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Version	1
Approved by & Date	*|| ORIGINAL SIGNATURE ||* 2/12/2019 Dato' Ts. Dr Haji Amirudin Bin Abdul Wahab Date Chief Executive Officer/ISCB Scheme Owner
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26/11/2019	1	Nur Shazwani	Initial version

REVIEW RECORDS

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1	Hasnida bt Zainuddin	28/11/2019
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DOCUMENT PREPARATION

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1 Introduction

1.1 Purpose

1   This policy (MyCC_REQ) 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 ISCB Certification Scheme Registers including MyCC Scheme Certified Products Register **(MyCPR)** that lists all certifications and evaluation projects;

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

   c.   The MyCC Scheme Client Guideline (**MyCC_CG)** 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 Procedure (**MyCC_CP**) 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 ISCB Product Manual (**PRODUCT_MANUAL**) and ISCB Common Manual (**ISCB_CM**) 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 the unit of Malaysian Common Criteria Certification Body (MyCB) under Information Security Certification Body (ISCB), any Malaysian Security Evaluation Facility (MySEF) licensed to conduct evaluations under the MyCC Scheme and MyCC Scheme clients.

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 Approver.

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

i. **Annex E** provides a mapping of the requirements of ISO/IEC 17065 (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 Requirement (MYCC_REQ) (shown in red) and other documents in the hierarchy is illustrated in Figure 1 below.
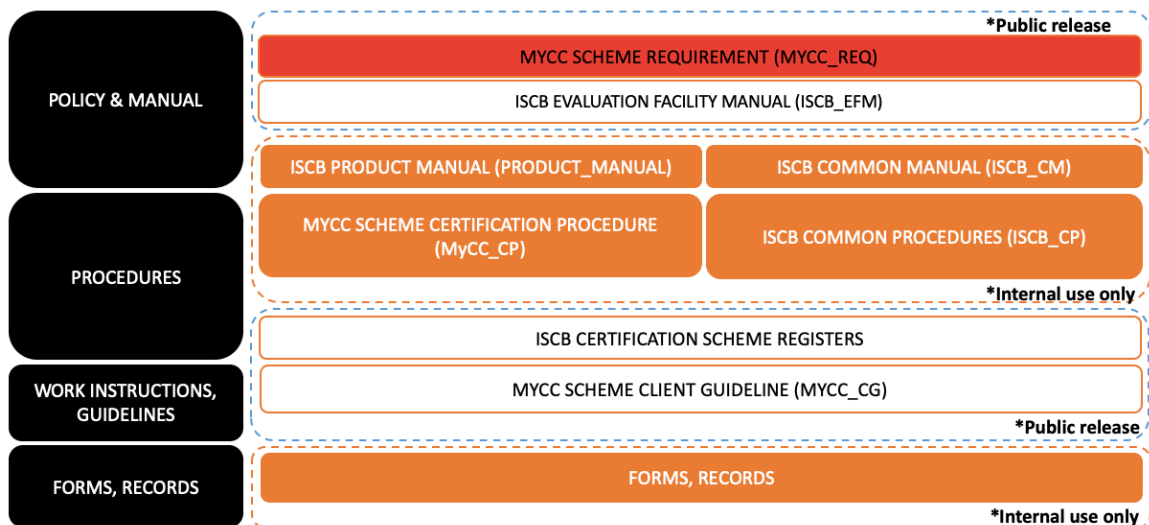
Figure 1: Document Relationships

1.2 Changes to this Policy

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

9   All changes will be submitted to the ISCB Scheme Owner 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, and 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 ISO/IEC 17065 and CCRA requirements are met. MySEFs must be accredited as compliant with the requirements of 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.

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[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. Its 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 ISO/IEC 17065 (Ref [4]) and accreditation of MySEFs to 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 unit under ISCB within CyberSecurity Malaysia.

