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## **PROCEDURE FOR DESIGNATING TELECOM SECURITY TESTING LABORATORIES**

**Doc. No.: NCCS/SLR/01**

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Department of Telecommunications, Ministry of Communications,  
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## Amendment Record

Sl.No	Date	Issue	Details of change

# CONTENT

<b>1.0 INTRODUCTION .....</b>	<b>4</b>
<b>2.0 REFERENCES .....</b>	<b>4</b>
<b>3.0 DEFINITIONS.....</b>	<b>5</b>
<b>4.0 PROCESS FOR DESIGNATION OF TSTLS .....</b>	<b>7</b>
<b>5.0 DESIGNATING AUTHORITY.....</b>	<b>8</b>
<b>6.0 SCOPE OF DESIGNATION.....</b>	<b>8</b>
<b>7.0 APPROVAL CRITERIA FOR DESIGNATION .....</b>	<b>8</b>
<b>8.0 ELIGIBILITY.....</b>	<b>9</b>
<b>9.0 APPLICATION FOR DESIGNATION .....</b>	<b>9</b>
<b>10.0 APPROVAL.....</b>	<b>10</b>
<b>11.0 OBLIGATIONS OF DESIGNATED TSTL.....</b>	<b>11</b>
<b>12.0 REFERENCE TO DESIGNATION STATUS .....</b>	<b>12</b>
<b>13.0 POST-DESIGNATION SURVEILLANCE .....</b>	<b>13</b>
<b>14.0 SUSPENSION OR WITHDRAWAL OF DESIGNATION .....</b>	<b>13</b>
<b>15.0 AMENDMENTS TO THE SCHEME.....</b>	<b>13</b>

# PROCEDURE FOR DESIGNATING TELECOM SECURITY TESTING LABORATORIES

## 1.0 INTRODUCTION

1.1 The Indian Telegraph Rules, 1951, PART XI, Testing & Certification of Telegraph, (Rule 528 to 537) provides that every Telecom equipment must undergo prior mandatory testing and certification.

1.2 In this context, Department of Telecommunications has come out with a “Communication Security Certification Scheme (ComSeC)” vide document No. NCCS/ComSeC/01/011102019 for Security Certification of Telecom equipment.

1.3 National Centre of Communication Security (hereinafter referred to as NCCS), a centre under Department of Telecommunications (DoT) designates domestic Telecom Security Testing Laboratories (TSTLs) for carrying out conformity assessment of Telecommunication equipment (hereinafter referred to as Telecom equipment in short) in accordance with DoT’s Security standards and/or Security requirements for Telecom equipment.

1.4 This document outlines the process to be followed and details the conditions and requirements to be fulfilled by the domestic TSTLs seeking designation to perform conformity assessment of Telecom equipment to security requirements as prescribed by DoT.

## 2.0 REFERENCES

- 2.1 Latest version of ISO/IEC Guide 2: Standardization and related activities General vocabulary.
- 2.2 Latest version of ISO/IEC 17025: General requirements for the competence of testing and calibration laboratories.
- 2.3 Latest version of Indian Telecom Security Assurance Requirements (ITSARs) published by NCCS
- 2.4 Latest version of Designation Requirements of Telecom Security Testing Laboratories, Doc.No.NCCS/SLR/03
- 2.5 Latest version of Application form for Designating Telecom Security Testing Laboratories, Doc.No.NCCS/SLR/02
- 2.6 Latest version of Communication Security Certification Scheme

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 4 of 14

### 3.0 DEFINITIONS

3.1 All general terms concerning standards and conformity assessment used in this document shall have the meaning given in the definitions contained in the International Organisation for Standardization/International Electro-technical Commission (ISO/IEC) Guide 2 "Standardization and related activities – General vocabulary" published by the ISO and IEC, and unless the context otherwise requires.

