QCCS CB Certification Application Form

This document serves as the main **Certification Application Form and Agreement** for clients (Sponsor/Developer and Evaluation Body) of Qatar Common Criteria Scheme (hereafter referred to “QCCS”) Certification Body (CB) operated within National Cyber Security Agency (NCSA).

1. Applicant

*Name, Address of the applicant (must be detail of the Sponsor/Developer)*

The applicant is

**

**

**

**Note 1**: When the applicant is not the developer of the product, a declaration by the developer is required stating his support of the evaluation.

The cost for the certification procedure may be funded by an individual or an organization different from the applicant. Please state its name and address here.

*Name, Address of organization funding the certification (if not the developer of the product)*

2. Point of contact for the certification

1. *Name of applicant’s person of contact for technical questions*

*Name, Address, Phone Number, FAX, E-Mail Address*

1. *Name of applicant’s person of contact for administrative and financial issues*

*Name, Address, Phone Number, FAX, E-Mail Address*

3. Object of certification

*Unique name and version of the IT-product*

*Type of the IT-product*

Note: The product name needs to be consistent to the information provided in the security target (ST) document. The version number of the product is the one at the time of appli­cation. Due to improvements implemented as the result of the evaluation process, the version of the product may be incremented. Changes to the product name or to the version number during the ongoing evaluation process must be notified to the certification body. The certificate will refer to the product version as referenced in the final evaluation technical report.

The product type should be stated according to the classification on http://www.commoncriteriaportal.org.

4. Evaluation Criteria

**

*Please state aspired assurance package (e. g. "EAL"-Level)*

*If applicable, please state list of augmentations (e.g. additional package name or list of additional CC assurance components selected)*

**

*PP-name, version, issuer, name of certification body and certification ID*

**

**

*Rationale for assurance package higher than defined by the PP used*

Note: When applying for an assurance level higher than defined in the PP used, the QCCS CB reserves the right to accept the application only up to the assurance level as defined in the PP. Higher assurance levels may contra­dict the rationale given in a PP and require additional efforts in time and resources at the QCCS CB which may not avail­able at any time.

5. Type of Certification

**

Technical attachments required for initial assessment of the application:

* Document Security Target,
* Overview regarding the development and production sites,
* List of the cryptographic mechanisms (algorithms and communication protocols) implemented within external interfaces.

**

*2) under the certification ID QCCS-CERT-C -\_\_\_\_-\_\_\_\_*

Technical attachments required for initial assessment of the application:

* Description of the changes (Impact Analysis Report, IAR),
* Updated configuration list,
* Update on overview regarding the development and production sites,
* Updated list of the cryptographic mechanisms (algorithms and communication protocols) implemented within external interfaces.
* Additional attachments required (if applicable):





**

*under the certification ID QCCS-CERT- C -\_\_\_\_-\_\_\_\_*

**

Attachments required for initial assessment of the application:

* (same as evidence *2)* above),

Note: A re-certification is a process of keeping up assurance when a so called “Major Change” happened. A main­tenance process is a process of keeping up assurance when a so called “Minor Change” happened. The decision if a specific change is a “Major Change” or a “Minor Change” is made by the QCCS CB as a result of an assessment of the evidence provided.

* under the* certification ID *QCCS-CERT- C -\_\_\_\_-\_\_\_\_*

Attachments required for initial assessment of the application:

* Updated list of the cryptographic mechanisms (algorithms and communication protocols) implemented within external interfaces.

6. Evaluation Body

*(Suggest the EB that you wish to contract with below)*

The evaluation shall be performed by the EB recognized by the QCCS CB:

*Name and address*

Note: For an initial certification, for re-certification and for a re-assessment process, the applicant has to involve an EB for the evaluation work required. For re-certification and re-assessment, the QCCS CB strongly recommends to con­tract the same EB that conducted the eva­lua­tion for the initial certification. In case of a maintenance proce­dure with minor changes, an EB is only required in exceptional cases.