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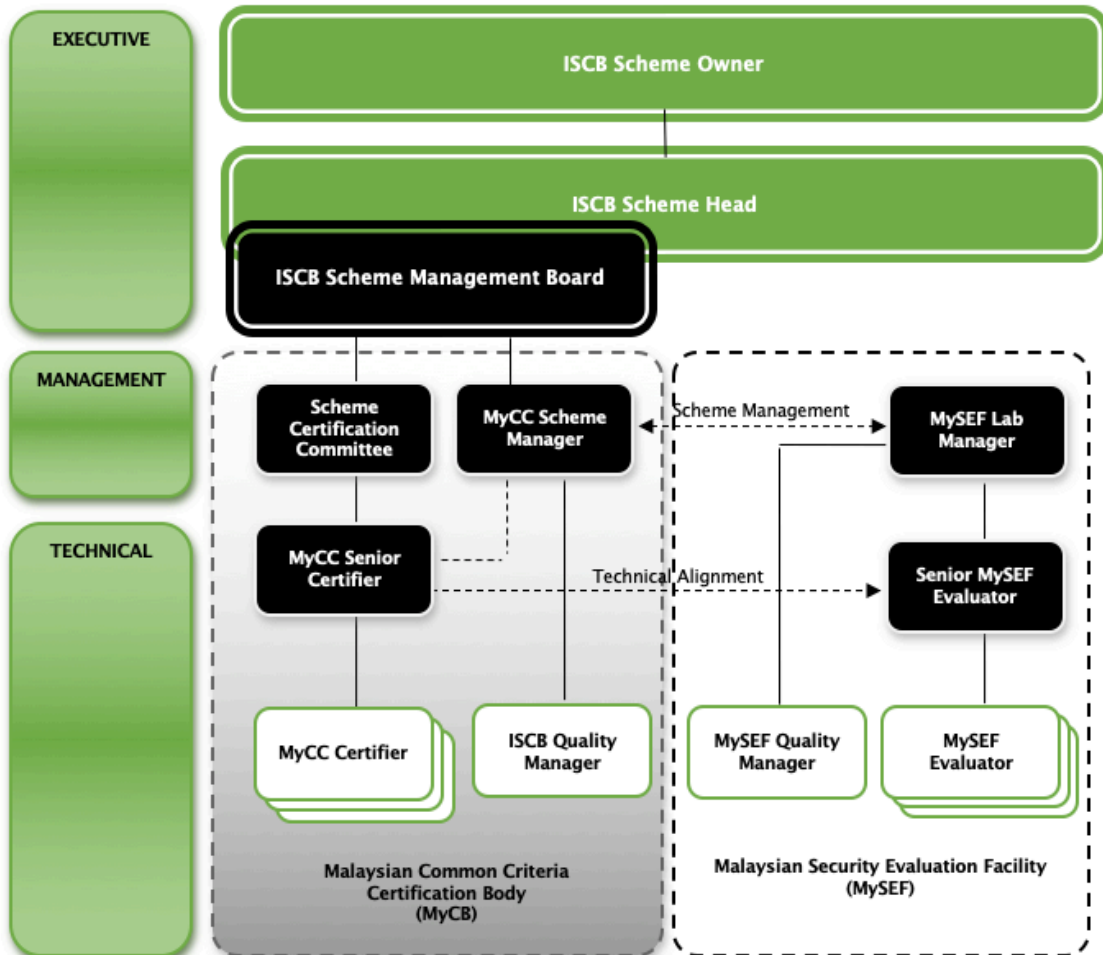
Figure 2: MyCC Scheme Structure

3.1   ISCB Scheme Owner

33   CyberSecurity Malaysia is the owner of the MyCC Scheme.   The Chief Executive Officer of CyberSecurity Malaysia has authority for the strategic direction and overseeing of the MyCC Scheme. In doing so, the CEO CyberSecurity Malaysia SHALL be the designated as ISCB Scheme Owner. ISCB Scheme Owner is also the member of ISCB Scheme Management Board (ISMB). In delivering his/her responsibilities, the ISCB Scheme Owner takes input from the ISMB.

3.2 ISCB Scheme Head

34 ISCB Scheme Head is the Head of Information Security Certification Body Department (ISCB) and has the following key responsibilities within the MyCC Scheme:

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

    b. Establishing the MyCC Scheme policy and governance.

    c. Change authority for all MyCC documentation.

3.3 ISCB Scheme Management Board

35 The ISCB Scheme Management Board is composed of at least five (5) members consist of Malaysian government, academia and industry or' equivalent sectors and has responsibility for providing advice to the Scheme Head. ISCB Scheme Management Board is an impartiality committee that is appointed by the Scheme head in order to provide strategic advice, guidance and, where appropriate, recommendations in relation to the overall direction and policy of ISCB Schemes including MyCC Scheme. The terms of reference for the ISCB Scheme Management Board are provided in Procedure for ISCB Scheme Management Board (ISCB_CP_02). This procedure is a confidential document and not publicly available. The ISCB Scheme Management Board delegates authority for certification decisions to Scheme Certification Committee.

3.4 Information Security Certification Body

36 Information Security Certification Body is a department within CyberSecurity Malaysia that provides services such as MyCC Scheme, CSM27001 Scheme, TSA Scheme, BCMS Scheme, etc.

3.5 The Malaysian Common Criteria Certification Body

37 Malaysian Common Criteria Certification Body (MyCB) is a unit under Information Security Certification Body (ISCB) 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 MyCC Scheme Certification Procedure (MyCC_CP).

