CCRA rules, the scheme is subject to assessment by other CCRA member nations for:

i. MyCC Scheme entry as a certificate authoriser under the CCRA; and then

ii. At least every five years from acceptance as a certificate authoriser under the CCRA.

b. **Management system:** The MyCB and MySEFs must operate a management system. The MyCB operates it management system to ensure that MS ISO/IEC Guide 65 and CCRA requirements are met. MySEFs must be accredited as compliant with the requirements of MS ISO/IEC 17025 for evaluation services as described in paragraph 26a and 26b[1].

c. **Scheme Authority:** Each member country may have only one government body as the entity responsible for the scheme. CyberSecurity Malaysia is the only Malaysian government body that has the authority to operate an ICT security evaluation and certification scheme within Malaysia. The Chief Executive Officer of CyberSecurity Malaysia is the head of the MyCC Scheme.

d. **Competency:** The MyCC Scheme must ensure that suitable technical competency in ICT security certification and evaluation is maintained to support operations. CyberSecurity Malaysia as the operator of the MyCC Scheme ensures that suitable technical competency is maintained within the MyCB and by licensed MySEFs. Further, the MyCB provides oversight of MySEF evaluators to ensure that evaluation criteria and methodology are correctly applied.

[1] Note that this does not preclude an evaluation facility being accredited for additional evaluation or testing services.

2.3 CyberSecurity Malaysia's Role

22 CyberSecurity Malaysia has evolved from its beginnings in 1997 as the Malaysian Computer Emergency Response Team (MyCERT) addressing computer security issues amongst Malaysian Internet users. In 1998 the National IT Council (NITC) meeting directed that an agency be formed to address Information and Communication Technology (ICT) security issues in Malaysia establishing the National ICT Security & Emergency Response Centre (NISER) that would encapsulate MyCERT. In 2005, a cabinet decision determined that NISER is being established as a Non-Profit Company Limited by Guarantee reporting to Ministry of Science, Technology and Innovation (MOSTI). On the 20th August 2007, CyberSecurity Malaysia was launched by the Prime Minister and operates as a not for profit government owned company by MOSTI.

23 As a not-for-profit company, CyberSecurity Malaysia derives its funding through allocations from the Malaysian Government for the implementation of components of the 9th Malaysian Plan and the National Cyber Security Policy.

24 CyberSecurity Malaysia does not develop ICT security products. It's mission is ***to create and sustain a Safer Cyberspace to Promote National Sustainability, Social Well-Being and Wealth Creation***. The MyCC Scheme is operated by CyberSecurity Malaysia as a component of its security assurance services.

25 CyberSecurity Malaysia recovers costs for the delivery of MyCC Scheme services through a fee for service charging model. The fee structure for MyCC Scheme services is published at www.cybersecurity.my/mycc.

2.4 Scope of Certification and Evaluation Services

26 The MyCC Scheme SHALL offer the following certification and evaluation services to customers:

a. **Security evaluation and certification of ICT products and systems (called a target of evaluation (TOE))** – Impartial assessment of the security of a TOE against a set of functional and assurance claims using ISO/IEC 15408 (Ref [6]) and ISO/IEC 18045 (Ref [7]) and in conformance with MyCC Scheme Rules (Section 4). Certification provides independent confirmation of the validity of evaluation results and that the TOE meets its security requirements at a defined level of assurance. No other endorsement is given or implied by this certification. This service provides customers confidence in the security functionality provided by a TOE.

b. **Security evaluation and certification of CC protection profiles** – Impartial assessment of an implementation independent set of security requirements to determine whether they solve a stated security problem. This assessment uses ISO/IEC 15408 (Ref [6]) and ISO/IEC 18045 (Ref [7]) and in conformance with MyCC Scheme Rules (Section 4). Certification provides independent confirmation of the validity of evaluation results and a level of confidence that the protection profile solves the stated security problem. No other endorsement is given or implied by this certification. This service provides customers with validated security requirements to support selection and procurement of ICT products.

c. **Maintenance of assurance for security certified ICT products and systems** – Services that provide maintenance of a level of assurance in those ICT products that have completed security certification within the MyCC Scheme and in conformance with MyCC Scheme Rules (Section 4). This service provides customers with a cost effective method of maintaining a level of confidence in the security provided by a TOE as it is updated.

d. **Recognition of CCRA certificates for special purposes** – Services that facilitate the recognition of an ICT product that has been security certified externally to the MyCC Scheme under the CCRA (Ref [1]) where specific Malaysia national security policy requirements may apply. This service provides customers with specific Malaysian national security requirements confidence that CC certified ICT products from other schemes meet these requirements.

2.4.1 Limitations on Certification

27 Certification is not a guarantee that a TOE is completely free of exploitable vulnerabilities. There will remain a small level of risk that exploitable vulnerabilities remain undiscovered in its claimed security functionality. This risk is reduced as the certified level of assurance increases for the TOE.

28 Certification applies only to a specific version of a TOE. No claims can be made in relation to other versions unless they have been independently evaluated and certified, or have been formally recognised through MyCC Scheme maintenance of assurance services.

29 Specific surveillance activities to ensure ongoing compliance with the Common Criteria will not be conducted on MyCC Scheme certified products, except for the use of certified marks, logos.

2.5 Supporting Services

30 To support the delivery of certification and evaluation services, the MyCC Scheme SHALL deliver the following additional services:

a. Management of national and international interpretations of ISO/IEC 15408 (Ref [6]), ISO/IEC 18045 (Ref [7]), MyCC Scheme rules (Section 4) and associated MyCC Scheme publications;

b. Engagement with CCRA (Ref [2]) member countries and participation in the development and maintenance of the CCRA, ISO/IEC 15408 (Ref [6]) and ISO/IEC 18045 (Ref [7]) on behalf of the Malaysian Government;

c. Operation and maintenance of management systems for the MyCB;

d. Provision of support to third party assessors for the purpose of assessing compliance of the MyCC Scheme with CCRA requirements (Voluntary periodic assessment), accreditation of the MyCB to MS ISO/IEC Guide 65 (Ref [4]) and accreditation of MySEFs to MS ISO/IEC 17025 (Ref [5]);

e. Provision of CC Training and Development for MyCC Scheme Certifiers, MySEF Evaluators and customers;

f. Management of MyCC Scheme publications including the MyCC Scheme Certified Products Register (MyCPR) that lists MyCC Scheme certification and evaluation projects; and

g. Licensing and management of Malaysian Security Evaluation Facilities.

3 MyCC Scheme Structure

31 The MyCC Scheme provides a model for licensing (government and commercial) MySEFs to conduct security evaluations of ICT products, systems and protection profiles against internationally recognised standards. The results of these evaluations are certified by the MyCB Department within CyberSecurity Malaysia.

32 The structure of the MyCC Scheme is illustrated in Figure 2 below.

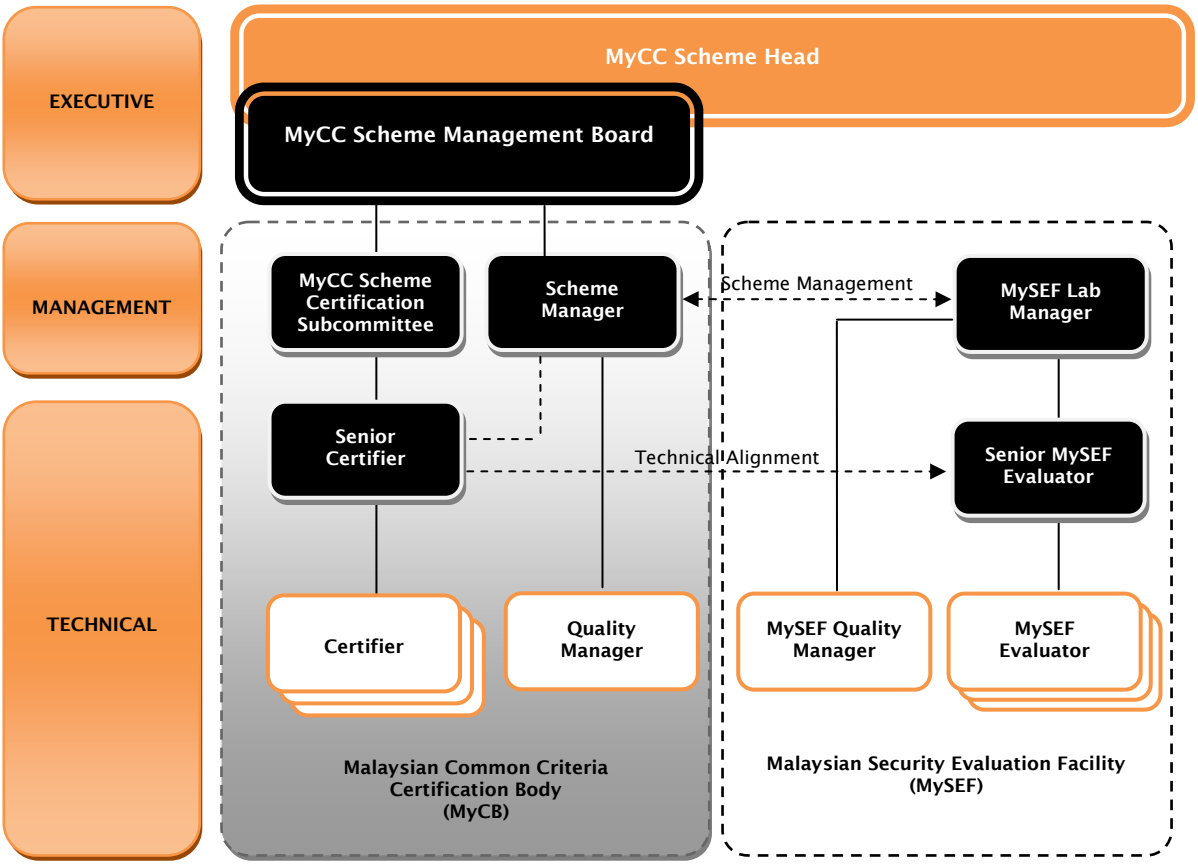

Figure 2: MyCC Scheme Structure

3.1 MyCC Scheme Head

33 CyberSecurity Malaysia is the owner of the MyCC Scheme. The Chief Executive Officer, CyberSecurity Malaysia has authority for the strategic management and oversight of the MyCC Scheme.

34 In doing so, the CEO CyberSecurity Malaysia SHALL be the designated as MyCC Scheme Head and has the following key responsibilities within the MyCC Scheme:

a. Establishing and communicating the strategic direction for the MyCC Scheme;

b. Establishing the MyCC Scheme policy and rules; and

c. Member of the MyCC Scheme Management Board and Certification Subcommittee.

35 In delivering these responsibilities, the MyCC Scheme Head takes input from the MyCC Scheme Management Board.

3.2 MyCC Scheme Management Board

36 The MyCC Scheme Management Board is composed of at least five (5) Malaysian government and industry members and has responsibility for providing advice to the MyCC Scheme Head. The Board SHALL be independent of the day-to-day management and operation of the MyCC Scheme and will provide strategic advice, guidance and, where appropriate, recommendations in relation to the overall direction and policy of the MyCC Scheme. The terms of reference for the MyCC Scheme Management Board are provided at Annex B. The MyCC Scheme Management Board delegates authority for certification decisions to a subcommittee of board members.

3.3 The MyCC Scheme Certification Body

37 The MyCC Scheme Certification Body named as Malaysian Common Criteria Certification Body (MyCB) is a department within CyberSecurity Malaysia and maintains a minimum of three (3) suitably qualified personnel. The skills, qualification requirements and process for recognising MyCC Scheme Certifiers is described in the Certification Manual (MyCC_P5).

38 The MyCB is the entity that certifies the results of evaluations, as defined within the scope of certification and evaluation services described in Section 2.4, performed by licensed MySEFs.