**Note 2**: Applicant and EB should prepare a suggested work evaluation plan.

*Favored starting date of the certification procedure*

*Favored completion date*

*Notes on the dates*

7. Relationship between EB and Applicant

The EB that will be contracted by the applicant has been or is in the following roles:

**

**

**

**

**Note:** The QCCS CB reserves the right to reject the application if the EB does not suit QCCS CB requirements to evaluate the object of certification. In a situation where the CB was not informed about the relationship fact, the CB will not involve itself in any contractual dispute or prior arrangement between the EB and sponsor/developer.

8. Publication of the ongoing certification

Within the certification or re-certification procedure, the QCCS CB usually lists the products on its website as being under certification. The applicant may deny this.

**

**

9. Publication of issued certificates

**

10. Cost

The QCCS CB will charge for fees and expenses for the certification procedure according to its publicly published price list. And as for the evaluation, the evaluation body will charge for evaluation procedure according to its own proposed evaluation fee. The CB does not decides the evaluation fee.

*Please specify the following order number when charging for the certification cost. (required only if needed by the applicants internal invoicing process)*

11. General Terms and Conditions for Certification

Scope of the Certification

* The issuance of a certificate means that the product/system meets the specified security requirements when it is operating in and subject to evaluation in the specified environment. It is also an indication that the evaluation has been performed according to the requirements and procedures of the Qatar Common Criteria Scheme (QCCS)
* The issuance of a certificate by NCSA under the QCCS is neither a recommendation or representation by NCSA that the product/system is fit for the use intended nor a guarantee that the product/system is free from any exploitable vulnerability. The certificate is not an endorsement of the product/system by NCSA and no warranty or guarantee of the product/system is either express or implied. NCSA is not liable for any loss or damage suffered by any party whatsoever and howsoever arising as a result of the use of the certified product/system or any representations made either by NCSA or any other party in respect of the certified product/system.
* The issuance of the certificate does not discharge the sponsor/developer of the product from their legal responsibility in the event of any loss or damage arising from the use of the product/system.
* In addition, the security provided by the product is valid only if the usage complies with the recommendations stated in the certification report.
* NCSA retains the absolute discretion to deny an application for the certificate or to suspend or withdraw a certificate any time after the issuance of a certificate.

Obligations of the Sponsor/Developer (applicant)

* The applicant agrees and have read carefully with the evaluation and certification process as defined in the document Scheme Certification Procedure [CB-4-PCD-QCCS].
* QCCS CB reserves the right to engage an external party authorized by the QCCS CB to support the monitoring of the evaluation process. The responsibility for the procedure remains with the QCCS CB. Traveling cost for the related persons from the external party involved and resulting from performing the proce­dure will be charged according in the same way as for QCCS CB personnel. The applicant agrees and fully aware to this.
* The applicant notes that he/she has to provide all information and evidence required for certification and that he/she accepts a certifier (QCCS CB personnel or related persons from the external party involved) to attend evaluation activities. The Scheme Certification Procedure [CB-4-PCD-QCCS] and the current application form describe, what information may be required. The applicant shall comply with the terms and conditions set out herein and in the QCCS publications, be responsible for defining the product/system and the security objectives of the product/system, and providing all the necessary evidence for the evaluation.
* The applicant commits himself to archive the evaluated product in its certified configurations and all developer evidence as outlined in the configuration list issued at the end of the certification pro­cedure for a time frame of 5 years. During this time, parts of the certified product, documents and files will be made available to the QCCS CB for the purpose of re-examination of the certificate on request and without any cost.
* The applicant agrees that the QCCS CB archives all evidence of the certification procedure including artifacts, information and documents provided by the applicant.
* The applicant agrees with the regulations on certificate, mark or logo use as described in Scheme Certification Procedure [CB-4-PCD-QCCS] and the regulations on the use of the certification mark as described in [CCRA].
* The applicant agrees to cover for the cost related to evaluation and certification on the course of this project.
* The applicant may only advise the public that a product/system is certified after receiving a valid certificate. In any communication, the sponsor/developer shall:
	+ Not declare a product/system as certified while it is still undergoing evaluation;
	+ Declare a product/system as certified only for the scope given in the certificate; and
	+ Immediately cease any advertisement of the product/system as certified in the event of the certificate being revoked, suspended or withdrawn.
* The applicant shall hold harmless and indemnify QCCS CB, NCSA, against all loss, damage or liability arising out of any claim or proceeding, whether brought by a third party or otherwise, relating to the certification of the product/system or use of the certified product/system.
* The applicant agrees that personal data resulting from this application are being stored electronically, processed, used and forwarded as needed by the QCCS CB for the purpose of performing the certification procedure.
* The applicant is aware and have read of the certificate validity as mentioned in the QCCS CB website, and usage of license, certificate, logo and marks in Quality Management System Manual [CB-4-MAN-QMSM]