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. **Scheme Certification Committee** - This impartial group is delegated responsibility by the MyCC Scheme Management Board, as per the terms of reference in Procedure for Scheme Certification Committee (ISCB_CP_04) 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 decided by one (1) 'YES' vote among MyCC Scheme Certification Committee members.

Final decision will be made by ISCB Scheme Head based on the justification and recommendation provided by the Scheme Certification Committee.

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.

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

    i.   General management of MyCB personnel;

    ii.   The relationship and interface with licensed evaluation facilities (MySEFs;

    iii.   Implementation of the MyCC Scheme accordance with CCRA Requirements (Ref [1]);

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

    v.   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. **MyCC 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. **MyCC Certifier** – This role is responsible for the conduct of day-to-day certification, certificate maintenance and mutual recognition projects under the direction of the MyCC 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. **ISCB Quality Manager** – This role is placed outside of MyCB unit where ISCB Quality Manager is responsible to manage and maintain the overall implementation of ISCB management system. To ensure impartiality of certification services, the ISCB Quality Manager provides outcomes of management review of impartiality issue to the ISCB Scheme Management Board.

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

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3.6 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 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 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 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 Scheme Certification Committee 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.

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 B.

56　　The Common Criteria mutual recognition certificate and service marks SHALL be restricted in its use in accordance with Annex C 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 Complaint and Appeal Procedure (ISCB_CP_08) 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 five (5) business days of the original decision.　A Complaint and Appeal Procedure (ISCB_CP_08) 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 thirty (30) 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.
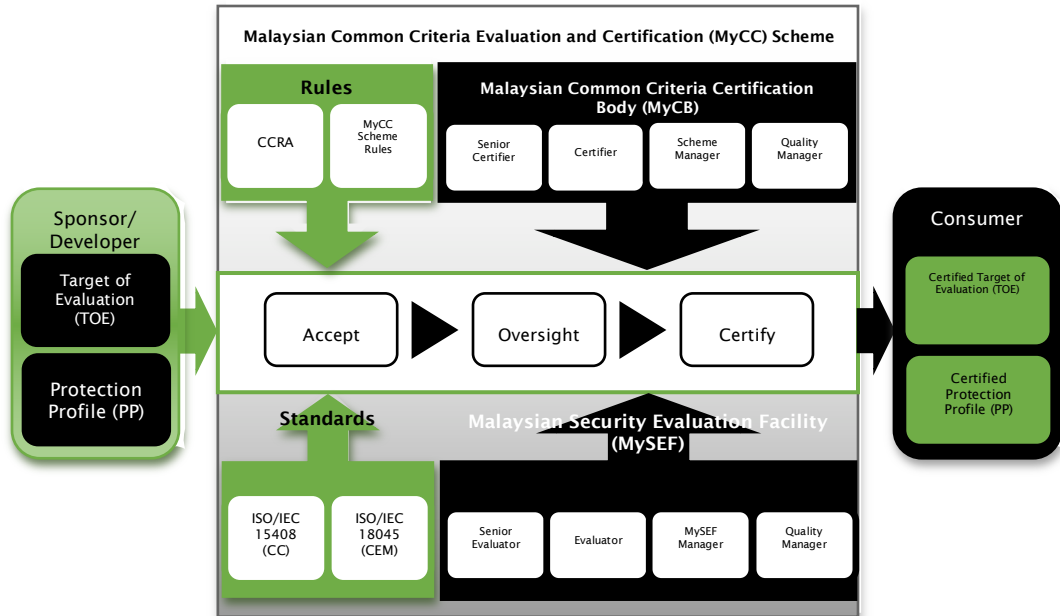
Figure 3: TOE Evaluation Process Overview

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 Client Guideline (MyCC_CG) (Ref [11]).

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 Client Guideline (MyCC_CG) (Ref [11]).