39 The MyCB SHALL be composed of the following elements:

a. **MyCC Scheme Certification Subcommittee** - This impartial group is delegated responsibility by the MyCC Scheme Management Board, as per the terms of reference in Annex C, as the final authority to:

i. Certify (or otherwise) the results an ICT product, system or protection profile evaluation completed by a licensed MySEF – The decision to certify must be unanimous among subcommittee members with the chairperson being the final authorised signatory for the certificate and certification report;

ii. Maintain or extend a certification for an ICT product or system through assurance maintenance activities – The decision to maintain or extend certification must be unanimous among subcommittee members; and

iii. Withdraw certification for an ICT product, system or protection profile. The decision to withdraw certification must be a majority decision among subcommittee members **Note:** The MyCC Scheme does not suspend certification.

Further, the decision to certify, maintain or extend will be based upon a certification report produced by the MyCC Scheme Certifiers and the following:

iv. Evaluation and certification processes have been completed in accordance with MyCC Scheme rules and CCRA requirements;

v. Certifiers and evaluators have no conflict of interest in the outcome.

b. **Scheme Manager** – This role is responsible for:

i. General management of MyCB personnel;

ii. The relationship and interface with licensed evaluation MySEFs;

iii. Implementation of the MyCC Scheme policy;

iv. Management of MyCB finances; and

v. Ensuring minimum staffing levels are maintained to sustain MyCB operations and within licensed MySEFs; and

vi. Ensuring that new and existing staffs within the MyCC Scheme are free from any actual or potential conflict of interest in the performance of their duties.

c. **Senior Certifier** – This role is responsible for:

i. Ensuring the effective application of IT security evaluation criteria by both evaluators and certifiers;

ii. Ensuring that the highest standards of competence and impartiality are maintained, and that consistency is achieved across all evaluation and certification activities;

iii. The relationship and interface with the MySEF senior evaluator;

iv. The technical development of certifiers;

v. The continuous application of the MyCB Management System to the conduct of all certification activities; and

vi. Signing certification reports as the senior technical certification expert.

d. **Certifier** – This role is responsible for the conduct of day-to-day certification, certificate maintenance and mutual recognition projects under the direction of the Senior Certifier and in compliance with the MyCB Management System. The Certifier signs certification reports for only those evaluations that they perform the certification role.

e. **Quality Manager** – This role is responsible for the maintenance of the MyCB Management System, and conducts reviews of the application of the management system within MyCB. To ensure impartiality of certification services, the Quality Manager provides outcomes of management system reviews to the MyCC Scheme Management Board.

40 Brief information on the roles and responsibility for the MyCB can be found at www.cybersecurity.my/mycc.

3.4 Malaysian Security Evaluation Facility (MySEF)

41 The MyCC Scheme SHALL license suitably qualified commercial or government entities to conduct information security testing, inspection and evaluation using the Common Criteria (ISO/IEC 15408) (Ref [6]) and the Common Evaluation Methodology (ISO/IEC 18045) (Ref [7]).

42 A MySEF is a commercial or government entity licensed by the MyCC Scheme and accredited to MS ISO/IEC 17025 (Ref [5]) by STANDARDS MALAYSIA for the performance of information security testing, inspection and evaluation using the Common Criteria (ISO/IEC 15408) (Ref [6]) and the Common Evaluation Methodology (ISO/IEC 18045) (Ref [7]).

43 Each licensed MySEF maintains, as a minimum, the following roles:

a. **MySEF Lab Manager** - This role is responsible for the general management of MySEF personnel and the relationship and interface with the MyCB. This role may be an authorised MS ISO/IEC 17025 signatory.

b. **MySEF Senior Evaluator** – This role is responsible for

i. Ensuring the effective application of IT security evaluation criteria for evaluations conducted within the MySEF;

ii. The technical development of MySEF evaluators in the facility;

iii. The continuous application of the MySEF Management System to the conduct of evaluations within the MySEF; and

iv. Acting as an MS ISO/IEC 17025 authorised signatory for evaluation work.

c. **MySEF Evaluator** – This role is responsible for the conduct of day-to-day evaluation projects under the direction of the Senior MySEF Evaluator and in compliance with the MySEF Management System.

d. **MySEF Quality Manager** – This role is responsible for maintenance of the MySEF Management System, and conducts reviews of the application of the management system within the MySEF.

44 The details of licensed MySEFs, including contact information and their status can be found at www.cybersecurity.my/mycc.

4 MyCC Scheme Rules

4.1 General

4.1.1 Conflict of Interest

45 Certification subcommittee members, certifiers and evaluators SHALL NOT be assigned to an evaluation project under the MyCC Scheme if they have a perceived or actual conflict of interest in the outcome.

46 A perceived or real conflict of interest may arise for reasons including:

a. They have been involved in the supply or design of products of the type certified;

b. They have given advice or provided consultancy services to the sponsor or developer of an evaluation project on matters which are barriers to the certification; and/or

c. They have provided any other products or services which could compromise the confidentiality, objectivity or impartiality of certification processes and decisions;

within the last two (2) years.

47 MyCB personnel SHALL sign a declaration of no conflict of interest prior to their commencement in any role within the MyCB and then every two (2) years.

48 MyCC Scheme Certifiers SHALL sign a declaration of no conflict of interest prior to their commencement on each and every evaluation project.

4.1.2 Subcontracting Certification

49 The MyCB SHALL NOT subcontract certification services.

50 The CCRA (Ref [1]) requires that there be only one government entity operating an ICT security certification and evaluation scheme for a certificate authorising participant.

4.1.3 Marketing Restrictions

51 The MyCC Scheme SHALL market its services separately from other CyberSecurity Malaysia services.

52 The MyCC Scheme uses the Internet as the main method of promoting its services. The certification and evaluation services available through the MyCC Scheme are accessible via the CyberSecurity Malaysia web site at www.cybersecurity.my/mycc.

53 MySEFs SHALL market their MyCC Scheme related evaluation services separately from the services offered by their related organisations.

54 Organisations operating a MySEF are not restricted in their operation. However, there is a potential conflict of interest between the activities the MySEF conducts and those activities of the organisation. For example, an organisation cannot market security design services and security evaluation services together with the implication that evaluation will be easier or faster if a client was to sign-up to both.

55 MyCC Scheme symbols and trademarks SHALL be restricted in their use in accordance with Annex D.

56 The Common Criteria mutual recognition certificate and service marks SHALL be restricted in its use in accordance with Annex E of the CCRA (Ref [1]).

4.1.4 Surveillance

57 The MyCB SHALL monitor the use of certificates, trademarks and claims to ensure that such usage is compliant with MyCC Scheme rules and the CCRA (Ref [1]), and does not bring the MyCC Scheme, or its symbols and logos, into disrepute.

4.1.5 Confidentiality Provisions

58 Information received or prepared by the MyCB is official information and SHALL be kept confidential when necessary. Note that some publications and certification outputs produced by the MyCB are public documents that have specific information requirements in accordance with the CCRA (Ref [1]).

59 The confidentiality requirements between the MyCB, MySEF, sponsor and developer MAY be specified in a confidentiality agreement between two or more parties to an evaluation project. Confidentiality requirements should include the measures to be used for the storage and transmission of information between the parties to the agreement.

60 MyCB personnel SHALL sign a confidentiality undertaking prior to their commencement in any role within the MyCB.

61 MySEF personnel SHALL sign a confidentiality undertaking prior to their commencement in any role within their MySEF.

4.1.6 Disputes, Complaints and Appeals

62 The MyCB SHALL treat any dispute between the MyCB and any party with respect to compliance with MyCC Scheme rules or interpretations as a complaint. A complaints procedure is published on www.cybersecurity.my/mycc and SHALL be used for reporting, recording and resolving complaints.

63 Any disputes between other parties e.g. contractual issues between a MySEF and a sponsor SHALL not be taken as a dispute or complaint with the MyCB.

64 The MyCB SHALL be responsible for the investigation of complaints and the outcome of the investigation reported to the complainant within ten (10) business days.

65 Any decision made by the MyCB MAY be appealed within twenty (20) business days of the original decision. An appeals procedure is published on www.cybersecurity.my/mycc and SHALL be used for making, recording and resolving all appeals. The MyCB SHALL be responsible for reviewing the original decision and, within twenty (20) business days of lodgement, either:

a. Upholding the appeal and publishing a revised decision; or

b. Rejecting the appeal and confirming the original decision as final in which case no further appeals on that decision SHALL be considered.

4.2 ICT Security Certification and Evaluation

4.2.1 Overview

66 The process for certification of a TOE or Protection Profile is illustrated in Figure 3 below.

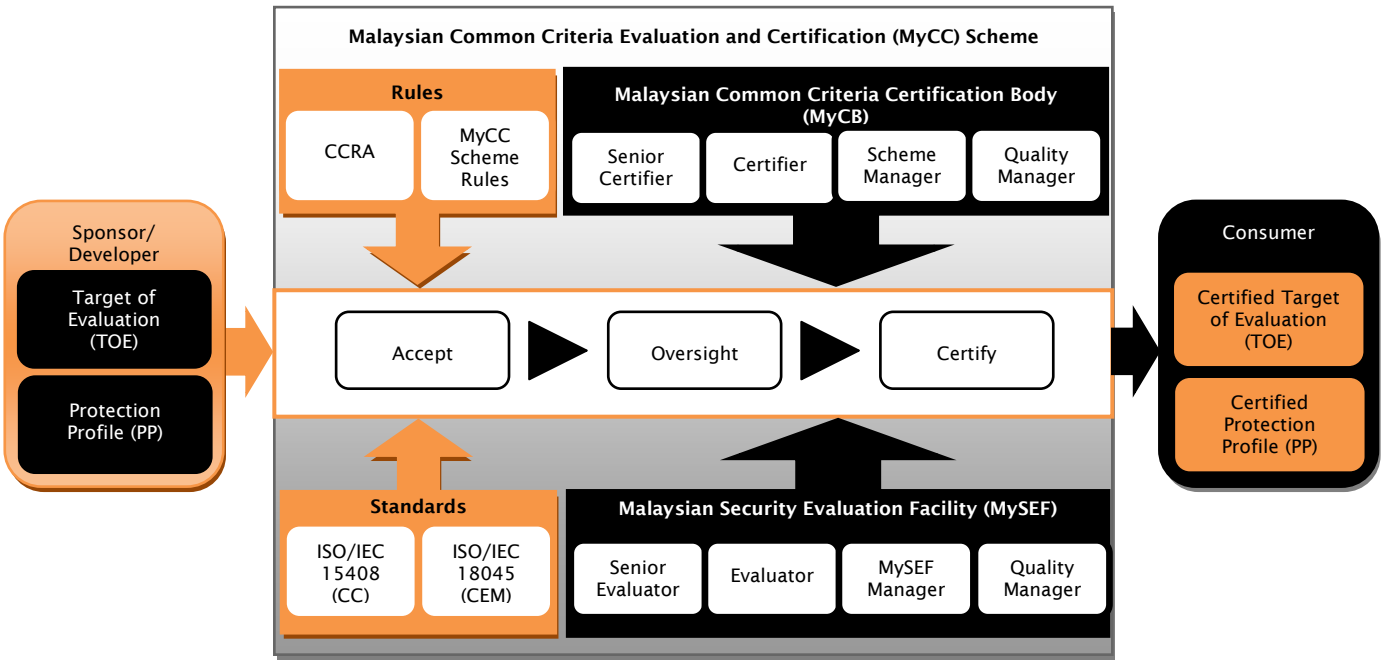

Figure 3: TOE Evaluation Process Overview

67 The process comprises three functions:

a. **Accept Evaluation** – This function that formally accepts (or rejects) a TOE or Protection Profile (PP) into the MyCC Scheme and allocates certification resources.

b. **Oversight Evaluation** – The function that provides continuous oversight of the work performed by MySEF evaluators on a TOE or PP evaluation to gain assurance that the MyCC Scheme rules and approved methodology have been correctly applied.

c. **Certify Evaluation Results** – The function for certifying the results of a TOE or Protection Profile (PP) evaluation project.

68 The roles of the certifiers, MyCB, evaluators and MySEF in certification and evaluation are described in Section 3 and in Annex A. Other roles involved in the certification and evaluation process are described in subsequent sections.