Certification Fees

Certification fees exclude the cost for evaluation which is negotiated commercially between the applicant and the Evaluation Body (EB); and any other costs such as travel for site visit.

The applicable certification fees are posted on QCCS CB website.

Scope of Agreement

* **In submitting this Certification Application Form, the applicant shall be deemed to have agreed to the terms and conditions set out herein and in QCCS publications (collectively “this Agreement”).**
* **NCSA may amend the QCCS CB publications from time to time. You are bound by the latest versions of QCCS CB publications as updated from time to time on the QCCS CB web site. If you do not accept the amendments to the QCCS CB publications, your only recourse is to withdraw your application. Otherwise, you shall be deemed to have accepted the amendments.**
* This Agreement shall be subject to, governed by and interpreted in accordance with State of Qatar law for every purpose. In the event of a dispute, no party shall proceed to litigation unless the parties have made reasonable efforts to resolve the same through mediation in accordance with the mediation rules of the Qatar International Court and Dispute Resolution Center (QICDRC). The applicant agrees to submit to the exclusive jurisdiction of the State of Qatar courts.
* This Agreement forms the entire agreement between the applicant and NCSA with respect to the matters stated in this Certification Application Form.
* The applicant shall not assign, transfer, sub-contract or delegate this Agreement or any right, duty or obligation without the prior consent of NCSA. This Agreement is for the benefit of and binds the applicant and NCSA and their successors. Unless a party has waived its rights under this Agreement in writing, a party’s failure or neglect to enforce any of its rights under this Agreement shall not be deemed to be a waiver of that or any of its rights such that the party is prevented from any further exercise of the same or any other right.
* The invalidity, illegality or unenforceability of any part of this Agreement shall not affect the validity, legality and enforceability of the other parts of this Agreement.
* Nothing in this Agreement creates a joint venture, partnership, relationship of employment or agency between the applicant and NCSA.
* Neither the applicant nor NCSA has authority to contract on behalf of or bind the other. The rights and remedies under this Agreement are cumulative and not exclusive of any other right or remedy provided by law or equity.

13. Attachments

Application Package

Please ensure the following are submitted:

* Duly signed Certification Application Form (this form);
* Security Target (see section 5);
* Evaluation Work Plan (see **Note 2**, section 5);
* Preliminary assessment of the product by the Evaluation Body;

Other attachments (see **Guidance Notes**)

* Declaration concerning co-operation (see **Note 1**, section 1 above)
* Information on development and production sites (see initial certification section 5 above)
* List of the cryptographic mechanisms (algorithms and communication protocols) implemented within external interfaces (see section 5 above, if applicable)
* Description of the changes (Impact Analysis Report, IAR) (see re-certification and maintenance section 5 above)
* Updated Configuration List (see section 5 above)
* Updated Guidance Documentation (see section 5 above)
* Description on the kind of consulting done by the contracted EB and/or detailed information on relations between product suppliers (applicant / developer / sponsor) and the EB (see section 7)
* Information about the EB personnel that will involve in the evaluation can be included in the work plan such as:
	+ Name
	+ Roles
	+ Professional competency and experience
	+ Projects they have involved

**Note: Applications with incomplete submission may be rejected. The CB may revert incomplete application to the applicant. Should the application was rejected, they are not allowed to apply using the same submitted form.**

14. Acceptance and Declaration

Acceptance

We wish to apply for the product to be certified under the QCCS. We declare that all information given in this application is true and correct and that we have not and will not willfully omit or suppress any material facts. We confirm that we accept the terms and conditions for certification under the Qatar Common Criteria Scheme (QCCS) set out in this Agreement.