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 ISCB Evaluation Facility Manual (ISCB_EFM) (Ref [13]), 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 (for internal MySEF) while invoice will be issued once accepted into proposed evaluation project (for external MySEF). 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 MyCC Scheme Manager on the outcome, 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 ISCB Evaluation Facility Manual (ISCB_EFM) (Ref [13]). 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 ISCB Evaluation Facility Manual (ISCB_EFM) (Ref [13]) 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 ISCB Evaluation Facility Manual (ISCB_EFM) (Ref [13]) 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 Scheme Certification Committee 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 ISCB Evaluation Facility Manual (ISCB_EFM) (Ref [13]). 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.
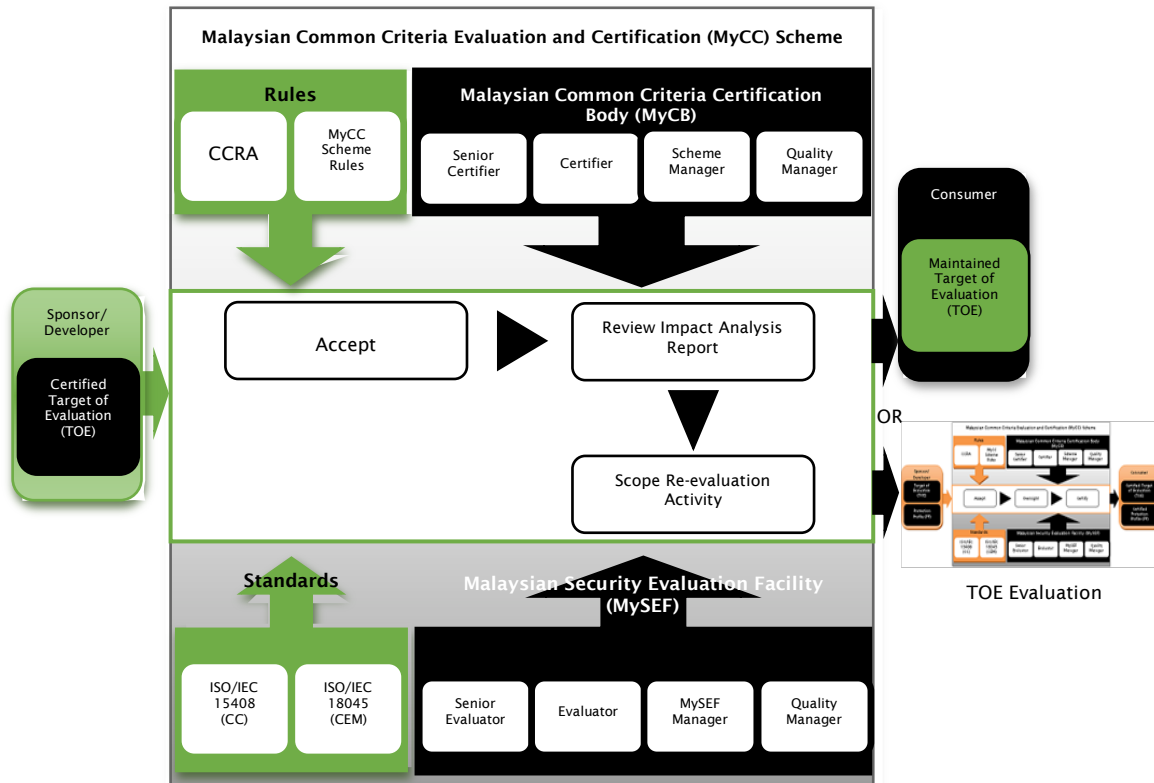
Figure 4: Assurance Maintenance Process Overview

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 Client Guideline (MyCC_CG) (Ref [11]).

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 Client Guideline (MyCC_CG) (Ref [11]).

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 ISCB Scheme Head 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 2.4.2.2 and 2.4.2.3 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 an 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 MyCC 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 three-persons from ISCB Appeals Panel.

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).