4.2.2 Role of the Sponsor

69 The sponsor is the person or organisation that engages a MySEF to perform an evaluation and has the following high-level responsibilities:

a. Establishing the legal agreement with the MySEF for the evaluation project;

b. Providing the evaluation evidence to the MySEF; and

c. Paying certification and evaluation fees applicable to the evaluation.

70 Detailed guidance on the role and responsibilities associated with being a sponsor of an evaluation can be found in the MyCC Scheme Customer Manual (MyCC_P4).

4.2.3 Role of the Developer

71 The developer is the person or organisation that has developed the TOE or PP. The developer and sponsor may be the same person or organisation. Detailed guidance on the roles and responsibilities associated with being a developer can be found in the MyCC Scheme Customer Manual (MyCC_P4).

4.2.4 Accepting Evaluations

72 The MyCB SHALL be the authority responsible for accepting or otherwise a TOE or PP into the MyCC Scheme in accordance with MyCC Scheme rules.

73 The MyCB SHALL consider a TOE or PP for evaluation only when all of the following have been met:

a. The evaluation sponsor (which may be a developer) has entered into a legal agreement with a MySEF for the delivery of evaluation services and assigning the MySEF as their authorised representative for engaging with MyCB;

b. The MySEF that is contracted to deliver the evaluation service has submitted a signed application for acceptance, in accordance with the MyCC Scheme Evaluation Facility Manual (MyCC_P3), to the MyCB that includes the following:

i. Security Target in the case of a TOE or a Protection Profile for evaluation that establishes the scope of the evaluation;

ii. Evidence that the MySEF is satisfied that the Security Target or Protection Profile forms a suitable basis to commence evaluation;

iii. A statement of any potential or actual conflict of interest that arises as a result of the MySEF conducting the evaluation and any proposed measures to manage that conflict of interest;

iv. Evidence that the MySEF has made the sponsor and the developer (if applicable) aware of their responsibilities to support the evaluation and that the sponsor has acknowledged these responsibilities;

v. An Evaluation Project Proposal that defines the evaluation project scope, provides contact details for all stakeholders, assigns the evaluation and resources, and documents the schedule and work-breakdown structure in order to manage and deliver the evaluation project; and

vi. Proof of payment of any certification fees that may be applicable to the proposed evaluation project. Certification fees are published at www.cybersecurity.my/mycc

74 The MyCB SHALL record each received application, complete its assessment, and advise the MySEF and the Scheme Manager in writing on the outcome, including any commercial, financial or other pressures that might influence the result, within ten (10) business days of receipt.

75 The MyCB SHALL reject an application for evaluation and certification under the MyCC Scheme where any of the following apply:

a. The scope of the evaluation outlined in the Evaluation Project Proposal does not fall within the scope of services for the MyCC Scheme or within the accreditation of the MyCB or the MySEF;

b. Accepting the TOE or protection profile violates MyCC Scheme rules specified in this policy;

c. The MySEF, or its proposed evaluation team, has a potential or actual conflict of interest in the outcome of the evaluation that cannot be effectively managed;

d. The MyCB has a potential or actual conflict of interest in the outcome of the evaluation that cannot be effectively managed;

e. There is no contract in place between the sponsor and a MySEF for the delivery of the evaluation services;

f. Certification fees applicable to the evaluation project have not been paid; and

g. The Evaluation Project Proposal does not demonstrate that the evaluation team or proposed resources are appropriate for the evaluation.

76 Where the MyCB rejects an application for evaluation and certification, the MyCC Scheme SHALL return any certification fees that have been paid.

77 Once formally accepted by the MyCB, the contracted MySEF for the evaluation must organise an Evaluation Kick-off Meeting in accordance with the MyCC Scheme Evaluation Facility Manual (MyCC_P3). The kick-off meeting SHALL be attended by:

a. The certifier(s) assigned by the MyCB to the evaluation project;

b. The lead evaluator for the evaluation project;

c. A representative of the sponsor; and

d. A representative of the developer.

4.2.5 Oversighting Evaluations

78 The middle phase of the certification and evaluation process is the oversight of the conduct of the evaluation. The MyCB SHALL be responsible for providing oversight of all evaluations conducted through the MyCC Scheme. Effective oversight ensures that:

a. Sufficient certification and evaluation resources are continuously available throughout the evaluation project;

b. Evaluators are correctly applying evaluation criteria, methodology and MyCC Scheme rules for the lifecycle of an evaluation project;

c. The impact of any interpretations that arise during the course of an evaluation project are managed;

d. The evaluation project is progressing in accordance with the evaluation project schedule and within the agreed scope; and

e. Any conflicts of interest, commercial, financial and other pressures are identified, reported and managed.

Certification and Evaluation Resources

79 The MyCB SHALL assign and maintain at least two (2) certifiers for each evaluation project who have no conflict of interest as per Section 4.1.1. One of these certifiers SHALL be identified as the Lead Certifier for the evaluation project.

80 Certification resources MAY be reassigned during the course of the evaluation project at the discretion of the MyCB. Such reassignments generally do not negate or change any decisions, interpretations and guidance provided by the previous certifier, and must adhere to the requirement for the new certifier to have no conflict of interest in the outcome of the evaluation as per Section 4.1.1.

81 The MySEF SHALL assign and maintain at least two (2) evaluators that have skills and qualifications relevant to undertake the evaluation project whom have no conflict of interest in the outcome of the evaluation as per Section 4.1.1. One (1) of these evaluators SHALL be identified as the Lead Evaluator for the evaluation project. Any changes to the evaluation team must be agreed by the MyCB.

82 Should a MySEF be unable to maintain the minimum number of suitably skilled and qualified evaluators to undertake the evaluation project, the MyCB MAY suspend the evaluation project and reassign its certification resources.

Technical Review

83 The MyCB SHALL perform technical reviews of evaluator work undertaken in an evaluation project. Technical reviews occur at key points in the evaluation, based on the MyCB assessment of the risks and the target assurance level for the evaluation project. The schedule of these technical reviews will be identified in the written formal acceptance of the evaluation project by the MyCC Scheme.

84 Technical reviews are conducted through meetings between the certification team and the evaluation team of an evaluation project and are managed by the Lead Certifier. Should a significant issue be identified impacting the evaluation project, the MyCB MAY suspend the evaluation until the issue is suitably addressed by the evaluation team.

Progress

85 The MyCB SHALL monitor the progress of evaluation projects against their agreed schedule. Once an evaluation project has been accepted into the MyCC Scheme, it must demonstrate progress in accordance with an agreed evaluation project schedule. The initial evaluation project schedule provided in the evaluation project proposal is the initial agreed schedule. Any changes to this schedule must be agreed by MyCB.

86 The MySEF is responsible for providing monthly progress reporting in relation to an evaluation project in a format that meets the content and timing requirements outlined in the MyCC Scheme Evaluation Facility Manual (MyCC_P3) available at www.cybersecurity.my/mycc.

87 An evaluation project that has not demonstrated progress in accordance with the agreed evaluation project schedule MAY be suspended by the MyCB and the certification resources reassigned.

Suspension and Termination

88 The MyCB SHALL provide written notification to the evaluation sponsor and the MySEF of an evaluation project that has been suspended by the MyCB. An evaluation project MAY be suspended for reasons including:

a. Insufficient certification resources to complete certification activities;

b. Insufficient suitably qualified evaluators to complete the evaluation project;

c. A serious issue impacting on the evaluation project is discovered during technical review;

d. The scope of the evaluation project has altered significantly from that which was originally accepted by the MyCC Scheme;

e. A potential conflict of interest, commercial, financial or other pressure is identified in the evaluation project that may impact the certification or the evaluation results; and

f. The evaluation project is not progressing in accordance with its agreed schedule.

89 Once suspended, the MyCB and MySEFs SHALL cease all evaluation and certification activity in that evaluation project, except for those activities targeted towards removing the suspended status for that project as agreed by the MyCB.

90 An evaluation project that is suspended SHALL be identified as such on the MyCPR.

91 An evaluation project that has been suspended for a period of ninety (90) days MAY be terminated at the discretion of the MyCB. A terminated evaluation project is removed from the MyCPR and the sponsor must reapply for acceptance into the MyCC Scheme in accordance with MyCC Scheme rules. In the event of termination of an evaluation project, any certification fees paid SHALL be forfeited.

Listing Evaluation Projects

92 The MyCC Scheme SHALL list current evaluation projects, where agreed by the sponsor, on the MyCC Certified Products Register (MyCPR). To be considered for listing on the MyCPR, the following conditions must be met:

a. The evaluation project must not be a Protection Profile evaluation; and/or

b. The technical review meeting for the ASE assurance components of the evaluation project must have been completed by the certification team and the evaluation team with no significant issues identified.

93 Evaluation projects on the MyCPR will be listed separately from certified products. The minimum content published about an evaluation project is that required by the CCRA (Ref [1]).

4.2.6 Certifying Evaluations

94 The final phase of the certification and evaluation process is the certification of the evaluation results. The MyCB SHALL be the entity that performs the certification of the results of the evaluation.

95 The evaluators SHALL document their findings in an Evaluation Technical Report (ETR), which represents the final output from the evaluation project. The conclusions documented in the ETR state the degree to which the evaluation criteria and security functionality have been met, with supporting evidence. The ETR content SHALL conform to the requirements of the evaluation methodology, the MyCC Scheme Evaluation Facility Manual (MyCC_P3) and must be submitted by the MySEF to the MyCB for review.

96 The MyCB reviews the ETR and SHALL document the findings of the evaluation in the Certification Report (CR). The CR provides:

a. A statement of the manner to which the TOE is conformant with its Security Target, or that the PP is conformant with the Common Criteria;

b. Confirmation that the assurance requirements claimed in the evaluation have been met; and

c. Confirmation that the evaluation has been conducted in accordance with the MyCC Scheme rules and that the conclusions drawn from the evaluation are consistent with the facts presented.

and only in the case of a TOE:

d. A listing of any residual vulnerabilities in the TOE, and any recommended countermeasures;

e. Additional guidance that the MyCB considers necessary to include on the secure delivery, installation, configuration and operation of the TOE.

97 The content of the CR SHALL conform to the requirements of Annex I of the CCRA (Ref [1]).

98 A draft CR is circulated to the sponsor, the MySEF and, possibly, consumer groups for comment. Once the comment period has expired, nominally five (5) business days, the MyCB SHALL produce a revised version that is submitted to the MyCC Scheme Certification Subcommittee for final approval and issue of the certificate for the evaluation.

99 The content of the certificate SHALL conform to the requirements of Annex J of the CCRA (Ref [1]).

100 Once approved, the details of the evaluation project, its certification report and other supporting documentation (such as a non-commercially sensitive version of the Security Target) as required by the CCRA SHALL be published on the MyCPR (www.cybersecurity.my/mycc/mycpr.html) and to the Common Criteria portal (www.commoncriteriaportal.org).

101 Once certified a formal closedown meeting SHALL be organised by the contracted MySEF for the evaluation project in accordance with the MyCC Scheme Evaluation Facility Manual (MyCC_P3). The evaluation closedown meeting should be attended by:

a. The certifier(s) assigned by the MyCB to the evaluation project;

b. The lead evaluator for the evaluation project;

c. A representative of the sponsor; and

d. A representative of the developer.

4.3 Maintenance of Assurance

4.3.1 Overview

102 Maintenance of assurance is a voluntary process that leverages a certified TOE baseline as changes are made to the certified TOE. The MyCC Scheme has adopted the CCRA compliant process for assurance continuity (Ref [10]) or for maintenance of assurance in a TOE certified within the MyCC Scheme. The maintenance of assurance process is illustrated in Figure 4 below.