3.2 **Conformity Assessment** means any activity concerned with determining directly or indirectly whether products, manufacturers or processes fulfill relevant standards and/or specifications to meet relevant mandatory requirements. Typical examples of conformity assessment activities are sampling, testing, inspection, evaluation, verification, certification, registration, accreditation and approval, as well as any of their combinations.

3.3 **Certification Body (CB)** means a body that issues a conformance certificate and may also conduct conformity assessment activities. Security Certification Division of NCCS entrusted with the function of Certification of Telecom equipment will be the Certification Body.

3.4 **Designation** means the authorisation given by Security Lab Recognition (SLR) Division of NCCS to a Telecom Security Testing Laboratory (TSTL) to undertake specified conformity assessment activities.

3.5 **Designated TSTL** means a Telecom Security Testing Laboratory designated by Designating Authority.

3.6 **Designating Authority (DA)** means Security Lab Recognition (SLR) Division of NCCS with the authority to designate, monitor, suspend or withdraw designation of TSTLs to conduct conformity assessment activities within its jurisdiction.

3.7 **DoT** means the Department of Telecommunications with its headquarters at Sanchar Bhavan, 20, Ashoka road, New Delhi- 110001

3.8 **ITSAR** means Indian Telecom Security Assurance Requirements. ITSAR is published by Security Assurance Standards (SAS) Division of NCCS for a Telecom equipment or a group of Telecom equipment and gives the list of Security Requirements that a Telecom equipment or a group of Telecom equipment must comply with..

3.9 **NABL** stands for National Accreditation Board for Testing and Calibration Laboratories, New Delhi, India.

3.10 **National Centre for Communication Security (NCCS)** refers to a centre of DoT that is vested with the responsibility of developing Security standards/requirements and activities associated with the security testing and certification of Telecom equipment

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 5 of 14

3.11 **Security Requirements** means set of parameters/standards/requirements/specifications etc. specified by DoT with regard to security to be complied by Telecom equipment. DoT publishes Security Requirements for Telecom equipment or a group of Telecom equipment in the form of document called ITSAR.

3.12 **Telecommunication equipment** also referred to as 'Telecom equipment' is synonymous with 'Telegraph', as defined in Section 3 of Indian Telegraph Act, 1885, and the terms are interchangeable.

3.13 **Telecom Security Testing Laboratory (TSTL)** refers to a Telecom Test Laboratory having the capability to test Telecom equipment for conformance to ITSAR .

3.14 All the definitions in the "Communication Security Certification Scheme" document shall be applicable for this document.

