

# FACE™ Library User Guide

The purpose of the FACE<sup>TM</sup> Library is to enable the exchange of information between Software Suppliers, Verification Authorities, and the FACE Certification Authority and to securely and efficiently collect information that supports the FACE Conformance process.

The web-based FACE Conformance Workflow Tool enables information about a FACE Unit of Conformance (UoC) to flow from software suppliers into the FACE Registry. The Tool is designed to minimize the impact of collecting required information about UoCs on Library users – software suppliers, Verification Authorities, and the Certification Authority. The Conformance Workflow Tool also enables trusted communications between those users throughout the Conformance process. Conformance Workflow Tool operations are being managed by the FACE Library Administrator, a trusted 3<sup>rd</sup> party that was selected by the FACE Steering Committee.

#### **FACE Conformance Process**

The FACE Consortium has defined a process for developing, verifying, and certifying Units of Conformance (UoCs) to the FACE standard. Once UoCs are certified, they will be discoverable in the FACE Registry. Users will access the FACE Registry with a Library Conformance Workflow Tool user account. The FACE Library Portal has been developed to support each of the steps in the Conformance process that has been defined by the FACE Consortium.

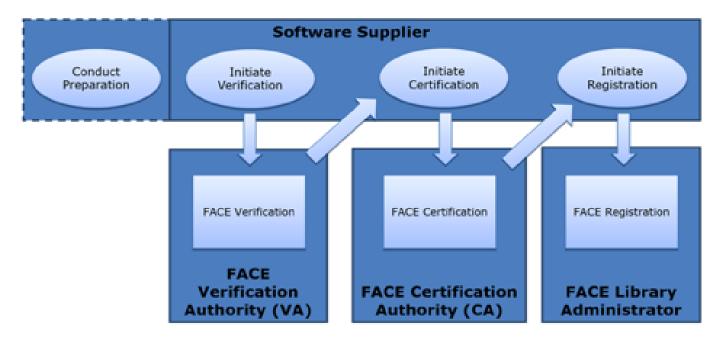


Figure 1 FACE Conformance Process 1

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<sup>&</sup>lt;sup>1</sup> Used with permission from The Open Group.

#### **FACE Library Users**

A user of the FACE Library Portal has permissions based on one of the three following categories:

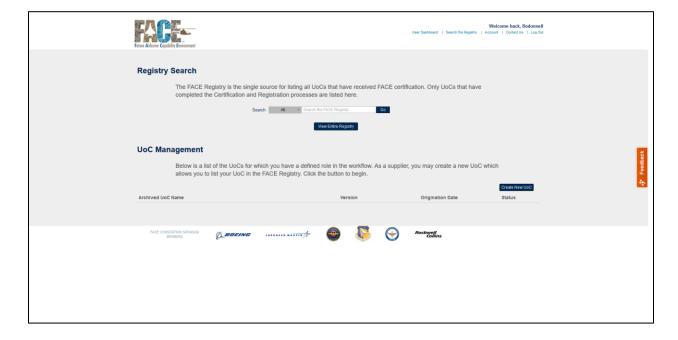
- Software Supplier Users
- Verification Authority Users
- Certification Authority Users

User accounts are created with Software Supplier user privileges. Software supplier users are able to search the FACE Registry and can initiate UoCs into the FACE Conformance workflow.

Verification Authority users are able to provide information in the Conformance Workflow Tool related to the Verification of a FACE UoC.

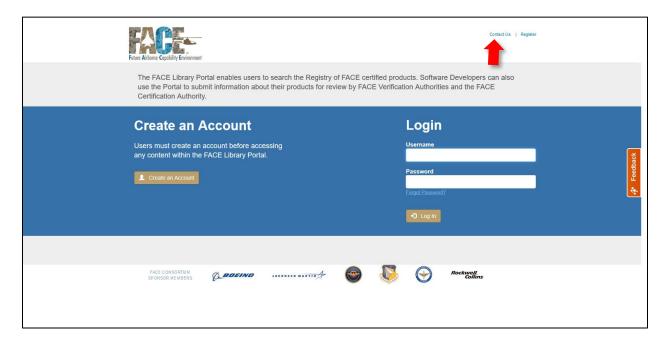
Certification Authority users can approve a UoC to be published into the FACE Registry.

Each of these users will interact with the Library Conformance Workflow Tool from the User Dashboard, as depicted below.