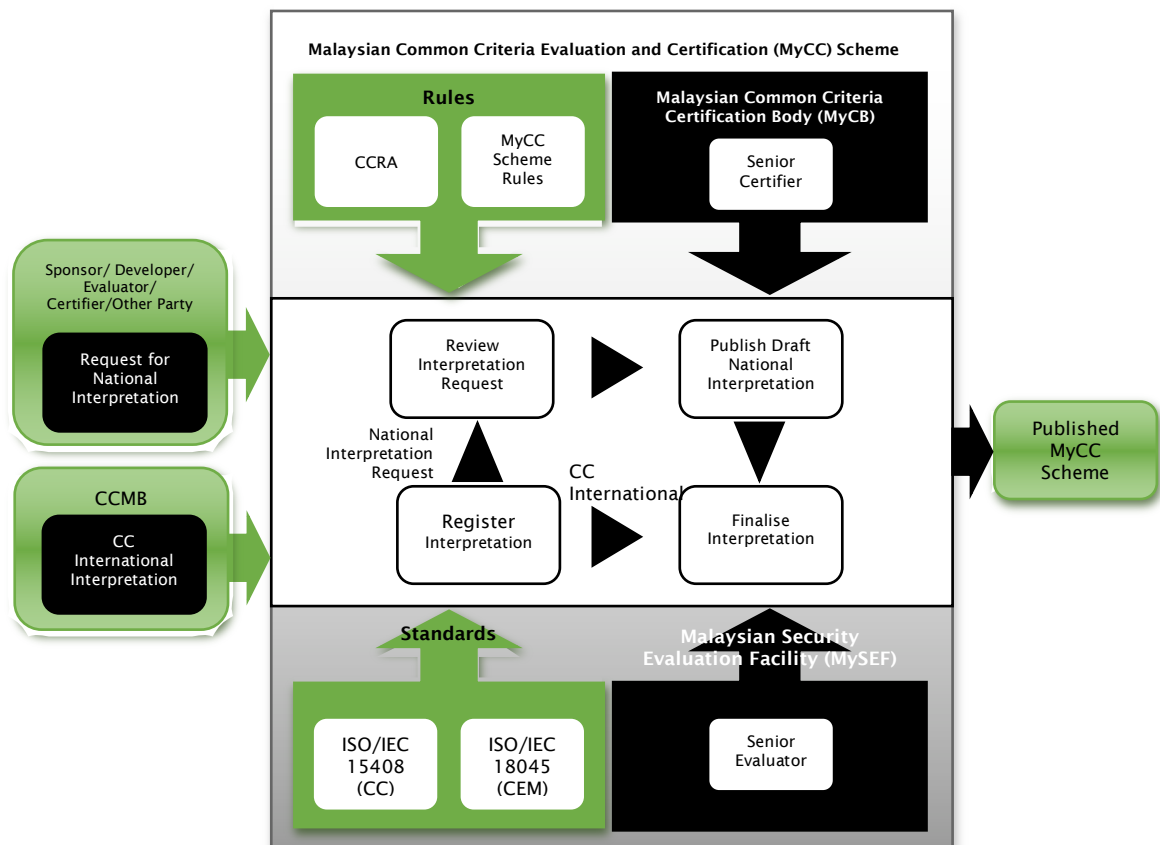130 The high level process for managing MyCC Scheme interpretations is illustrated in Figure 5 below.

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 MyCC Senior Certifier;

b.   One Senior Evaluator from each MySEF; and

c.   Any other technical experts deemed necessary by the MyCC 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 MyCC Scheme Manager to the ISCB 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 MyCC Scheme Manager.

4.6.4 Management of MyCC Scheme Publications

148 The MyCB manages the configuration and content of MyCC Scheme publications, the MyCC Scheme website 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 ISCB Evaluation Facility Manual (ISCB_EFM) (Ref [13]);

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 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, 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 ISO/IEC 17025 (Ref [5]) throughout their license period.

162   A MySEF that loses its 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) 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 ISCB Evaluation Facility Manual (ISCB_EFM) (Ref [13]) 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 Requirement (MyCC_REQ);

b. The ISCB Evaluation Facility Manual (ISCB_EFM);

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 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 ISCB Evaluation Facility Manual (ISCB_EFM) available at www.cybersecurity.my/mycc.

168 Following the delivery of the business report, the MyCB SHALL arrange for a meeting between the MyCC 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 MyCC 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; and

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

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

Annex A   Reference Material

A.1   References

[1]   Arrangement on the recognition of Common Criteria Certificates in the field of Information Technology Security, July 2014.

[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]   ISO/IEC 17065 – Requirement for bodies certifying products, processes and services, 2012.

[5]   ISO/IEC 17025 – The General Requirements for the Competence of Testing and Calibration Laboratories, International Standards Organisation 2017.

[6]   The Common Criteria for Information Technology Security Evaluation, Version 3.1, Revision 5, April 2017.

[7]   The Common Evaluation Methodology for Information Technology Security Evaluation, Version 3.1, Revision 5, September 2017.

[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, 2012–06–01, CCRA Requirements, Version 2.1, June 2012.

[11]   Latest version of MyCC Scheme Client Guideline (MyCC_CG) as listed in the ISCB Master Register.

[12]   Department of Standards Malaysia Scheme for the Accreditation of Certification Bodies (The ACB Scheme), ACB 2 issue 2 November 2016 Terms and conditions governing the use of the ACB symbol or reference to STANDARDS MALAYSIA accreditation by Certification Bodies

[13]   Latest version of ISCB Evaluation Facility Manual (ISCB_EFM) as listed in the ISCB Master Register.

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
CCMC	Common Criteria Management Committee
CCRA	Common Criteria Recognition Arrangement
IAR	Impact Analysis Report
IEC	International Electrotechnical Commission
ISO	International Standards Organisation
ISCB	Information Security Certification Body
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**.

Term	Definition and Source
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.
Consumer	The organisation that uses the certified product within their infrastructure.
Client	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 ISO/IEC 17065.
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**.
Information Security Certification Body	A department within CyberSecurity Malaysia that manages and provides certification services focusing on the security against international standard and guidelines. MyCB is a unit under ISCB.
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 of Certificate	The update of a Common Criteria certificate to reflect a specific version of a product that has been maintained under the MyCC Scheme.