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 6 of 14

## 4.0 PROCESS FOR DESIGNATION OF TSTLs

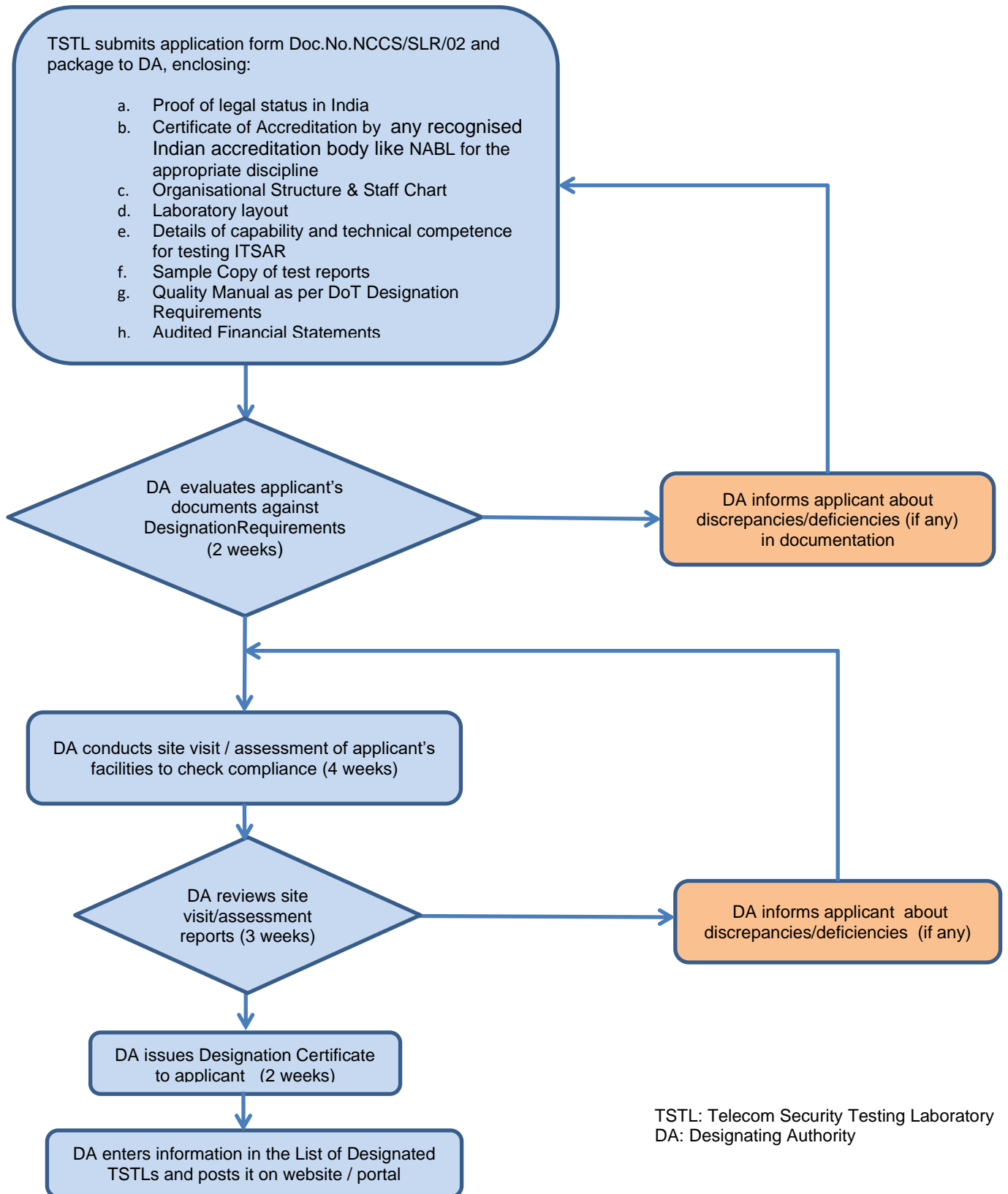


Figure 1 - Schematic Diagram of the Process for Designation of TSTL

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 7 of 14

## 5.0 DESIGNATING AUTHORITY

5.1 Security Lab Recognition Division of NCCS is the Designating Authority (DA) for designating Telecom Security Testing Laboratories (TSTLs) in India for conformity assessment of Telecom equipment against DoT's security standards and/or security requirements for Telecom equipment.

## 6.0 SCOPE OF DESIGNATION

6.1 Security requirements for Telecom equipment are published equipment wise and/or for a group of Telecom equipment by DoT in the form of Indian Telecom Security Assurance Requirements (ITSAR) which are available online.

6.2 Application for designation is open to any TSTL which conducts its business of conformity assessment in India. TSTL having competency to perform conformity assessment of Security requirements specified in ITSAR and meeting the designation requirements given in the document Doc.No.NCCS/SLR/03 "Designation Requirements of Telecom Security Testing Laboratories" may apply for designation.

6.3 The TSTL shall seek Designation for at least one Telecom equipment for which ITSAR is available.

6.4 The TSTL shall perform conformity assessment for all the security requirements falling under each area of testing given in the applicable ITSAR(s) for the designated scope.

6.5 In case of revision of ITSAR for the designated scope during the validity of designation, the TSTL needs to comply with the revised scope for any incremental tests in the corresponding ITSAR within a reasonable time frame as decided by NCCS. The DA may conduct a site visit to ascertain the compliance to the corresponding revised ITSAR. The validity of the designation would remain unchanged subject to the condition that the TSTL meets the revised scope.