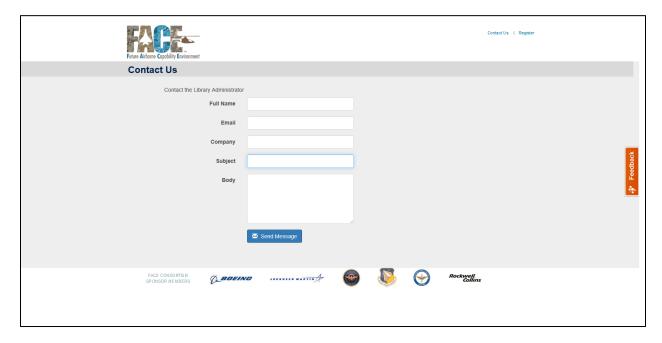


#### **Contact the FACE Library Administrator**

If a user of the FACE Library has an issue and needs to contact the FACE Library Administrator, there is a link provided on the main page for the Conformance Workflow Tool, located at https://facesoftware.org



• To Contact the FACE Library Administrator, click on the "Contact Us" link at the top of the page

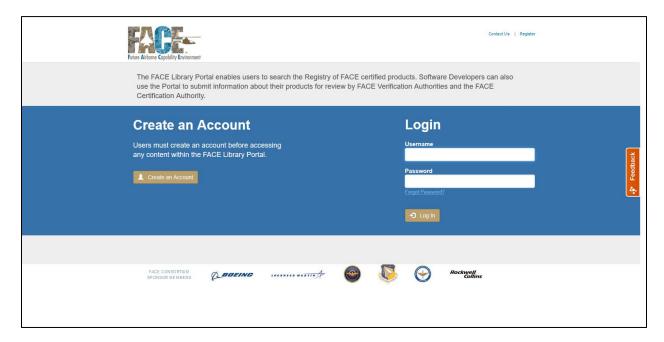


Complete the requested fields to send the message to the FACE Library Administrator

# **Library Portal Access**

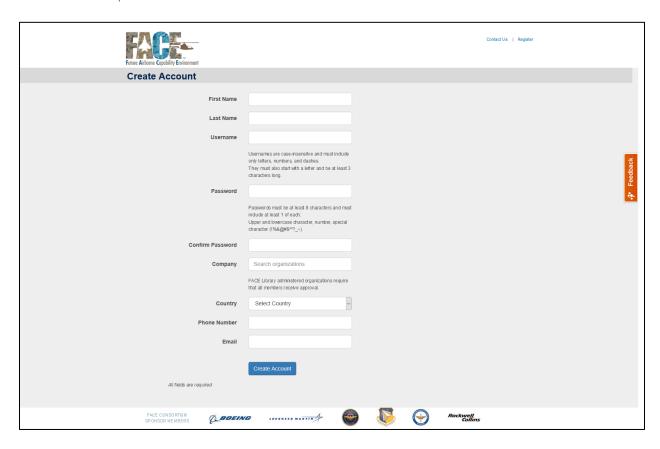
# 1 Create a User Account

# 1.1 Register for an account



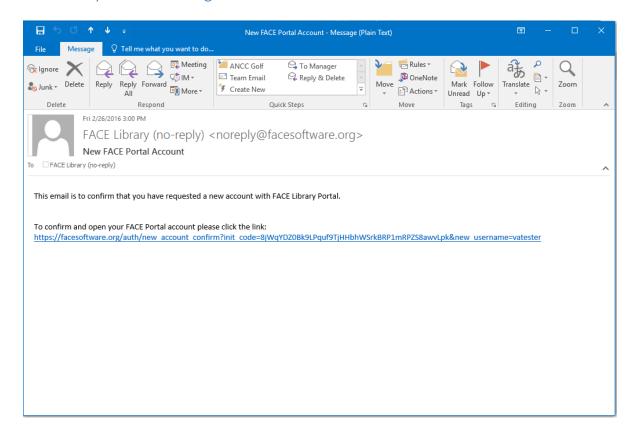
- Log on to <a href="https://facesoftware.org">https://facesoftware.org</a>
- Click on "Create an Account"

## 1.2 Enter required information



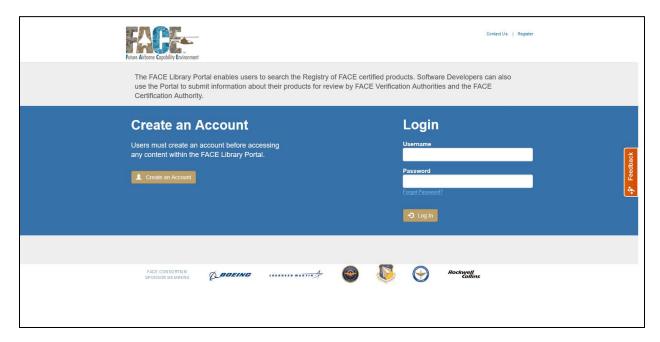
- When all required fields are complete, click the "Create Account" button
- The software supplier will receive an email to verify creation of the account. Follow the directions in the email to complete account creation.
- Users requesting VA or CA privileges in the Conformance Workflow Tool must contact the Library Administrator directly