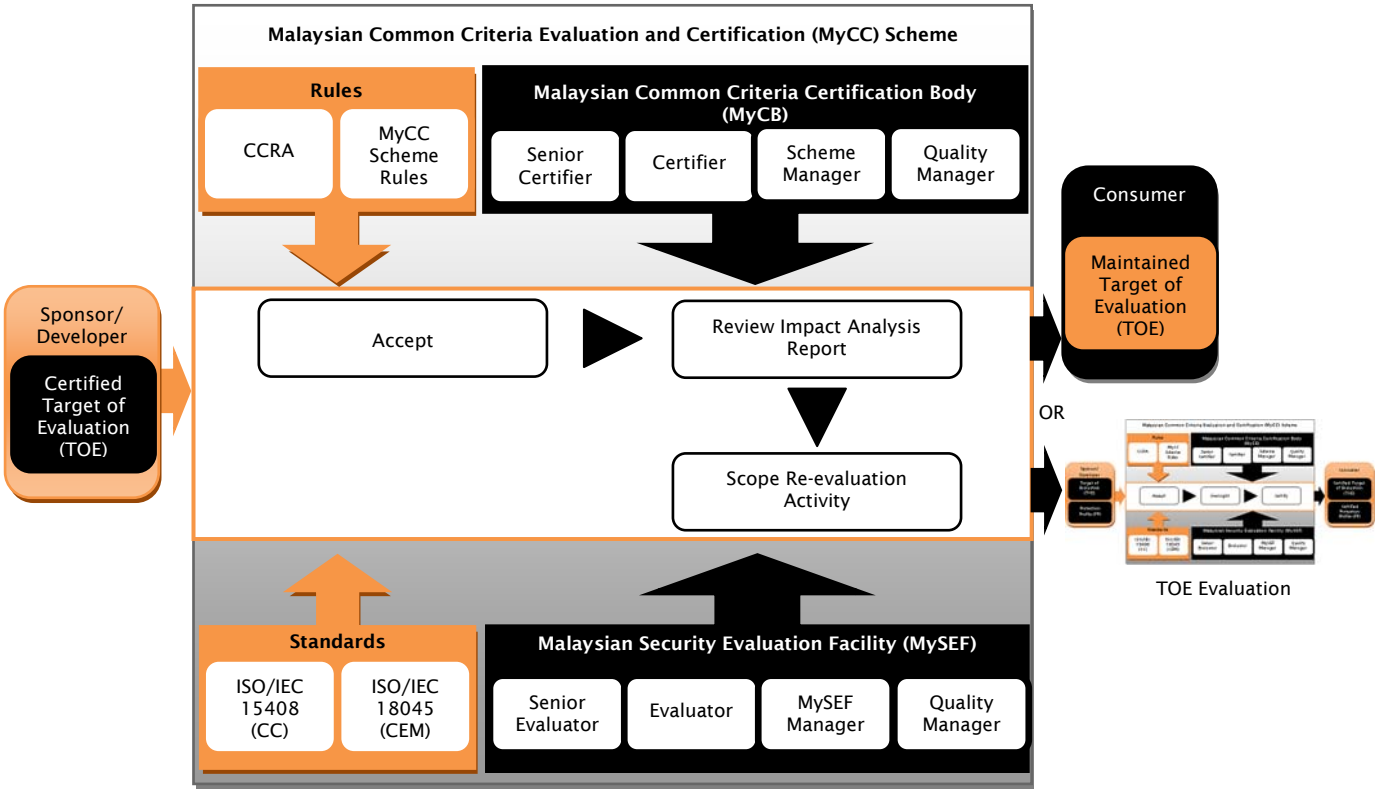

Figure 4: Assurance Maintenance Process Overview

103 The process comprises three functions:

a. **Accept Maintenance Project** – This function that formally accepts (or rejects) a certified TOE into the MyCC Scheme maintenance of assurance program.

b. **Review Impact Analysis** – The function that reviews submitted Impact Analysis Reports of changes to a MyCC Scheme certified TOE, considers their impact on assurance and either:

i. Issues a maintenance certificate; or

ii. Triggers a re-evaluation of the TOE with the changes applied.

c. **Scope Re-evaluation Activity** – The function that identifies and agrees the reusability of previous evaluation results for a TOE re-evaluation.

4.3.2 Role of the Sponsor

104 The sponsor is the person or organisation that engages with the MyCB for maintenance of assurance activities and has the following high-level responsibilities:

a. Submitting the application to enter a certified TOE into the MyCC Scheme Maintenance Program;

b. Providing impact assessment reports to the MyCB; and

c. Paying any certification fees applicable for maintenance activities.

105 Detailed guidance on the role and responsibilities associated with being a sponsor under maintenance of assurance can be found in the MyCC Scheme Customer Manual (MyCC_P4).

4.3.3 Role of the Developer

106 The developer is the person or organisation that has developed the certified TOE. The developer and sponsor may be the same person or organisation. Detailed guidance on the role and responsibilities associated with being a developer of a TOE can be found in the MyCC Scheme Customer Manual (MyCC_P4).

4.3.4 Accept Maintenance Project

107 The MyCB is the authority responsible for accepting or otherwise a TOE into the MyCC Scheme Maintenance Program in accordance with MyCC Scheme rules. The MyCB is not obligated to accept any application for evaluation and certification under the MyCC Scheme.

108 The MyCB will consider a TOE for entry into the MyCC Scheme Maintenance Program when all of the following have been met:

a. The evaluation sponsor (which may be a developer) has formally applied in writing to participate in the MyCC Scheme Maintenance Program for their TOE;

b. The application is received within thirty (30) business days of completion of the certification of the TOE that includes proof of payment of any applicable certification fees; and

c. The TOE has been evaluated and certified within the MyCC Scheme.

109 The MyCB will record each received application, complete its assessment of any application, and advise the sponsor in writing on the outcome within ten (10) business days of receipt.

110 A MyCB representative will meet with the sponsor and the developer of a certified TOE that has been accepted into the MyCC Scheme Maintenance Program to confirm their understanding of their roles and responsibilities.

4.3.5 Review Impact Analysis

111 A maintenance pack SHALL be submitted to the MyCB for any subsequent version of the TOE for which the sponsor or developer is seeking a maintenance certificate that comprises:

a. The Impact Analysis Report (IAR) conformant with covering the certified TOE and the associated changes; and

b. A covering letter providing sponsor and developer details.

112 The content requirements for the IAR are provided in Assurance Continuity: CCRA Requirements (Ref [10]).

113 The MyCB will allocate resources for the review of sponsor submitted impact analysis reports (IARs).

114 The MyCB will review the IAR to determine whether the documented changes to the certified TOE are:

a. ***Major*** and require independent investigation by a MySEF (re-evaluation); or

b. ***Minor*** and can be accepted by the MyCC Scheme as a maintenance update to the TOE.

115 The MyCC Scheme Certifier assigned to the maintenance project SHALL document their findings in a maintenance report. The MyCB SHALL advise the sponsor in writing on its decision within ten (10) business days of completion of its assessment.

Certifying Issuing Maintenance of Assurance Results

116 Where the decision is to accept a maintenance update to the TOE, the MyCB SHALL submit the maintenance report to the MyCC Scheme Certification Subcommittee for final approval and issue of the maintenance addendum to the certificate for the TOE.

117 The maintenance addendum and maintenance report SHALL conform to Section 2.4.1.2 and 2.4.1.3 of Assurance Continuity: CCRA Requirements (Ref [10]) respectively.

118 Once approved, the details of the maintenance project, its maintenance report and other supporting documentation (such as a non-commercially sensitive version of the Security Target) as required by the CCRA SHALL be published on the MyCPR (www.cybersecurity.my/mycc/mycpr.html) and to the Common Criteria portal (www.commoncriteriaportal.org).

4.3.6 Scope Re-evaluation Activity

119 The rules applicable to ICT security certification and evaluation (Section 4.2) SHALL apply for re-evaluation activities with the following changes:

a. For a evaluation project proposal to be considered for re-evaluation, the sponsor must provide to the contracted MySEF:

i. The IAR that triggered the re-evaluation;

ii. The Security Target for the previously certified TOE;

iii. The Evaluation Technical Report for the previously certified TOE; and

iv. The Certification Report for the previously certified TOE.

b. The contracted MySEF SHALL provide an analysis in the evaluation project proposal that justifies those evaluation results that are proposed to be re-used.

4.4 Mutual Recognition

4.4.1 Overview

120 As a participant to the CCRA (Ref [1]), the MyCC Scheme automatically recognises certificates produced by other member schemes authorised by the CCRA members. The

MyCC Scheme does not provide individual listings for ICT products certified by other participating schemes to the CCRA on the MyCPR. Instead, a listing of certified ICT products that have qualified for mutual recognition can be found at www.commoncriteriaportal.org.

121 In some circumstances, Malaysian national security and/or procurement policy MAY:

a. Require additional assurance activities be undertaken for usage of a certified ICT product in certain applications; and/or

b. Qualification criteria for a certified ICT product to be marketed in Malaysia.

122 Where either paragraph 121a or 121b apply, the certified ICT products SHALL be listed on the MyCPR upon completion of any additional assurance activities or verification of qualification criteria. Developer representatives should contact the Scheme Manager for additional information.

4.4.2 Additional Assurance Activities

123 Where Malaysian national security policy requires additional assurance activities to be undertaken this SHALL be treated as a re-evaluation under maintenance of assurance (Section 4.3.6) with the exception that an IAR may not be required. Details of the additional inputs required for the conduct additional assurance activities SHALL be provided to developer representatives prior to commencement of these activities.

4.5 Withdrawal of Certificates

124 The MyCC Scheme MAY withdraw certificates where any of the following apply:

a. A vulnerability is identified that is exploitable given the level of assurance of the ICT product or system;

b. The sponsor or developer is found to have breached the conditions of use for MyCC Scheme symbols and trademarks, or the CCRA mark; and/or

c. The ICT product is no longer supported or available within Malaysia.

125 The decision to withdraw a certificate SHALL be determined by majority of the MyCC Scheme Certification Subcommittee.

4.6 MyCC Scheme Supporting Processes

4.6.1 National and International Interpretations

126 An interpretation is an expert technical judgement of the meaning or method of application of any technical aspect of the CCRA (Ref [1]), CC (Ref [6]), CEM (Ref [7]), MyCC Scheme rules (Section 4) and MyCC Scheme publications (Section 1.1). There are two classes of interpretations:

a. **National interpretations** - An interpretation of the CC, CEM or MyCC Scheme rules and MyCC Scheme publications that is applicable within the MyCC Scheme only.

b. **International interpretations** - An interpretation of the CC or CEM issued by the CCMB that is applicable to all CCRA participants.

127 The MyCC Scheme SHALL manage all current and proposed CC international and national interpretations and their applicability to MyCC Scheme operation.

128 The MyCB SHALL be the authority for national interpretations affecting the CCRA (Ref [1]), CC (Ref [6]), CEM (Ref [7]), MyCC Scheme rules (Section 4) and MyCC Scheme publications (Section 1.1).

129 The MyCB SHALL be the authority for managing international interpretations affecting the CCRA (Ref [1]), CC (Ref [6]) and the CEM (Ref [7]) issued by the Common Criteria Maintenance Board (CCMB).