Term	Definition and Source
MyCB Personnel	Includes all members of the Scheme Certification Committee, ISCB Scheme Owner, ISCB Scheme Head, MyCC Scheme Manager, MyCC Senior Certifier, MyCC Certifiers and ISCB 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 and CCRA Certification Marks

B.1 Purpose

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

B.2 MyCC Scheme Certification Mark

177 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 B.3 and as further described in the MyCC Scheme Client Guideline (MyCC_CG) (Ref [11]).

Figure 6: MyCC Scheme Certification Mark

B.3 CCRA Certification Mark

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

179 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.

180 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

B.4   *Accreditation Mark*

181   Certification Bodies accredited by the STANDARDS MALAYSIA are given the right to use a STANDARDS MALAYSIA Accreditation Symbol in accordance with ACB 2 Ref [12].

B.5   *Conditions of Use*

182   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.

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

Annex C Satisfaction of ISO/IEC 17065 and CCRA Requirements

C.1 Mapping of ISO/IEC 17065 Requirements to MyCC Scheme Documentation

ISO/IEC 17065 REQ ID	SECTION HEADING	ISO/IEC 17065 REQUIREMENT DETAIL	DOCUMENT RELATED
4.1	Legal and contractual matters CB - Organisation	4.1.1 Legal responsibility	• PRODUCT_MANUAL Section 4.1.1 • ISCB_CM Section 3.2.1
		4.1.2 Certification agreement	• PRODUCT_MANUAL Section 4.1.2 • ISCB_CM Section 3.2.2
		4.1.3 Use of license, certificates and marks of conformity	• PRODUCT_MANUAL Section 4.1.3 • ISCB_CM Section 6.3 • Handling of Misuse of Certification Mark or Certificate Procedure (ISCB_CP_07) • ISCB_EFM Section 2 and 3.1 • MYCC_CP Annex B • MYCC_CG Section 3.7
4.2	Management of Impartiality	4.2.1 until 4.2.12	• PRODUCT_MANUAL Section 4.2 • ISCB_CM Section 3.4 and Annex D • Risk Management for Impartiality Procedure (ISCB_CP_01) • Procedure for ISCB Scheme Management Board (ISCB_CP_02) • ISCB_EFM Annex B.4
4.3	Liability and financing	4.3.1 The CB shall have adequate arrangements to cover liabilities arising from its operations	• PRODUCT_MANUAL Section 4.3.1 • ISCB_CM Section 3.3

ISO/IEC 17065 REQ ID	SECTION HEADING	ISO/IEC 17065 REQUIREMENT DETAIL	DOCUMENT RELATED
		4.3.2 The certification body shall have the financial stability and resources required for is operation	• PRODUCT_MANUAL Section 4.3.2 • ISCB_CM Section 3.3
4.4	Non-discriminatory conditions	4.4.1 until 4.4.4	• PRODUCT_MANUAL Section 4.4 • ISCB_CM Section 3.10 • MyCC_CP Section 3
4.5	Confidentiality	4.5.1 until 4.5.3	• PRODUCT_MANUAL Section 4.5 • ISCB_CM Section 3.5 • ISCB_EFM Section 2.5, 3.1 and Annex B.4
4.6	Publicly available information	4.6 a) until 4.6 d)	• PRODUCT_MANUAL Section 4.6 • ISCB_CM Section 6.1 • MyCC_CG • ISCB_EFM
5.1	Organisational structure and top management	5.1.1 until 5.1.4	• PRODUCT_MANUAL Section 5.1 and Annex C • ISCB_CM Section 4 and Annex E • ISCB_EFM Section 2 • MyCC_CP Section 2
5.2	Mechanism for safeguarding impartiality	5.2.1 until 5.2.4	• PRODUCT_MANUAL Section 5.2 • ISCB_CM Section 3.4.3 • Procedure for ISCB Scheme Management Board ISCB_CP_02
6.1	Resource Requirements	6.1.1 General	• PRODUCT_MANUAL Section 6.1.1 • ISCB_CM Section 5.1 • MyCC_CP Section 2