6.6 Further, during the validity period, if a Designated TSTL develops capability to test additional Telecom equipment, it can apply for enhancing the scope of designation. The designation for the enhanced scope would be given only for the remaining period of the validity of the original designation.

## 7.0 APPROVAL CRITERIA FOR DESIGNATION

7.1 All TSTLs seeking Designation shall meet the designation criteria as given in Section 3.0 of the document "Designation Requirements for Telecom Security Testing Laboratories" Doc.No. NCCS/SLR/03. This designation criteria is applicable to all TSTLs irrespective of the scope of testing.

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 8 of 14



## 8.0 ELIGIBILITY

To be eligible for designation as TSTL, the applicant shall meet the following eligibility conditions:

- a. The laboratory needs to be a legal entity with in India subject to only the jurisdiction of Indian Courts. The laboratory need to be incorporated with in India and should be registered entity under Indian corporate laws and regulations
- b. satisfy the designation requirements specified in Doc.No.NCCS/SLR/03 “Designation Requirements of Telecom Security Testing Laboratories”
- c. have sufficient capital and financial resources to maintain viable operations as a TSTL.
- d. have the knowledge, capability, technical competence and equipment to perform the tests for conformity to stipulated requirements
- e. The Chief Officer in charge of technical operations, the Chief Security Officer/Chief Information Security Officer, in-charge of TSTL and System Administrators shall be resident Indian citizen.

## 9.0 APPLICATION FOR DESIGNATION

9.1 A TSTL can seek Designation for the following:

- a) First Designation – a TSTL seeking Designation for the first time
- b) Additional Scope of Designation – an already designated TSTL wanting to enhance the scope of testing
- c) Renewal of Designation – An already designated TSTL wanting to continue with the Designation on completion of the validity period.

9.2 Duly filled Application Package for designation should be sent to  
DDG (SLR),  
National Centre for Communication Security  
Department of Telecommunications,  
Ground floor, Sanchar complex,  
BSNL WMS Compound, Jayanagar, Bangalore –560041.

9.3 The Application Package for Designation of TSTL includes

- a. Duly filled application form as given in Doc.No.NCCS/SLR/02 “Application form for Designation of TSTL”
- b. Documents showing proof as an identifiable legal entity in India(kindly refer to Annexure for documents required against Legal Identity & address proof)
- c. Accreditation Certificate from any recognised Indian accreditation body like NABL indicating the discipline of accreditation.
- d. Organizational Structure and Staffing Chart of the TSTL
- e. Laboratory Layout

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 9 of 14

- f. Details of capability and technical competence for testing each stipulated ITSAR requirement for the Telecom equipment for which designation is sought.
- g. Sample copy of test reports of security testing of Telecom equipment carried out by the TSTL against ITSAR requirements.
- h. One copy of the Quality Manual meeting all the designation requirements contained in the document Doc.No NCCS/SLR/03 “ Designation Requirements of TSTL”
- i. Audited financial statements
  - i. For firms incorporated less than 2 years- Document(s) establishing sound financial health such as bank certified statement and available financial audited statement. Authority may ask for providing additional document(s) to establish financial health of testing agency/ lab.
  - ii. For firms incorporated more than 2 years but less than 4 years-Audited financial statements from the date of incorporation
  - iii. For firms incorporated 4 years or more-Audited financial statements for last 3 years.
- j. Non-refundable fee of Rs. 2,00,000/- to be paid for designation for first Telecom equipment. Further, for designation beyond one Telecom equipment, an additional fee of Rs. 50,000/- is payable per additional Telecom equipment. The fee for renewal shall be Rs. 25,000/- for each Telecom equipment for which scope of Designation is to be renewed by NCCS.
- k. A TSTL seeking designation for enhanced scope within the validity period shall submit the above details except b), c), h) and i). A TSTL seeking renewal of designation shall submit all the above details.

