

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

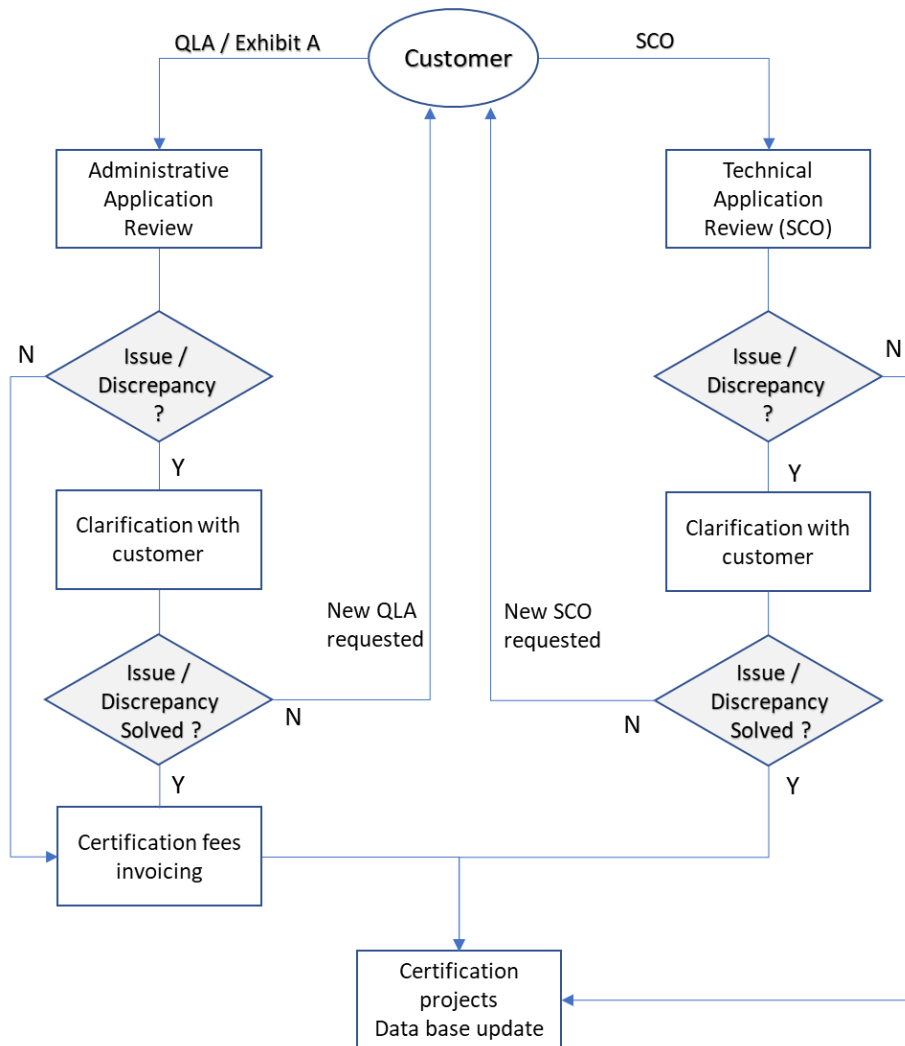
3 Instructions

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

Application Review Process Diagram



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

- 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

The screenshot displays the 'Product & SCO' application window. The top navigation bar includes 'Menu', 'Monitoring', 'Product Management', 'Contractor', and 'Product'. The main content area is divided into several sections:

- Product Information:** Fields for Product Key (S31), Product Type (Card GSMA (Lab testing)), Product Status (Initial), and Inherit from (product).
- Company Information:** Fields for Company Name (NXP Semiconductors Netherlands B.V.), Registration Number (GP-NXPS 13 0023), and Product status for vendor (Active).
- Approval Request Table:** A table with columns for 'Approval Request date', 'Approval Request received', 'Pending', 'Pending date', and 'Pending reason'. The table shows one record with a pending reason of 'Waiting for test report'.
- Additional Fields:** Fields for Working Group decision date, Approval Status, Approval Number, Approval Letter filename, Approval Letter date, Approval Letter sent, and Approval valid from.

2. Contractor table in Database

The screenshot displays the 'Contractor' application window. The top navigation bar includes 'Menu', 'Monitoring', 'Product Management', 'Contractor', and 'Product'. The main content area is divided into several sections:

- Contractor Information:** Fields for Contractor Key (23), Contractor Type (Vendor), Company Name (NXP Semiconductors Netherlands B.V.), Company Acronym (NXPS), Registration Number (GP-NXPS 13 0023), and Region (Europe).
- Registration Information:** Fields for Registration Request Date On Letter (28-Mar-13) and Registration Request Received (28-Mar-13).
- Membership Section:** A dropdown menu with options: Not a Member, Full Member, Participating Member, and Observer Member.
- Contact Information:** Fields for Pending, Pending date, and Pending reason.
- Comments and History:** A text area for comments and a history section.
- Contact Type Section:** A section for selecting contact types, including 'Mario IVKOVIC-ROBIN' and 'NXP Semiconductors Netherlands B.V.'.

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

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- 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

OSIA Compliance Document List file example

Active	Configuration name	Test suite	SCO section	Based on specs minimum mandatory	Release	Presence	Published	Deactivation date	Options to check
Yes	OSIA Technical Specification		A.x.y		x.y.z	M			
		OSIA Enrollment test suite			x.y.z	M			
Specifications, for information only									
-			A.x.y	TBD	x.y.z	O			
-									
-									
-									

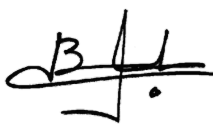
- OSIA Enrollment
- OSIA PR
- OSIA UIN Generator
- OSIA ABIS
- OSIA Civil Registry
- OSIA CMS
- OSIA Third Party Services
- OSIA DCLDS
- +

5 Attachments

None

6 Related Documents

None

Revision	Date	Paragraph	Summary of change	Authorized by
V0.1	Sept 13, 2022	All	Initial version of document	GII Bernabeu 06/02/2023
V0.2	Oct, 17, 2022	3.3, 4	Editorial changes / images	
V0.3	Feb, 1, 2023	-	No more comments	