ISO/IEC 17065 REQ ID	SECTION HEADING	ISO/IEC 17065 REQUIREMENT DETAIL	DOCUMENT RELATED
		6.1.2 Management of competence for personnel involved in the certification process	• PRODUCT_MANUAL Section 6.1.2 • ISCB_CM Section 5.2 • ISCB Training Procedure (ISCB_CP_06) • Procedure for Scheme Certification Committee (ISCB_CP_04) • MyCC_CP Section 2
		6.1.3 Contract with the personnel	• PRODUCT_MANUAL Section 6.1.3 • ISCB_CM Section 3.4.2 and 3.5
6.2	Resources for evaluation	6.2.1 Internal resources	• PRODUCT_MANUAL Section 6.2.1 • ISCB_CM Section 5.1 • ISCB Personnel Competency Procedure (ISCB_CP_05) • ISCB_EFM
		6.2.2 External resources (outsourcing)	• PRODUCT_MANUAL Section 6.2.2 • ISCB_CM Section 5.3 and 5.4 • ISCB_EFM
7	Process Requirements	7.1 General	• PRODUCT_MANUAL Section 7.1 • ISCB_CM Section 7.1.1
		7.2 Application	• MYCC_CP Section 3.2.1 • ISCB_EFM Section 3.1.1
		7.3 Application review	• MYCC_CP Section 3.2.1 • ISCB_EFM Section 3.1.1
		7.4 Evaluation	• MYCC_CP Section 3.2.2 • ISCB_EFM Section 3.1.2
		7.5 Review	• PRODUCT_MANUAL Section 7.5 • MYCC_CP Section 3.2.2.9 and 3.2.3.2

ISO/IEC 17065 REQ ID	SECTION HEADING	ISO/IEC 17065 REQUIREMENT DETAIL	DOCUMENT RELATED
		7.6 Certification decision	• PRODUCT_MANUAL Section 7.6 • MYCC_CP Section 3.2.3.3
		7.7 Certification documentation	• MYCC_CP Section 3.2.3.4
		7.8 Directory of certified products	• MYCC_CP Section 3.2.3.4
		7.9 Surveillance	• MYCC_CP Section 3.3
		7.10 Changes affecting certification	• MYCC_CP Section 3.3
		7.11 Termination, reduction, suspension or withdrawal of certification	• ISCB_CM Section 7.4.1 • PRODUCT_MANUAL Section 7.11 • MyCC_CP Section 3.1, 3.2.2 and Annex B.1.3
		7.12 Records	• PRODUCT_MANUAL Section 7.12 • ISCB_CM Section 3.6 and 8.4 • Document and Record Control Procedure (ISCB_CP_10) • Physical and Logical Security Procedure (ISCB_CP_03)
		7.13 Complaints and appeals	• ISCB_CM Section 3.9, 7.5 • Complaint and Appeal Procedure (ISCB_CP_08)
8.1	Management system requirements	8.1.1 General 8.1.2 (Option A)	• PRODUCT_MANUAL Section 8.1 • ISCB_CM Section 8.1
8.2	General management system documentation	8.2.1 until 8.2.5	• PRODUCT_MANUAL Section 8.2 • ISCB_CM Section 8.2

PUBLIC

ISO/IEC 17065 REQ ID	SECTION HEADING	ISO/IEC 17065 REQUIREMENT DETAIL	DOCUMENT RELATED
8.3	Control of documents	8.3.1 until 8.3.2	• PRODUCT_MANUAL Section 8.3 • ISCB_CM Section 8.3 • Document and Record Control Procedure (ISCB_CP_10)
8.4	Control of records (Option A)	8.4.1 until 8.4.2	• PRODUCT_MANUAL Section 8.4 • ISCB_CM Section 8.4 • Document and Record Control Procedure (ISCB_CP_10)
8.5	Management review (Option A)	8.5.1 until 8.5.3	• PRODUCT_MANUAL Section 8.5 • ISCB_CM Section 8.5 • ISCB Management Review & Reporting Procedure (ISCB_CP_11) • Client Feedback Procedure (ISCB_CP_09)
8.6	Internal audits (Option A)	8.6.1 until 8.6.3	• PRODUCT_MANUAL Section 8.6 • ISCB_CM Section 8.6 • ISCB Internal Audit Procedure (ISCB_CP_12)
8.7	Corrective actions (Option A)	8.7.1 until 8.7.4	• PRODUCT_MANUAL Section 8.7 • ISCB_CM Section 8.7 • Corrective Action Procedure (ISCB_CP_13)
8.8	Preventive actions (Option A)	8.8.1 until 8.8.3	• PRODUCT_MANUAL Section 8.8 • Corrective Action Procedure (ISCB_CP_13)