## 10.0 APPROVAL

10.1 The steps involved in designation are enumerated in the Schematic Diagram of the Process for Designation of TSTLs (section 4.0 of this document).

10.2 Applicant shall make necessary arrangements for DA’s authorised representatives for their visit to his laboratories or premises for assessment.

10.3 After completion of assessment, Designation Certificate will be issued if DA is satisfied that the applicant complies with the stipulated requirements.

10.4 Designation does not imply the acceptance by DA of any responsibility for the services provided by the Designated TSTL.

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 10 of 14

10.5 Time schedules indicated for various activities are indicative only and shall not be considered as a matter of rule or right for the applicant. They shall not be binding on DA, as time taken in completion of various processes depends upon nature and circumstances of the case.

10.6 Designation shall be valid for a period of three (3) years. Application for renewal can be submitted within 180 days but not later than 60 days before the expiry of the certificate.

10.7 Designation shall NOT be renewed during the suspension period.

10.8 Validity of Designation is subject to the continued accreditation given by any recognised Indian accreditation body like NABL for the appropriate discipline..

10.9 Any appeal against the decisions pertaining to TSTL Designation may be preferred with Scheme Controller within a period of 15 days

## **11.0 OBLIGATIONS OF DESIGNATED TSTL**

11.1 It shall ensure that it maintains full compliance to all the designation requirements contained in the NCCS document Doc.No. NCCS/SLR/03 “Designation Requirements of Telecom Security Testing Laboratories”.

11.2 It shall follow procedures, rules and policies laid down by DA on testing and evaluation.

11.3 Unless specifically approved by DA it shall not conduct testing of Telecom equipment prohibited in the country.

11.4 It shall fully indemnify DA from and against all liabilities, damages, claims, costs, and expenses incurred or sustained as a result of any action taken or omitted by DA relating to the process of designation.

11.5 It shall comply with DA’s terms and conditions for designation as modified from time to time.

11.6 It shall be under obligation to participate in the online process prescribed by DoT for testing and certification of Telecom equipment.

11.7 It shall have a record system which shall have a retention period of at least 5 years for documents related to the equipment testing. It shall maintain all the relevant documents including list of Telecom equipment submitted for testing, equipment-wise testing and evaluation reports. These documents shall be produced before the DA within seven days, as and when required.

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 11 of 14

11.8 It shall notify the DA in writing of occurrence of any of the following incidents within 15 days of its occurrence

- a. cessation of its business of conformity assessment for which it is Designated
- b. changes in its legal, commercial, or organisational status
- c. changes that may affect continuing compliance with any of the criteria or requirement specified by DA.
- d. change of premises
- e. change in status of accreditation given by any recognised Indian accreditation body like NABL

11.9 It shall provide access to DA's authorised representative in its laboratory or other premises to allow him to observe and assess the testing procedures. The TSTL shall bear all reasonable costs and expenses incurred by DA's representative on this account.

11.10 The TSTL shall maintain 17025 accreditation given by any recognised Indian accreditation body like NABL, during the validity period of designation.

11.11 The Certificate of Designation given to the TSTL under the scheme shall not be regarded as in any way diminishing the mutual contractual responsibilities/obligations between the TSTL and its client. While the Certificate of Designation will normally be a sound indicator of the capability of TSTL to implement a management system in line with the requirements specified under the scheme, it should not be taken as a sort of guarantee accorded by the DA.

11.12 TSTL shall make it clear in all its contracts with clients that a satisfactory test report in no way implies that the telecom equipment so tested is approved by DoT.

11.13 The TSTL shall itself perform the tests which is covered under scope of designation and shall not subcontract the testing or part of testing to any other agency.

11.14 DA absolves itself of any legal or financial liability arising out of any Telecom equipment tested in any of its designated TSTL involving any accidental or consequential damages at any time.