130 The high level process for managing MyCC Scheme interpretations is illustrated in Figure 5 below.

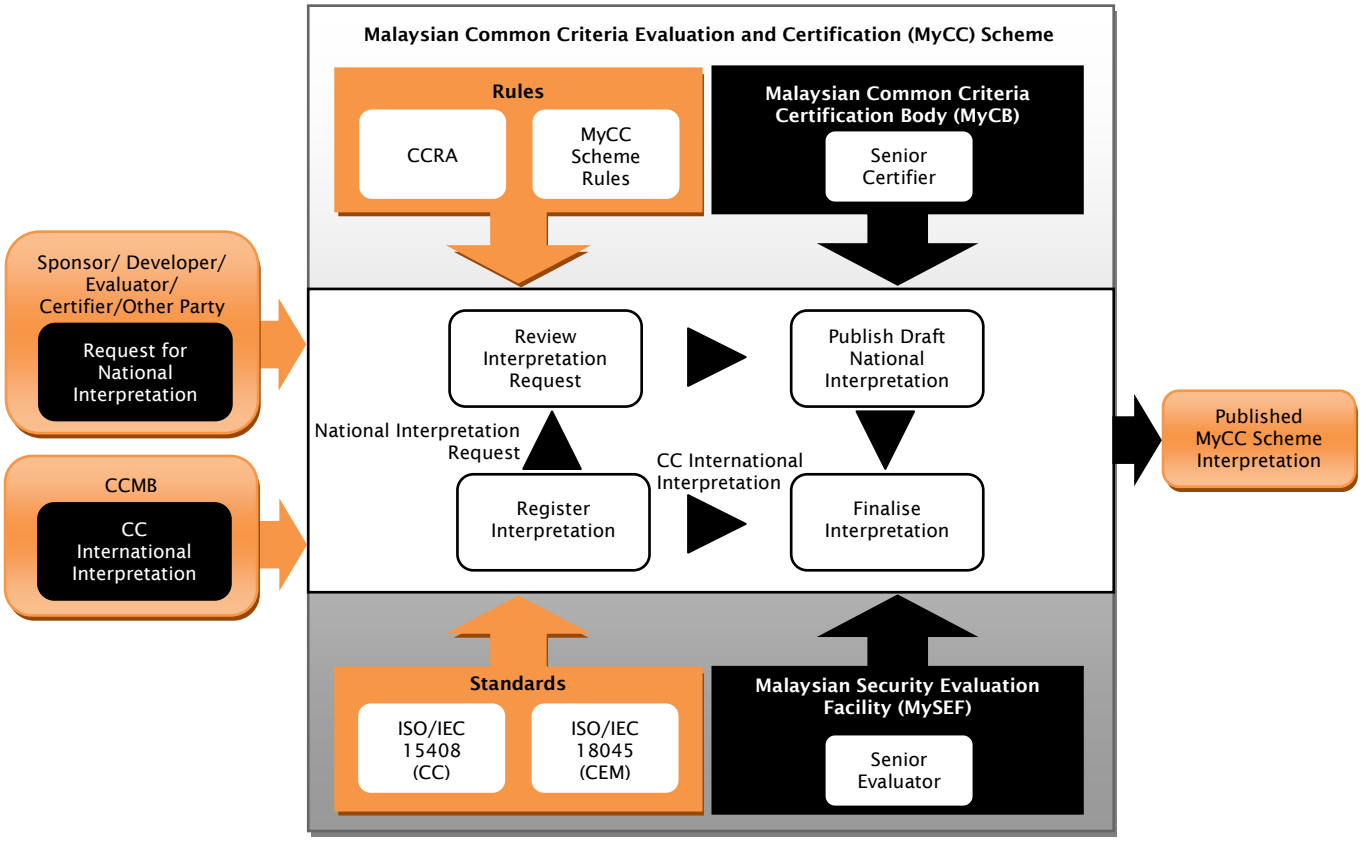

Figure 5: High-level Interpretations Process

131 The MyCC Scheme national and international interpretations process comprises four business functions:

a. **Register Interpretation**– The function for formally receiving a request for interpretation for future consideration or a final interpretation from the CCMB.

b. **Review Interpretation Request** – The function for conducting a technical review of an interpretation request, possibly through a technical review meeting of experts, with a decision or otherwise to publish a draft interpretation. The outcome being advised to the original requestor where necessary.

c. **Publish Draft MyCC Scheme Interpretation** – The function for publishing a draft interpretation for comment by interested parties.

d. **Finalise MyCC Scheme Interpretation** – The function for finalising the interpretation, publishing it and making any updates to the MyCC Scheme documentation, and if necessary, escalating the interpretation to the CCMB. A CCMB interpretation is also published through this function.

Register Interpretation

132 The MyCB SHALL accept requests for interpretation (RI) from any interested parties including:

a. Sponsors;

b. Developers;

c. Consumers;

d. MySEF Evaluators; and

e. MyCC Scheme Certifiers

provided that these are submitted using the RI form published at http://www.cybersecurity.my/mycc

133 The MyCB SHALL record each received RI and acknowledges the requestor within ten (10) business days of receipt.

Review Interpretation Request

134 The MyCB SHALL review the RI and prepare a response to the requestor that either:

a. Provides a draft interpretation; or

b. An explanation of why an interpretation is not required.

135 For complex matters relating to the application of the CC or CEM, the MyCC Scheme MAY conduct a meeting of technical experts to discuss the RI. The attendees for these meetings SHALL include:

a. The Senior Certifier;

b. One Senior Evaluator from each MySEF; and

c. Any other technical experts deemed necessary by the Senior Certifier.

Publish Draft Interpretation

136 The MyCB SHALL publish draft national interpretations to http://www.cybersecurity.my/mycc for a public consultation period of twenty (20) business days.

137 MySEFs MAY incorporate a draft national interpretation into any evaluation project (yet to commence or current) with the agreement of the Lead Certifier.

Finalise MyCC Scheme Interpretation

138 At the completion of the public consultation period for a draft national interpretation, the MyCB SHALL consider all feedback and either:

a. Publish a revised draft interpretation; and

b. Publish a final interpretation and provide any final response to the original requestor.

139 The MyCB SHALL update affected MyCC Scheme publications as a result of any final interpretations via its change management processes.

140 The MyCB SHALL refer all final national interpretations on the CCRA (Ref [1]), CC (Ref [6]) and the CEM (Ref [7]) to the CCMB for consideration. After the CCMB has reviewed the interpretation and made its final determination, the MyCB SHALL withdraw the related national interpretation.

141 MySEFs SHALL incorporate all final national and international interpretations into an evaluation project that are in place at the date of the Evaluation Kick-off Meeting (See Paragraph 77).

142 MySEFs MAY incorporate a final national or international interpretations into a current evaluation project with the agreement of the Lead Certifier.

4.6.2 CCRA Engagement

143 The MyCB SHALL be the Malaysian Government representative for CCRA (Ref [1]) engagement with the Common Criteria Management Committee (CCMC), the Common Criteria Executive Subcommittee (CCES), the Common Criteria Development Board (CCDB) and CCRA members.

144 To meet this requirement, the MyCB implements four business functions:

a. **Participate in other Scheme Shadow Certification and VPA** – The MyCB assists with Shadow Certification or Voluntary Periodic Assessment activities for other participating CC schemes.

b. **Participate in CC Development Board** – The MyCC Scheme assists with planning, resourcing and participating in the maintenance and update of the Common Criteria and Common Evaluation Methodology.

c. **Participate in CC Management Committee** - The MyCC Scheme assists with planning, resourcing and participating in the management and administration of the CCRA.

d. **Liaison with third party CCRA Assessors** – The MyCC Scheme provides support to third party assessors appointed by the CCMC and CCES that will conduct shadow certification and voluntary periodic assessments of the MyCC Scheme competency and compliance with the CCRA.

145 The outcomes from CCRA engagement are reported by the Scheme Manager to the MyCC Scheme Management Board.

4.6.3 Provision of CC Training

146 The MyCB SHALL contribute to the content but not deliver CC training services for certifiers, MySEF evaluators and customers in the following areas:

a. The Common Criteria;

b. The Common Evaluation Methodology;

c. Security Target and Protection Profile Development;

d. MyCC Scheme Rules; and

e. Role specific training (certifier, evaluator, sponsor, developer, consumer).

147 Feedback from training courses is reported to the Scheme Manager and to the MyCC Scheme Management Board.

4.6.4 Management of MyCC Scheme Publications

148 The MyCB manages the configuration and content of MyCC Scheme publications, the MyCC Scheme web-site and the MyCC Scheme Certified Products Register (MyCPR). Official MyCC Scheme publications are identified in Section 1.1.

149 The MyCB SHALL update official MyCC Scheme publications in accordance with its management system. Updates SHALL be managed through a change management process requiring sign-off by the document owner before changes are implemented.

4.6.5 MySEF Licensing and Management

150 The MyCB manages the relationship between the MyCC Scheme and MySEFs including all licensing and accreditation activities for:

a. Suitably qualified organisations that seek to become a MySEF; and

b. Organisations that are currently operating as a MySEF.

Licensing

151 The MyCC Scheme places no restriction on the number of licensed MySEFs. The MyCB SHALL license entities as MySEFs to conduct evaluations within the scope of services defined in Section 2.4.

152 The MyCB SHALL consider an application for a license to conduct evaluations where:

a. The entity is a Malaysian commercial organisation or Malaysian government body provided that conflict of interest is effectively managed;

b. The facility for conducting evaluation work is located in Malaysia;

c. The entity has submitted an application for a license in accordance with requirements of the MyCC Scheme Evaluation Facility Manual (MyCC_P3);

d. Agreed to deliver its services under the draft MySEF license agreement; and

e. The entity has provided proof of payment of an application fee. Refer to http://www.cybersecurity.my/mycc for any fees applicable to this application.

153 The MyCB SHALL record each received application, complete its assessment, and advise the applicant in writing on the outcome (acceptance or rejection), including any additional licensing conditions, within twenty (20) business days of receipt. The MyCB MAY limit the scope of the license for the services listed in Section 2.4 at its discretion. For example, limiting a MySEF license to the evaluation of a limited range of technology types.

154 Where the MyCB has rejected an application for a MySEF license, the applicant SHALL be restricted from submitting a new application for six (6) months. At this time a new application SHALL be submitted with payment of another application fee.

155 The MyCB MAY revoke or suspend a MySEF license for reasons including:

a. A MySEF fails to meet the accreditation requirements;

b. A MySEF does not have sufficient qualified evaluators to conduct evaluation work;

c. The MyCB is not satisfied with the competency of the MySEF;

d. The MySEF has breached MyCC Scheme rules documented in this policy;

e. The MySEF has not conducted an evaluation project with the MyCC Scheme for more than two (2) years; or

f. The MySEF has not paid applicable license fees.

156 A license fee MAY be payable for the maintenance of a MySEF license as set by the MyCC Scheme. Refer to www.cybersecurity.my/mycc for any applicable fees and their schedule for payment.

157 The standard duration of a MySEF license SHALL be three (3) years.

Accreditation Requirements

158 MySEFs SHALL implement a management system covering the scope of evaluation services identified in Section 2.4.

159 MySEFs SHALL be accredited to MS ISO/IEC 17025 (Ref [5]) by STANDARDS MALAYSIA for the performance of information security testing, inspection and evaluation using the Common Criteria (ISO/IEC 15408) (Ref [6]) and the Common Evaluation Methodology (ISO/IEC 18045) (Ref [7]).

160 For a new MySEF, MS ISO/IEC 17025 accreditation SHALL be completed either:

a. Prior to the submission of their final evaluation technical report (ETR) for their first completed evaluation project; or

b. Within twelve (12) months of being granted their MySEF license,

whichever is the sooner.

161 A MySEF SHALL maintain its accreditation to MS ISO/IEC 17025 (Ref [5]) throughout their license period.

162 A MySEF that loses its MS ISO/IEC 17025 (Ref [5]) accreditation SHALL have its license to conduct evaluation work within the MyCC Scheme suspended until such time as the accreditation is re-established.

Staffing Requirements

163 A MySEF SHALL maintain

a. A minimum of two (2) suitably qualified evaluators to remain licensed by the MyCC Scheme; and

b. At least one (1) MS ISO/IEC 17025 authorised signatory.

164 Evaluations, as defined within the scope of certification and evaluation services described in Section 2.4, SHALL be performed by skilled evaluators whom are recognised by the MyCC Scheme and whom are employed by a licensed MySEF. The skills, qualification requirements and process for recognising MyCC evaluators is described in the MyCC Scheme Evaluation Facility Manual (MyCC_P3) available at www.cybersecurity.my/mycc.

Operational Requirements

165 A licensed MySEF SHALL deliver evaluation services within the scope of services defined at Section 2.4 in accordance with the following:

a. This policy document – MyCC Scheme Policy (MyCC_P1);

b. The MyCC Scheme Evaluation Facility Manual (MyCC_P3);

c. ISO/IEC 15408 The Common Criteria for IT Security Evaluations (Ref [6]);

d. ISO/IEC 18045 The Common Evaluation Methodology (Ref [7]); and

e. Their MS ISO/IEC 17025 (Ref [5]) accredited management system.

