GlobalPlatform Certification Body

OSIA Scheme

Application Review Procedure
Version 0.3

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1 Purpose and scope

1.1 Purpose
This procedure describes how Application Review of documents provided by the customers when they apply for certification in the OSIA (Open Standards Identity API) functional scheme shall be managed.

1.2 Scope
This procedure applies to application submitted by customers that apply for OSIA functional scheme certification

2 Responsibilities

- Functional Scheme Owner:
  • Conducts a review of administrative and technical information received from customers.
  • Updates the certification projects data base
  • Triggers invoicing fees to the customer

- Process Owner:
  • Signs the Qualification and Listing Agreement (QLA) and Exhibit A – OSIA Product Qualification Request Form

3 Instructions

3.1 General
The Application Review process goal is to:

- Review Administrative application documents to assess whether they are acceptable in the scope of the OSIA functional scheme
- Review Technical application document, the Support Configuration Option (SCO) of the product to be certified to ensure it is consistent and refers to active OSIA specification and Test suites
- Update the certification project Data base
- Trigger Invoicing of Certification fees and potentially, SCO declined and change fees
3.2 Review of Administrative application documents (QLA & Exhibit A)

1. The **Functional Scheme Owner** upon reception of application request documents controls the following information:

    All fields of QLA and Exhibit A shall be populated

    a. Qualification and Listing Agreement (QLA)
        i. Company
        ii. Company contact:
            - Company officer  
              Signature filled in and name similar to the one in Database
b. Exhibit A – OSIA Product Qualification Request Form
   i. Company information  Similar to information in QLA/Database.
   ii. Product reference
   iii. OSIA specification or Test suite:
       - Referenced in OSIA Compliance Document List (file available under the System Management Quality)
       - Control potential incoherence in versions
   iv. Qualification type
   v. Invoicing category
   vi. Company Primary contact
   vii. Financial primary contact
   viii. Company officer signature

2. If an issue or discrepancy is found, the Functional Scheme Owner contacts the customer for clarification and, if necessary, request that a new application request being submitted.

3. The Functional Scheme Owner posts the application request document(s) (QLA and/or Exhibit A) on the Secretariat File Server in the ‘Tobesigned’ folder and notifies the Process Owner, by email or direct message, that the application request documents are acceptable and ready to be signed.

4. The Process Owner signs the Qualification and Listing Agreement (QLA) and/or the Exhibit A – OSIA Product Qualification Request Form, post them on the Secretariat File Server in the ‘Signed’ folder and notifies the Functional Scheme Owner, by email, that the signed documents are available.

5. The Functional Scheme Owner sends the signed documents to the customer.

3.3 Review of Technical application documents, Supported Configuration Options (SCO)
The SCO are generated by customers and verified by the Functional Scheme Owner before being submitted to GlobalPlatform Certification Body (CB) secretariat. There is one specific SCO for the OSIA components.
1 The **Functional Scheme Owner** upon reception of SCO controls the following information:

For a new submission, all fields shall be populated:

   a. SCO version: Latest version
   b. Company Legal name: Similar to name in Database
   c. OSIA component(s) description: At least 1 OSIA component selected (e.g. Enrollment, Population Registration..)
   d. Certification type: Matches invoicing category in QLA
   e. Certification information: Matches certification type
   f. Product Specification References: Matches OSIA Compliance Document List
   g. Product Description
      i. x.y.z – Product Reference: Similar to name in Database
   h. Detailed OSIA description: At least 1 XML file included
   i. Customer agreement fields
      i. Product Provider’s Officer: Exists in DB

2 If an issue or discrepancy is found, the Functional Scheme Owner contacts the customer for clarification and, if necessary, request that a new SCO being submitted (Potentially declined fees may apply)

3 The **Functional Scheme Owner** fills in the SCO with a reference number and a start validity date, then signs the SCO and send it to the customer

4 Starting with the second replacement of an already approved SCO, The **Functional Scheme Owner** triggers SCO replacement fees invoicing

### 3.4 Update of certification projects Data base

The **Functional Scheme Owner** populates certification project information in the Data Base (Contractor and ‘Product & SCO’ tables) from QLA and SCO information.

### 3.4.1 Contractor and ‘Product & SCO’ tables

1. From QLA Information - (New field manually entered or existing fields updated)
   a. Company
   b. Company contact
c. Company officer name  
   (contractor table only)

d. Financial primary contact:  
   (contractor table only)

### 3.4.2 ‘Product & SCO’ tables

1. From QLA Information - (New fields manually entered)
   a. Product reference
   b. OSIA specification or Test suites:
      - Select OSIA Component(s) in drop-down menu
   c. Qualification type
   d. Invoicing category
   e. No display request from customer on GP website
   f. Company Primary contact
   g. Approval request date (from QLA)
   h. Approval request received (from email)

2. From SCO Information
   - New fields manually entered
     a. SCO Type (SCO version)
     b. SCO Received date (Email)
   - Fields imported from SCO into Database
   - Fields automatically validated
3.4.3 Database screens

1. ‘Product & SCO’ table in Database

2. Contractor table in Database
3.5  Invoicing fees to the customer

3.5.1  Certification fees

1. The Functional Scheme Owner sends an email to the Operations Secretariat at Alliance Management to trigger certification fees invoicing to the customer.

2. The email contains the following information:
   a. Qualification type (New Product, Derivative product, Product change, Product renewal)
   b. Certification Reference: XXXProductKeyXXX
   c. Comments from Product Vendor if any
   d. Remainder that invoicing category is indicated on QLA or Exhibit A
   e. The QLA form and/or the Exhibit A are attached to the email.

3.5.2  SCO declined fees and SCO change fees

1. When it applies, the Functional Scheme Owner sends an email to the Operations Secretariat at Alliance Management to trigger the invoicing to the customer of SCO declined fees or SCO change fees.

2. The email contains the following information:
   a. Qualification type (SCO declined, SCO change)
   b. Certification Reference: XXXProductKeyXXX

4  Forms and Records

4.1  Qualification and Listing Agreement (QLA) and Exhibit A

4.2  SCO for OSIA product

4.3  OSIA Compliance Document List

4.4  Data base records
5 Attachments

None

6 Related Documents

None

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