*Date, Name and Designation, Signature, Company Stamp (of Developer/Sponsor)*

Declaration

Declaration of non-conflict: We wish to apply for the product to be certified under the QCCS. We declare that all information given in this application is true and correct and that we have not and will not willfully omit or suppress any material facts.

**

OR

**

*Date, Name and Designation, Signature, Company Stamp (of Evaluation Body)*

**Note: The QCCS CB will only accept a product for certification and start the associated certification activity when the applicant and Evaluation Body agrees with and signs the Terms and Conditions, Acceptance and Declaration stated in this application.**

**Guidance Notes**

**Note 1** section 1 Applicant

A written statement by the developer is required when the applicant himself is not the developer of the whole product or if he does not have the full intellectual property rights on the developer’s eviden­ces related to the object of certification. Probably, a part of the product has been bought without trans­fer of the intellectual property rights on the development documentation which is required for the evaluation level applied for. The statement has to contain the name of the developer’s organization and a list of the components covered in the statement.

Section 3 Object of the Certification

Note: The document [CCPart1] describes how to prepare a correct security target.

Section 5 Type of Certification

A list of development and production sites relevant for the object of certification is required. This site list shall include

1. Name of the organization operating the site and (if different from the applicant or the developer) also name of the organization responsible for the site and responsible for the on-site evaluation evidences;
2. Exact postal address of the site,
3. Information on the type of site (e. g. product development / testing / delivery / chip production / device mounting /...). Provide a short description of the role of the site within the product life cycle.

Note: In the site list it is not necessary to fully describe the processes, procedures and rules imple­men­ted in such sites.

Example for the site list:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name of organization operating the site | 2. Name of organization responsible for evaluation evidence | 3. Exact address of the site | 4. Type of site and role in life cycle of relevant products |
|  |  |  |  |

**Description of changes in the object of certification (Impact Analysis Report, IAR)**

For a certification maintenance procedure (i.e. recertification, certification maintenance or reassess­ment) a description of the changes in the object of certification is required including an analysis on the impact on security (IAR). See [CCPart1] for details of how to prepare an impact report.

**Updated Configuration List**

For a certification maintenance procedure (i.e. recertification, certification maintenance or reassess­ment) an updated configuration list is required. Depending on the evaluation level different information has to be provided. Also, indicate changes in individual components over the status reported in the con­figuration list of the certified product.

**Updated Guidance Documentation**

For a certification maintenance procedure (i.e. recertification, certification maintenance or re­assess­ment) an updated version of the guidance documentation on the object of certification has to be pro­vided (if changed).

**Note 2** Section 6 Evaluation body

**Evaluation Work Plan**

The EB has to set up the evaluation work plan together with the applicant. The evaluation work plan must be attached with the application. It includes information about the planned assurance level, the extent of tests required and the detailed evaluation schedule.

Section 7 Relationship between EB and applicant

**Consulting activity by the EB**

In case the EB contracted for the evaluation has done or is doing consulting services for the object of cer­tification (e. g. parts of TOE development, generation of documentation related to the evidence to be provided, developer analysis or test) or if the applicant has information that the EB has done or is doing such consulting services for other products, he has to describe what aspects of the evidence these services are related to (e. g. writing the docu­ment Security Target, definition of developers test con­cepts or of concepts on site security, etc.).

Direct or indirect cross ownerships or management controls between the EB on the one hand and the applicant’s company organization (e. g. mother / daughter relation, management board activities) or the sponsor’s organization on the other hand has to be described. Note that such relations may impact the independence of the EB contracted for the evaluation.

Additional information on the process of certification is available at Scheme Certification Procedure [CB-4-PCD-QCCS] and QCCS CB Quality and Management System Manual [CB-4-MAN-QMSM]

Please send the completed signed application form to (by Mail or Email):

**Qatar Common Criteria Scheme (QCCS), Certification Body (CB), National Cyber Security Agency (NCSA), Doha, Qatar**