166 The MyCB MAY at its discretion review the operations of a MySEF at any time and without notice.

MySEF Business Reporting

167 MySEFs SHALL submit an annual business report to the MyCB. The format and content requirements for this report are documented in the MyCC Scheme Evaluation Facility Manual (MyCC_P3) available at www.cybersecurity.my/mycc.

168 Following the delivery of the business report, the MyCB SHALL arrange for a meeting between the Scheme Manager and the MySEF Lab Manager to:

a. Discuss matters arising from the business report; and

b. Provide updates on the MyCC Scheme.

169 The MyCB MAY arrange for additional meetings between the Scheme Manager and a MySEF Lab Manager at its discretion.

4.6.6 MyCB Management System

170 The MyCB SHALL implement a management system for the delivery of its services.

171 The MyCB management system SHALL include records to demonstrate that certification procedures have been effectively fulfilled, particularly with respect to application forms, evaluation reports, surveillance activities and other documents relating to granting, maintaining, extending, suspending or withdrawing certification.

172 All MyCB records SHALL be securely and accessibly stored in accordance with Malaysian Government archives legislation.

173 The MyCB SHALL be compliant with the requirements of the Common Criteria Mutual Recognition Arrangement (CCRA) (Ref [1]).

4.6.7 MyCC Scheme Management Reporting

174 The MyCB SHALL prepare reports on the performance of the MyCC Scheme against the following key performance indicators:

a. Time to complete evaluation and certification activities;

b. Effort spent in the delivery of evaluation and certification services;

c. Vulnerabilities discovered and corrected through the delivery of evaluation and certification services;

d. Consumer and customer satisfaction with the evaluation and certification services offered by the scheme;

e. Outcomes of management reviews and accreditation activities on the certification body and evaluation facilities forming the scheme;

f. Training and development activities undertaken by certifiers and MySEF evaluators; and

g. Any other aspects and indicators as directed by the MyCC Scheme Management Board.

175 The MyCB maintains the results of management reviews and internal audits in accordance with archives legislation applicable to the Malaysian government.

176 The Scheme Manager SHALL delivers management reports to the MyCC Scheme Management Board for their consideration.

Annex A Reference Material

A.1 References

[1] Arrangement on the recognition of Common Criteria Certificates in the field of Information Technology Security, May 2000.

[2] CCRA Management Committee Policy Procedure MC-2006- 09-002, *Time criteria required to transfer from a Certificate Consuming Participant to a Certificate Authorising Participant*, 18 September 2006.

[3] 9th Malaysian Plan (2006-2010), *Chapter Five – Mainstreaming Information and Communications Technology*, Paragraphs 5.74, 5.75 and 5.76.

[4] MS ISO/IEC Guide 65 – General Requirements for Bodies Operating Certification Systems, International Standards Organisation 2000.

[5] MS ISO/IEC 17025 – The General Requirements for the Competence of Testing and Calibration Laboratories, International Standards Organisation 2005.

[6] The Common Criteria for Information Technology Security Evaluation, Version 3.1, Revision 3, July 2009.

[7] The Common Evaluation Methodology for Information Technology Security Evaluation, Version 3.1, Revision 3, July 2009.

[8] MyCC Scheme Strategy, CyberSecurity Malaysia, Version 1.0, 17 October 2007.

[9] MyCC Scheme Implementation Plan, CyberSecurity Malaysia, Version 1.0, 17 October 2007.

[10] Assurance Continuity, CCRA Requirements, Version 1.0, February 2004.

[11] Department of Standards Malaysia Scheme for the Accreditation of Certification Bodies (The ACB Scheme), ACB 2 issue 2 15 February 2007 Terms and conditions governing the use of the ACB symbol or reference to STANDARDS MALAYSIA accreditation by Certification Bodies

A.2 Terminology

A.2.1 Acronyms

Table 1: List of Acronyms

Acronym	Expanded Term
CB	Certification Body
CC	Common Criteria (ISO/IEC15408)
CEM	Common Evaluation Methodology (ISO/IEC 18045)
CCDB	Common Criteria Development Board
CCES	Common Criteria Executive Subcommittee
CCMB	Common Criteria Maintenance Board

Acronym	Expanded Term
CCMC	Common Criteria Management Committee
CCRA	Common Criteria Recognition Arrangement
IAR	Impact Analysis Report
IEC	International Electrotechnical Commission
ISO	International Standards Organisation
MyCB	Malaysian Common Criteria Certification Body
MyCC	Malaysian Common Criteria Evaluation and Certification Scheme
MyCPR	MyCC Scheme Certified Products Register
MySEF	Malaysian Security Evaluation Facility
PP	Protection Profile
ST	Security Target
TOE	Target of Evaluation

A.2.2 Glossary of Terms

Table 2: Glossary of Terms

Term	Definition and Source
CC International Interpretation	An **interpretation** of the CC or CEM issued by the CCMB that is applicable to all CCRA participants.
Certificate	The official representation from the CB of the certification of a specific version of a product to the Common Criteria.
Certification Body	An organisation responsible for carrying out **certification** and for overseeing the day-today operation of an **Evaluation and Certification Scheme**. Source CCRA
Common Criteria Executive Subcommittee	The Executive Subcommittee manages the day-to-day business of the group of participants to the CCRA and provides technical advice and recommendations to the Management Committee. This includes assessment of technical compliance of a **Certification Body**.
Common Criteria Management Committee	The Management Committee acts in any matters of policy relating to the status, terms and operation of this Arrangement. It decides on the admittance of new Participants, the compliance of any new **Certification Body**, and changes to the scope of the Arrangement. The group of scheme representatives
Common Criteria Development Board	The board established by the CCMC which has responsibility for the development and maintenance of the CC and the CEM.

Term	Definition and Source
Consumer	The organisation that uses the certified product within their infrastructure.
Customer	The organisation (sponsors, developers or consumers) that make use of services provided by the MyCC Scheme.
Developer	The organisation that develops the product submitted for CC evaluation and certification.
Evaluation	The assessment of an IT product, IT system, or any other valid target as defined by the scheme, proposed by an applicant against the standards covered by the scope defined in its application against the certification criteria specified in the rules of the scheme. Source CCRA and MS-ISO/IEC Guide 65
Evaluation and Certification Scheme	The systematic organisation of the functions of **evaluation** and **certification** under the authority of a **certification body** in order to ensure that high standards of competence and impartiality are maintained and that consistency is achieved. Source CCRA.
Interpretation	Expert technical judgement, when required, regarding the meaning or method of application of any technical aspect of the criteria or the methodology. An interpretation may be either a **national interpretation** or a **CC international interpretation**.
Lead Certifier	The certifier responsible for managing a specific certification task.
Lead Evaluator	The evaluator responsible for managing the technical aspects of a specific evaluation task.
Maintenance Certificate	The update of a Common Criteria certificate to reflect a specific version of a product that has been maintained under the MyCC Scheme.
MyCB Personnel	Includes all members of the Certification Subcommittee, the Scheme Manager, the Senior Certifier, Certifiers and the Quality Manager.
National Interpretation	An **interpretation** of the CC, CEM or MyCC Scheme rules that is applicable within the MyCC Scheme only.
Security Evaluation Facility	An organisation (or business unit of an organisation) that conducts ICT security evaluation of products and systems using the CC and CEM in accordance with Evaluation and Certification Scheme policy
Sponsor	The organisation that submits a product for evaluation and certification under the MyCC Scheme. The sponsor may also be the developer.

Annex B MyCC Scheme Management Board TORs

B.1 Purpose

177 The main purpose of the MyCC Scheme Management Board is to ensure the impartiality of the operations of the certification body and to enable the participation of all parties significantly covered in the development of policies and principles regarding the content and operation of the Scheme.

178 The Board is independent of the day-to-day management and operation of the MyCC Scheme and will provide strategic advice, guidance and, where appropriate, recommendations in relation to the overall direction and policy of the MyCC Scheme. In order to fulfil its purpose, the Management board SHALL:

a. Monitor changes to the scheme;

b. Monitor the CB's handling of complaints and appeals and point out any nonconformities to the MyCC Scheme Rules; and

c. A subcommittee of Board Members SHALL endorse certification decisions for MyCC Scheme Certified products;

179 Additionally, the members will also have an opportunity to influence the international efforts to improve the CC standard and methodology within the CCRA framework and to be informed about recent development in the CCRA projects and committees

B.2 Membership

180 The MyCC Scheme Management Board is composed of a minimum of five Malaysian government and industry members and has responsibility for providing advice to the MyCC Scheme Head.

181 The Board should have the following representatives:

a. The MyCC Scheme Head SHALL always be a member;

b. At least two Malaysian Government organisation representatives;

c. At least two Malaysian Industry representatives; and

d. A secretary provided by the MyCB.

182 Board tenure will be a minimum of one (1) year per representative.

183 The Chair of the Board will rotate annually.

184 No financial remuneration will be awarded to either the representative or its organisation. The MyCC Scheme will compensate Board members for any out of pocket expenses associated with attendance at Board meetings.

185 All Board members are expected to declare to the Chair any circumstances which may give rise to an actual or perceived conflict of interest as soon as the member becomes aware of the circumstances which might give rise to an actual or perceived conflict.

B.3 Operation

186 The Board should normally meet **at least twice a year**, although the Chair may convene additional meetings as required. A quorum of three (3) Board members is required for every Board meeting.

187 Board members are not permitted to send delegates on their behalf to the Board meetings.

188 Agendas and any discussion papers will be issued a minimum of five (5) business days before the Board meetings, and minutes will be retained of discussions, decisions and actions.

B.4 Confidentiality

189 All Board members undertake to preserve the confidentiality of all pertinent documents, discussions and matters arising from their position as a member of the Board. Board members have a personal responsibility to ensure proper security of all Board papers and material in their possession.

190 Board members are required to execute a confidentiality undertaking covering the period of their tenure plus an additional ten (10) years following the completion of their tenure.

B.5 Responsibility

Secretary

191 The Secretary is responsible for taking minutes at the meetings and documenting discussion, decisions, actions, and advice.

192 The Secretary does not vote at the Board meetings.

Members

193 In fulfilling their role on the Board, all members SHALL:

a. understand the strategic significance, implications and desired outcomes being pursued by the MyCC Scheme

b. be an advocate of the MyCC Scheme within the wider community;

c. be actively involved in assisting the MyCC Scheme to achieve its outcome by giving high quality strategic advice; and

d. participate as required in any subcommittees or working groups.

B.6 Agenda Items

194 Agenda items for Management Board Meetings:

a. Minutes from last meeting

b. Membership matters

c. Report on activities of MyCC Scheme

d. Proposed changes to the scheme
e. Scheme Policies
f. Scheme Issues regarding:
    i. Licensing
    ii. Appeals, Complaints, disputes
    iii. Certification
g. Common Criteria and CCRA

Annex C MyCC Scheme Certification Subcommitee TORs

C.1 Purpose

195 This Subcommittee is delegated responsibility by the MyCC Scheme Management Board as the final authority to:

a. Certify (or otherwise) the results an ICT product, system or protection profile evaluation completed by a licensed MySEF – The decision to certify must be unanimous among subcommittee members with the chairperson being the final authorised signatory for the certificate and certification report;

b. Maintain or extend a certification for an ICT product or system through assurance maintenance activities – The decision to maintain or extend certification must be unanimous among subcommittee members; and

c. Withdraw certification for an ICT product, system or protection profile. The decision to withdraw certification must be a majority decision among subcommittee members Note: The MyCC Scheme does not suspend certification.

d. Further, the decision to certify, maintain or extend will be based upon a certification report produced by the MyCC Scheme Certifiers and the following:

i. Evaluation and certification processes have been completed in accordance with MyCC Scheme rules and CCRA requirements;

ii. Certifiers and evaluators have no conflict of interest in the outcome.

C.2 Membership

196 The MyCC Scheme Certification Subcommittee is composed of the three (3) Malaysian Government members selected from the MyCC Scheme Management Board as follows:

a. The MyCC Scheme Head SHALL always be a member;

b. Two (2) Malaysian Government organisation representatives; and

c. A secretary provided by the MyCC Scheme Certification Body.