11.15. Non-Disclosure agreement, as required, shall be signed with the client for ensuring protection of their Intellectual Property Rights in the course of testing by maintaining professional ethics, secrecy and keeping all the product related information confidential and shall indemnify NCCS, at all times, from any claim arising out of breach/infringement of such rights.

## 12.0 REFERENCE TO DESIGNATION STATUS

12.1 Designated TSTLs may advertise their designation status with regard to standards or parts thereof which are included in the scope of designation.

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 12 of 14

12.2 The advertisement should not imply, or otherwise suggest that DA has endorsed the product or imply that the designated TSTL is an agent or representative of DA.

12.3 TSTLs whose designations have been suspended or withdrawn for any reason, shall discontinue advertisement of their designated status and not make any misleading statements regarding their designation status.

12.4 On grant of designation, the TSTL shall claim approval in only those premises, fields, facilities, disciplines, tests, etc. for which it has been designated (as stated in Designation Certificate).

### **13.0 POST-DESIGNATION SURVEILLANCE**

As and when required, DA shall conduct surveillance assessments and other non-routine assessments on the Designated TSTLs to ensure that standards of practices are maintained as well as to investigate complaints made against them.

### **14.0 SUSPENSION OR WITHDRAWAL OF DESIGNATION**

14.1 DA shall suspend or withdraw the designation of a TSTL if

- a. It is found that the TSTL is not complying with the stipulated criteria or requirements.
- b. It is guilty of any offence involving fraud or dishonesty.
- c. The TSTL fails to re-submit a request for designation, if mandated.
- d. The TSTL fails any audit conducted by the DA
- e. The TSTL is in breach of any terms of the scheme or any other terms as agreed to in writing with the DA.
- f. The TSTL fails to take any corrective measures during the period of grace given by the DA to its satisfaction.
- g. TSTL misuses the designation status or any proprietary names and marks associated with Designation Scheme, Certification Body, NCCS or DoT.
- h. DA concludes that there is a just cause for withdrawing the designation.

14.2 A TSTL whose designation has been suspended or withdrawn shall be removed from the list of designated TSTLs, in case it fails to take corrective measures.

14.3 DA shall keep the designation of a Designated TSTL under suspension, until the completion of formal review process.

### **15.0 AMENDMENTS TO THE SCHEME**

NCCS reserves the rights to amend the scheme, as and when required, for the purpose of streamlining designation process.

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 13 of 14

## ANNEXURE

### List of documents required against Legal Identity & address proof

Any one document for showing Legal Identity Proof of applicant	Any one document for proof of location for applicant lab in India
Registration Certificate with Service Tax Authorities	Certificates/documentary evidence from Registrar of Firms
Registration Certificate with Registrar of Societies	Certificates/documentary evidence from Directorate of Industries
Certificate of Registration by Company Registrar	Certificates/documentary evidence from Industries Centre
Memorandum of Article in case Applicant lab is a Limited Company	Certificates/documentary evidence from Municipal/Local Corporation (like water bill,electricity bill, landline bill not older than three months)
Partnership Deed in case the applicant lab is under Partnership	Certificates/documentary evidence from Central Insecticides Board or Drug Controller
Certificate from a Chartered Accountant (CA) establishing the proprietorship of the laboratory business entity in case of proprietorship lab	Certificates/documentary evidence from Pollution Control Board or any such Competent Authority indicating premises of the applicant lab will be accepted for the purpose of authentication of premises.
Affidavit on Non-Judicial Stamp Paper of Rs.100/- by Proprietor that he is the sole Proprietor duly attested by Notary Public will be accepted for the purpose of establishing legal identity of the lab	
Registration issued by Ministry of Labour	
Registration issued by Corporate Affair	
Plot/premises allotment letter issued by any govt. body or industrial authority etc	
Income TAX PAN card	

Document	Procedure for Designating Telecom Security Testing Laboratories				
Doc No.	Issue No	Issue Date	Revision No	Revision Date	Page no.
NCCS/SLR/01	1.0			-	Page 14 of 14