C.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 Requirement (MYCC_REQ) Section 2
The procedures under which the CB operates are to be administered in a non-discriminatory manner.	• MyCC Scheme Requirement (MYCC_REQ) Section 2
C.2 ADMINISTRATIVE STRUCTURE	
The CB is to be impartial.	• MyCC Scheme Requirement (MYCC_REQ) Section 2
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 Requirement (MYCC_REQ) Section 2
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 Requirement (MYCC_REQ) Section 2
b) a description of the means by which the organisation obtains financial support;	• MyCC Scheme Requirement (MYCC_REQ) Section 2
c) documentation describing its Evaluation and Certification/Validation Scheme;	• MyCC Scheme Requirement (MYCC_REQ) Section 2
d) documentation clearly identifying its legal status.	• MyCC Scheme Requirement (MYCC_REQ) Section 2
C.4 CERTIFICATION PERSONNEL	
The personnel of the CB are to be competent for the functions they undertake.	• MyCC Scheme Requirement (MYCC_REQ) Section 2
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.	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
Personnel are to have available to them clear, up to date, documented instructions pertaining to their duties and responsibilities.	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
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 Requirement (MYCC_REQ) Section 2
C.5 DOCUMENTATION AND CHANGE CONTROL	
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 Requirement (MYCC_REQ) Section 4.6.4 • ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
a) current issues of the appropriate documentation are available at all relevant locations;	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
b) documents are not amended or superseded without proper authorisation;	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
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;	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
d) superseded documents are removed from use throughout the organisation and its agencies;	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
e) those with a direct interest in the Scheme are informed of changes.	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
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.	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
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.	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
All records are to be securely and accessibly stored for a period of at least five years.	• MyCC Scheme Requirement (MYCC_REQ) Section 4.6.6 • ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
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 correctly carried out in accordance with the Common Criteria and related Evaluation Methods (i.e. CEM, CC Supporting Documents).	• MyCC Scheme Requirement (MYCC_REQ) Section 4.2 • MyCC Certification Procedure (MYCC_CP)

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
C.8 REQUIREMENTS OF EVALUATION PROCEDURES	
The CB is to ensure that IT Security Evaluation Facilities conform to requirements specified in this Arrangement.	• MyCC Scheme Requirement (MYCC_REQ) 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 Requirement (MYCC_REQ) 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 Requirement (MYCC_REQ) Section 4.6.6 • ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
These are to include at least: a) a policy statement on the maintenance of quality;	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
b) a brief description of the legal status of the CB;	• MyCC Scheme Requirement (MYCC_REQ) Section 2.3 • MyCC Scheme Requirement (MYCC_REQ) Section 3.1
c) the names, qualifications and duties of the senior executive and other certification/ validation personnel;	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
d) details of training arrangements for certification/validation personnel;	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
e) an organisation chart showing lines of authority, responsibility and allocation of functions stemming from the senior executive;	• MyCC Scheme Requirement (MYCC_REQ) Section 3 • ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
f) details of procedures for monitoring IT product or protection profile evaluations;	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
g) details of procedures for preventing the abuse of Common Criteria certificates;	• MyCC Scheme Requirement (MYCC_REQ) Section 4.1.4
h) the identities of any contractors and details of the documented procedures for assessing and monitoring their competence;	• MyCC Scheme Requirement (MYCC_REQ) Section 4 • MyCC Scheme ISCB Quality and Security Manual
i) details of any procedures for appeals or conciliation.	• MyCC Scheme Requirement (MYCC_REQ) Section 4.1.6 • ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)

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 Requirement (MYCC_REQ) Section 4.1.5
C.11 PUBLICATIONS	
The CB is to produce and update as necessary a Certified/Validated Products List.	• MyCC Scheme Requirement (MYCC_REQ) Section 4.2.5
Each IT Product or Protection Profile mentioned in the list is to be clearly identified.	• MyCC Scheme ISCB Quality and Security Manual
The list is to be available to the public.	• MyCC Scheme Requirement (MYCC_REQ) Section 4.2.6
A description of the Evaluation and Certification/Validation Scheme is to be available in published form.	• MyCC Scheme Requirement (MYCC_REQ)
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 Requirement (MYCC_REQ) Section 4.1.6 • ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
C.13 MANAGEMENT REVIEW	
The CB is to undertake management reviews of its scheme operations to ensure that it continues to share the objectives of this Arrangement.	• ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
C.14 MISUSE OF COMMON CRITERIA CERTIFICATES	
The CB is to exercise proper control over the use of its Common Criteria certificates.	• MyCC Scheme Requirement (MYCC_REQ) Section 4.1.4 • ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)
It is incumbent upon the CB to take appropriate administrative, procedural or legal steps to prevent or counter the misuse of certificates and to correct false, misleading or improper statements about certificates or about the Evaluation and Certification/Validation Scheme.	• MyCC Scheme Requirement (MYCC_REQ) Section 4.1.4 • ISCB Product Manual (PRODUCT_MANUAL) • ISCB Common Manual (ISCB_CM)

CCRA ANNEX C REQUIREMENTS	MYCC SCHEME DOCUMENTATION
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 Requirement (MYCC_REQ) Section 4.5