197 The Subcommittee tenure will be a minimum of one (1) year per representative.

C.3 Conflict of interest

198 Prior to all meetings, Subcommittee members should examine the agenda to determine whether there may be a need to declare a conflict with some of or the entire meeting. Members should declare the circumstances at the earliest opportunity to the Chair but at least prior to the commencement of any Subcommittee discussion about the matter. Any decision on whether a conflict of interest exists and any subsequent actions rest with the Chair.

C.4 Operation

199 The Subcommittee should conduct the majority of its business out of session through distribution of certification documents. However, the Subcommittee should meet **at least twice per year**, although the Chair may convene additional meetings or conduct additional out of session activities as required. All three members must be present for the Subcommittee to conduct its business.

200 Subcommittee members are not permitted to send delegates on their behalf to the Subcommittee meetings.

201 Agendas and reports for consideration during Subcommittee meetings will be issued a minimum of five (5) business days before the Subcommittee meetings, and minutes will be retained of discussions, decisions and actions.

202 Records of all out of session discussions, decisions and actions will be managed and retained by the secretary to the Subcommittee.

C.5 Agenda

203 Agenda items for Subcommittee Meetings:

a. Minutes from last meeting
b. Certification Matters
c. Maintenance of Assurance
d. Withdrawal of Certificates
e. Mutual Recognition

Annex D MyCC Scheme Logos

D.1 Purpose

204 The purpose of this Annex is to describe how MyCC Scheme Logos maybe used and referred to by other parties.

D.2 MyCC Scheme Logo

205 A product, system or protection profile that has been certified under MyCC Scheme rules as meeting its security claims may carry the MyCC Scheme certification mark under those conditions defined in Annex D.3 and as further described in the MyCC Scheme Customer Manual (MyCC_P4).

Figure 6: MyCC Scheme Certification Mark

D.3 CCRA Certification Mark

206 This Annex SHALL be applied after Malaysia had been accepted as CCRA Authorising Participant.

207 A product whose certificate is recognised by CCRA may carry the CCRA Certification mark, under conditions as outlined in CCRA Annex E Certificate and Service Marks. This mark confirms that the Common Criteria certificate has been authorised by a CCRA Participant.

208 Upon receipt of a Common Criteria certificate, the mark may be used by vendors in conjunction with advertising, marketing, and sales of the product for which the certificate is issued.

Figure 7: CCRA Certification Mark

D.4 Accreditation Mark

209 Certification Bodies accredited by the STANDARDS MALAYSIA are given the right to use a STANDARDS MALAYSIA Accreditation Symbol in accordance with ACB 2 Ref [11].

D.5 Conditions of Use

210 A certificate issued by MyCB may be used by vendors in documentation or marketing material for the certified product by reproducing the entire certificate in an accurate and readable form.

211 The product SHALL be exactly the same product and version that is covered by the certificate.

Annex E Satisfaction of ISO Guide 65 and CCRA Requirements

E.1 Mapping of MS ISO/IEC Guide 65 Requirements to MyCC Scheme Documentation

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
4.2.a	CB - Organisation	In particular, the certification body shall: a) be impartial;	G.4.2.27 The senior executive, staff and/or personnel mentioned in clause 4.2 of ISO/IEC Guide 65 need not necessarily be full-time personnel, but their other employment shall not be such as to compromise their impartiality.	3
4.2.b	CB - Organisation	In particular, the certification body shall: b) be responsible for decisions relating to its granting, maintaining, extending, suspending and withdrawing of certification;		3

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
4.2.c	CB - Organisation	In particular, the certification body shall: c) identify the management (committee, group or person) which shall have overall responsibility for all of the following: 1) performance of testing, inspection, evaluation and certification as defined in this Guide, 2) formulation of policy matters relating to the operation of the certification body, 3) decisions on certification, 4) supervision of the implementation of its policies, 5) supervision of the finances of the body, 6) delegation of authority to committees or individuals as required to undertake defined activities on its behalf, 7) technical basis for granting certification;		3
4.2.o	CB - Organisation	In particular, the certification body shall: o) ensure that activities of related bodies do not affect the confidentiality, objectivity and impartiality of its certifications, and it shall not: 1) supply or design products of the type it certifies, 2) give advice or provide consultancy services to the applicant as to methods of dealing with matters which are barriers to the certification requested, 3) provide any other products or services which could compromise the confidentiality, objectivity or	G.4.2.29 The certification body should be responsible for ensuring that neither related bodies, nor subcontractors, nor external assessors/auditors operate in breach of the undertakings that they have given. It should also be responsible for implementing appropriate corrective action in the event that such a breach is identified.	3

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
		impartiality of its certification process and decisions;		
4.2.p	CB - Organisation	In particular, the certification body shall: p) have policies and procedures for the resolution of complaints, appeals and disputes received from suppliers or other parties about the handling of certification or any other related matters.	G.7.3 The policies and procedures referred to in 4.2.p) should ensure that all disputes and complaints are dealt with in a constructive and timely manner. Where operation of such procedures has not resulted in the acceptable resolution of the matter, or where the proposed procedure is unacceptable to the complainant or other parties involved, the certification body's procedures shall provide for an appeals process. The appeals procedure should include provision for the following: • the opportunity for the appellant to formally present its case; • provision of an independent element or other means to ensure the impartiality of the appeals process; • provision to the appellant of a written statement of the appeal findings including the reasons for the decisions reached. The certification body shall ensure that all interested parties are made aware, as and when appropriate, of the existence of the appeals process and the procedures to be followed.	13

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
4.5.1	CB - Quality System	The management of the certification body having executive responsibility for quality shall define and document its policy for quality and its objectives for, and commitment to, quality. The management shall ensure that this policy is understood, implemented and maintained at all levels of the organization.		2
4.5.2	CB - Quality System	The certification body shall operate an effective quality system in accordance with the relevant elements of this Guide and appropriate for the type, range and volume of work performed. This quality system shall be documented and the documentation shall be available for use by the certification body staff. The certification body shall ensure effective implementation of the documented quality system, procedures and instructions. The certification body shall designate a person having direct access to its highest executive level who, irrespective of other responsibilities, shall have defined authority for: a) ensuring that a quality system is established, implemented and maintained in accordance with this Guide, and b) reporting on the performance of the quality system to the body's management for review and as a basis for improvement of the quality system.		3.1

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
4.5.3.a	CB - Quality System	The quality system shall be documented In a quality manual and associated quality procedures, and the manual shall contain or refer to at least the following: a) a quality policy statement;		2
4.5.3.b	CB - Quality System	b) a brief description of the legal status of the certification body, including the names of its owners and, if different, names of the persons who control it;		3
4.5.3.c	CB - Quality System	c) the names, qualifications, experience and terms of reference of the senior executive and other certification personnel, both internal and external;		MyCB_MGMT_001 MyCC_P5 Section 2.1
4.5.3.d	CB - Quality System	d) an organization chart showing lines of authority, responsibility and allocation of functions stemming from the senior executive;		3
4.5.3.e	CB - Quality System	e) a description of the organization of the certification body, including details of the management (committee, group or person) identified in 4.2 c), its constitution, terms of reference and rules of procedure;		3
4.5.3.f	CB - Quality	f) the policy and procedures for conducting		11.2

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
	System	management reviews;		
4.5.3.g	CB - Quality System	g) administrative procedures including document control;		6
4.5.3.h	CB - Quality System	h) the operational and functional duties and services pertaining to quality, so that the extent and limits of each person's responsibility are known to all concerned;		3
4.5.3.i	CB - Quality System	i) the procedure for the recruitment, selection and training of certification body personnel and monitoring of their performance;	G.4.5.1 Clause 4.5.3.i) of ISO/IEC Guide 65 requires the certification body to monitor the performance of its own personnel. In addition to other methods of monitoring performance, provision should be made, where applicable, for the periodic witnessing of those activities normally undertaken by its personnel at supplier and subcontractor sites.	9
4.5.3.j	CB - Quality System	j) a list of its approved subcontractors and the procedures for assessing, recording and monitoring their competence;		10
4.5.3.k	CB - Quality System	k) its procedures for handling nonconformities and for assuring the effectiveness of any corrective and preventive actions taken;		12

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
4.5.3.l	CB - Quality System	l) the procedures for evaluating products implementing the certification process, including: 1) the conditions for issue, retention and withdrawal of certification documents, 2) controls over the use and application of documents employed in the certification of products;		13 MyCC_P5 Section 5
4.5.3.m	CB - Quality System	m) the policy and procedure for dealing with appeals, complaints and disputes;		13
4.5.3.n	CB - Quality System	n) its procedures for conducting internal audits, based on the provisions of IS0 10011-1		11
4.7.1	CB - Internal audits and management reviews	The certification body shall conduct periodic internal audits covering all procedures in a planned and systematic manner, to verify that the quality system is implemented and is effective.	G4.7.1 Internal audits and management reviews of the certification body's quality management system as required by ISO/IEC Guide 65 should be carried out at least once each year. The frequency of internal audits may be reduced if the certification body can demonstrate that its management system has been effectively implemented and has proven stability. A risk based audit programme should be planned, taking into consideration the importance of the processes and areas to be audited, as well as the results of previous audits.	11

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
4.7.1	CB - Internal audits and management reviews	The certification body shall ensure that: a) personnel responsible for the area audited are informed of the outcome of the audit; b) corrective action is taken in a timely and appropriate manner; and c) the results of the audit are documented.		11
4.7.2	CB - Internal audits and management reviews	The body's management with executive responsibility shall review its quality system at defined intervals which are sufficiently short to ensure its continuing suitability and effectiveness in satisfying the requirements of this Guide and the stated quality policy and objectives.		11
4.7.2	CB - Internal audits and management reviews	Records of such reviews shall be maintained.	G.4.7.2 The records of internal audits and management reviews should be made available to the accreditation body on request.	11
4.8.1	CB - Documentation	The certification body shall provide (through publications, electronic media or other means), update at regular intervals, and make available on request, the following:		5
4.8.1.a	CB -	a) information about the authority under which the		5

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
	Documentation	certification body operates;		
4.8.1.g	CB - Documentation	g) a directory of certified products and their suppliers.		5
4.8.2	CB - Documentation	The certification body shall establish and maintain procedures to control all documents and data that relate to its certification functions.		6
4.8.2	CB - Documentation	These documents shall be reviewed and approved for adequacy by appropriately authorized and competent personnel prior to issuing any documents following initial development or any subsequent amendment or change being made.		6
4.8.2	CB - Documentation	A listing of all appropriate documents with the respective issue and/or amendment status identified shall be maintained.		6
4.8.2	CB - Documentation	The distribution of all such documents shall be controlled to ensure that the appropriate documentation is made available to personnel of the certification body or suppliers when they are required to perform any function relating to the certification body's activities.		6

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
4.9.1	CB - Records	The certification body shall maintain a record system to suit its particular circumstances and to comply with existing regulations.		7
4.9.1	CB - Records	The records shall demonstrate that the certification procedures have been effectively fulfilled, particularly with respect to application forms, evaluation reports, surveillance activities and other documents relating to granting, maintaining, extending, suspending or withdrawing certification.		7
4.9.1	CB - Records	The records shall be identified, managed and disposed of in such a way as to ensure the integrity of the process and the confidentiality of the Information.		7
4.9.1	CB - Records	The records shall be kept for a period of time so that continued confidence may be demonstrated for at least one full certification cycle, or as required by law.		7
4.9.2	CB - Records	The certification body shall have a policy and procedures for retaining records for a period consistent with its contractual, legal or other obligations.		7

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
4.9.2	CB - Records	The certification body shall have a policy and procedures concerning access to these records consistent with 4.10.1. NOTE 4 The question of the length of time for retention of records requires specific attention in the light of legal circumstances and recognition arrangements.		8
4.10.1	CB - Confidentiality	The certification body shall have adequate arrangements consistent with applicable laws to safeguard confidentiality of the information obtained in the course of its certification activities at all levels of its organization, including committees and external bodies or individuals acting on its behalf.		8
4.10.2	CB - Confidentiality	Except as required in this Guide or by law, information gained in the course of certification activities about a particular product or supplier shall not be disclosed to a third-party without the written consent of the supplier.		8
4.10.2	CB - Confidentiality	Where the law requires information to be disclosed to a third-party, the supplier shall be informed of the information provided as permitted by the law.		8

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
5.1.1	CB Personnel - General	The personnel of the certification body shall be competent for the functions they perform, including making required technical judgments, framing policies and implementing them.		9
5.1.2	CB Personnel - General	Clearly documented instructions shall be available to the personnel describing their duties and responsibilities.		9
5.1.2	CB Personnel - General	These instructions shall be maintained up to date.		9
5.2.1	CB Personnel - Qualification Criteria	In order to ensure that evaluation and certification are carried out effectively and uniformly, the minimum relevant criteria for the competence of personnel shall be defined by the certification body.	G.5.2.1 The certification body shall have sufficient personnel for the operation of the product certification system and schemes, see clause 4.2.j) of ISO/IEC Guide 65. This includes technical personnel competent for the development of the product specific criteria (explanatory documents, sampling, testing and inspection requirements, management systems elements/quality systems evaluation and certification). G5.2.2 The certification body shall have personnel technically competent to assess the products and the processes and decide whether or not to certify a	9

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
			product on the basis of information from the evaluation process, including inspection and test results.	
5.2.2	CB Personnel - Qualification Criteria	The certification body shall require its personnel involved in the certification process to sign a contract or other document by which they commit themselves: a) to comply with the rules defined by the certification body, including those relating to confidentiality and independence from commercial and other interest; and b) to declare any prior and/or present association on their own part, or on the part of their employer, with a supplier or designer of products to the evaluation or certification of which they are to be assigned.		8
5.2.2	CB Personnel - Qualification Criteria	The certification body shall ensure that, and document how, any contracted personnel for their own part, and on the part of their employer if any, satisfy all the requirements for personnel outlined in this Guide.		9, 10

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
5.2.3	CB Personnel - Qualification Criteria	Information on the relevant qualifications, training and experience of each member of the personnel involved in the certification process shall be maintained by the certification body. Records of training and experience shall be kept up to date, in particular the following: a) name and address; b) organization affiliation and position held; c) educational qualification and professional status; d) experience and training in each field of the certification body's competence; e) date of most recent updating of records; f) performance appraisal.	G5.2.2 Records should show which personnel are designated as competent and the date of validation.	9
7.1	Appeals, Complaints and Disputes	Appeals, complaints and disputes brought before the certification body by suppliers or other parties shall be subject to the procedures of the certification body.	G.7.1 Personnel, including those acting in a managerial capacity, should not be employed to investigate any appeal, complaint or dispute if there are any relationships that may compromise the investigation. G.7.2 Appeals, complaints and disputes represent a source of information as to possible nonconformity with MS-ISO/IEC Guide 65. When nonconformities are identified, the certification body should take appropriate action.	13 MyCC_P5 Section 5.5.1

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
7.2.a	Appeals, Complaints and Disputes	Each certification body shall: a) keep a record of all appeals, complaints and disputes and remedial actions relative to certification;	G7.3 The policies and procedures referred to in clause 4.2.p) should ensure that all appeals, complaints and disputes are dealt with in a constructive and timely manner. The certification body shall have an appeals procedure that includes provision for the following: • an opportunity for the appellant to formally present its case; • ensuring the impartiality of the appeals process; • a written statement to the appellant, of the appeal findings including the reasons for the decisions reached. The certification body shall ensure that all interested parties are made aware, as and when appropriate, of the existence of the appeals procedures to be followed.	13 MyCC_P5 Section 5.5.1
7.2.b	Appeals, Complaints and Disputes	Each certification body shall: b) take appropriate subsequent action;		13
7.2.c	Appeals, Complaints and	Each certification body shall: c) document the action taken and its effectiveness.		13

MS ISO/IEC GUIDE 65 REQ ID	SECTION HEADING	MS ISO/IEC GUIDE 65 REQUIREMENT DETAIL	IAF GD 5:2006 REQUIREMENT DETAILS	MYCB_QM SECTION
	Disputes			
14.2	Use of licenses, certificates and marks of conformity	Guidance on the use of certificates and marks permitted by the certification body may be obtained from ISO/IEC Guide 23.	G.14.2 The certification body shall have documented procedures for the use of its mark (see also ISO/IEC 17030), and for the measures to be adopted in case of misuse, including false claims as to certification and false use of certification body marks.	13 MyCC_P5 Section 5.5.2
14.3	Use of licenses, certificates and marks of conformity	NOTE 5 Such actions are addressed in ISO/IEC Guide 27 and can include corrective action, withdrawal of certificate, publication of the transgression and, if necessary, other legal action.	G.14.2 The certification body shall have documented procedures for the use of its mark (see also ISO/IEC 17030), and for the measures to be adopted in case of misuse, including false claims as to certification and false use of certification body marks.	13 MyCC_P5 Section 5.5.2

E.2 Mapping of CCRA Requirements to MyCC Scheme Documentation

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
C.1 GENERAL REQUIREMENTS	
The services of the CB are to be available without undue financial or other conditions.	MyCC Scheme Policy Section 2
The procedures under which the CB operates are to be administered in a non-discriminatory manner.	MyCC Scheme Policy Section 2

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
C.2 ADMINISTRATIVE STRUCTURE	
The CB is to be impartial.	MyCC Scheme Policy Section 3
In particular, it should have permanent staff responsible to a senior executive enabling day-to-day operations to be carried out free from undue influence or control by anyone having a commercial or financial interest in the certification/ validation.	MyCC Scheme Policy Section 3
C.3 ORGANISATIONAL STRUCTURE	
The CB is to have and make available on request: a) a chart showing clearly the responsibility and reporting structure of the organisation;	MyCC Scheme Policy Section 3
b) a description of the means by which the organisation obtains financial support;	MyCC Scheme Policy Section 2.3
c) documentation describing its Evaluation and Certification/Validation Scheme;	MyCC Scheme Policy Section 2
d) documentation clearly identifying its legal status.	MyCC Scheme Policy Section 2.3
C.4 CERTIFICATION PERSONNEL	
The personnel of the CB are to be competent for the functions they undertake.	MyCC Scheme Policy Section 3
Information on the relevant qualifications, training and experience of each member of staff is to be maintained by the CB and kept up-to-date.	MyCC Scheme CB Quality Manual
Personnel are to have available to them clear, up to date, documented instructions pertaining to their duties and responsibilities.	MyCC Scheme CB Quality Manual
If work is contracted to an outside body, the CB is to ensure that the personnel carrying out the contracted work meet the applicable requirements of this Annex.	MyCC Scheme Policy Section 4
C.5 DOCUMENTATION AND CHANGE CONTROL	

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
The CB is to maintain a system for the control of all documentation relating to its Evaluation and Certification/Validation Scheme and ensure that:	MyCC Scheme Policy Section 4.6.4 MyCC Scheme CB Quality Manual
a) current issues of the appropriate documentation are available at all relevant locations;	MyCC Scheme CB Quality Manual
b) documents are not amended or superseded without proper authorisation;	MyCC Scheme CB Quality Manual
c) changes are promulgated in such way that those who need to know are promptly informed and are in a position to take prompt and effective action;	MyCC Scheme CB Quality Manual
d) superseded documents are removed from use throughout the organisation and its agencies;	MyCC Scheme CB Quality Manual
e) those with a direct interest in the Scheme are informed of changes.	MyCC Scheme CB Quality Manual
C.6 RECORDS	
The CB is to maintain a record system to suit its particular circumstances and to comply with relevant regulations applied in the jurisdiction to which the Participant is subject.	MyCC Scheme CB Quality Manual
The system is to include all records and other papers produced in connection with each certification/validation; it is to be sufficiently complete to enable the course of each certification/validation to be traced.	MyCC Scheme CB Quality Manual
All records are to be securely and accessibly stored for a period of at least five years.	MyCC Scheme Policy Section 4.6.6 MyCC Scheme CB Quality Manual
C.7 CERTIFICATION PROCEDURES	
The CB is to have the required facilities and documented procedures to enable the IT product or protection profile certification/validation to be carried out in accordance with the applicable IT security evaluation criteria and methods.	MyCC Scheme Policy Section 4.2 MyCC Certification Manual
C.8 REQUIREMENTS OF EVALUATION PROCEDURES	

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
The CB is to ensure that IT Security Evaluation Facilities conform to requirements specified in this Arrangement.	MyCC Scheme Policy Section 4.6.5
The CB is to draw up for each IT Security Evaluation Facility a properly documented agreement covering all relevant procedures including arrangements for ensuring confidentiality of protected information and the evaluation and certification/validation processes.	MyCC Scheme Policy Section 4.6.5
C.9 QUALITY MANUAL	
The CB is to have a Quality Manual and documentation setting out the procedures by which it complies with the requirements of this Annex.	MyCC Scheme Policy Section 4.6.6 MyCC Scheme CB Quality Manual
These are to include at least: a) a policy statement on the maintenance of quality;	MyCC Scheme CB Quality Manual
b) a brief description of the legal status of the CB;	MyCC Scheme Policy Section 2.3 MyCC Scheme Policy Section 3.1
c) the names, qualifications and duties of the senior executive and other certification/ validation personnel;	MyCC Scheme CB Quality Manual
d) details of training arrangements for certification/validation personnel;	MyCC Scheme CB Quality Manual
e) an organisation chart showing lines of authority, responsibility and allocation of functions stemming from the senior executive;	MyCC Scheme Policy Section 3 MyCC Scheme CB Quality Manual
f) details of procedures for monitoring IT product or protection profile evaluations;	MyCC Scheme Certification Manual
g) details of procedures for preventing the abuse of Common Criteria certificates;	MyCC Scheme Policy Section 4.1.4
h) the identities of any contractors and details of the documented procedures for assessing and monitoring their competence;	MyCC Scheme Policy Section 4 MyCC Scheme CB Quality Manual
i) details of any procedures for appeals or conciliation.	MyCC Scheme Policy Section 4.1.6 MyCC Scheme CB Quality Manual

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
C.10 CONFIDENTIALITY	
To the extent permitted by the national laws, statutes, executive orders, or regulations of the Participants, the CB should have adequate arrangements to ensure confidentiality of the information obtained in the course of its certification/validation activities at all levels of its organisation and is not to make an unauthorised disclosure of protected information obtained in the course of its certification/validation activities under this Arrangement.	MyCC Scheme Policy Section 4.1.5
C.11 PUBLICATIONS	
The CB is to produce and update as necessary a Certified/Validated Products List.	MyCC Scheme Policy Section 4.2.5
Each IT product or protection profile mentioned in the list is to be clearly identified.	MyCC Scheme CB Quality Manual
The list is to be available to the public.	MyCC Scheme Policy Section 4.2.6
A description of the Evaluation and Certification/Validation Scheme is to be available in published form.	MyCC Scheme Policy
C.12 APPEALS OR CONCILIATION	
The CB is to have procedures to deal with disagreements among itself, its associated ITSEFs, and their clients.	MyCC Scheme Policy Section 4.1.6 MyCC Scheme CB Quality Manual
C.13 PERIODIC REVIEW	
The CB is to undertake periodic reviews of its scheme operations to ensure that it continues to share the objectives of this Arrangement.	MyCC Scheme CB Quality Manual
C.14 MISUSE OF COMMON CRITERIA CERTIFICATES	
The CB is to exercise proper control over the use of its Common Criteria certificates.	MyCC Scheme Policy Section 4.1.4
It is incumbent upon the CB to take appropriate administrative, procedural or legal steps to prevent or counter the misuse of certificates	MyCC Scheme Policy Section 4.1.4

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
and to correct false, misleading or improper statements about certificates or about the Evaluation and Certification/Validation Scheme.	
C.15 WITHDRAWAL OF COMMON CRITERIA CERTIFICATES	
The CB is to have documented procedures for withdrawal of Common Criteria certificates and is to advertise the withdrawal in the next issue of its Certified/Validated Products List.	MyCC Scheme Policy Section 4.5

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