# 1.3 Verify account through email link

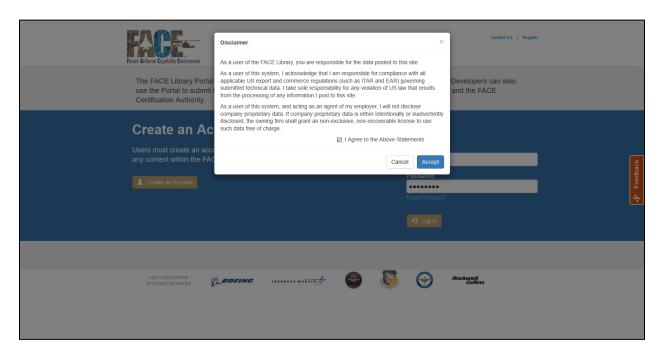


To verify a valid email address, click on the link in the confirmation

# 2 Log In to FACE Library Conformance Workflow Tool

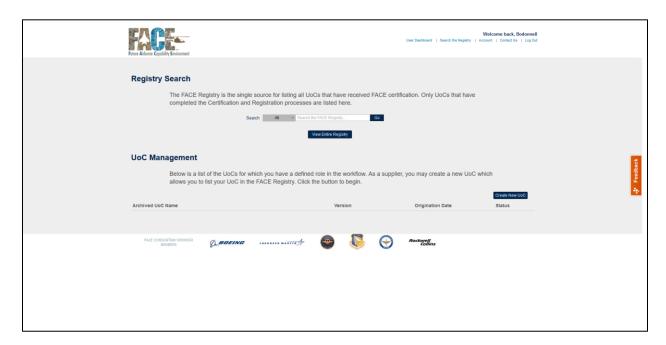


• To Log into the FACE Library Conformance Workflow Tool, enter the username and password on the login screen



Each time users log into the Conformance Workflow Tool, they will have to acknowledge the
disclaimer. The FACE Library Conformance Workflow Tool is not able to process any restricted
information.

## 2.1 Software Supplier User Dashboard

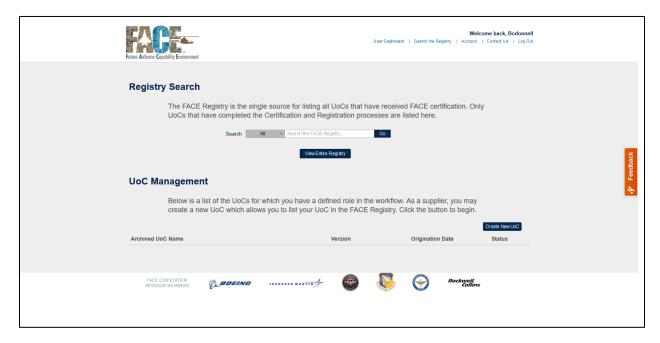


- After creation of the user account, the user will view the Software Supplier User dashboard
- From the dashboard, software suppliers can:
  - View the FACE Registry
  - o Create a new UoC in the Conformance Workflow Tool
  - See the status of all their UoCs

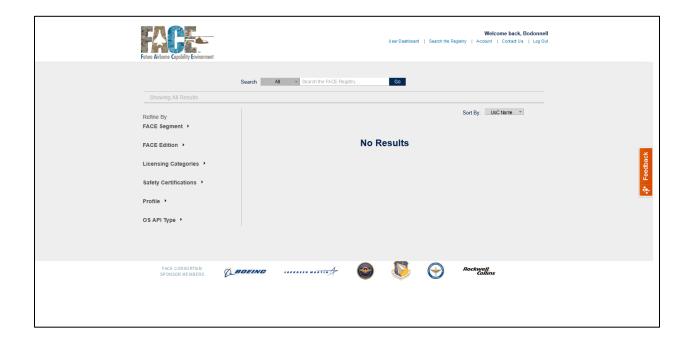
# Access the FACE Registry

# 3 The Registry of FACE UoCs

3.1 View all FACE UoCs listed in the Registry



• To view all UoCs in the FACE Registry, select "View Entire Registry"

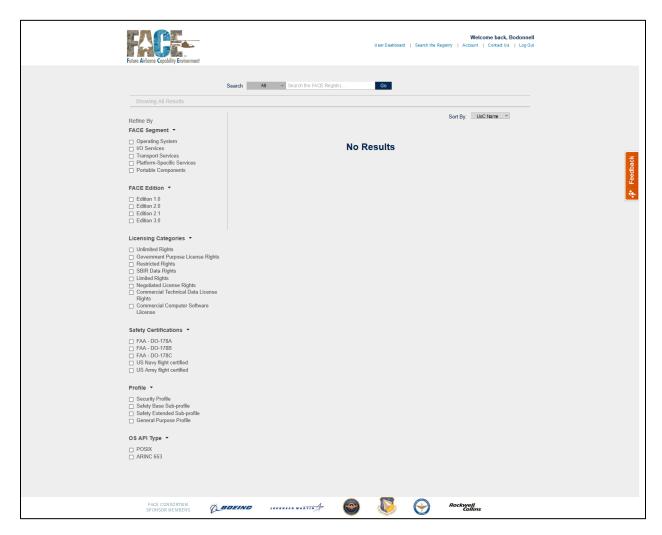


# 3.2 Search the FACE Registry



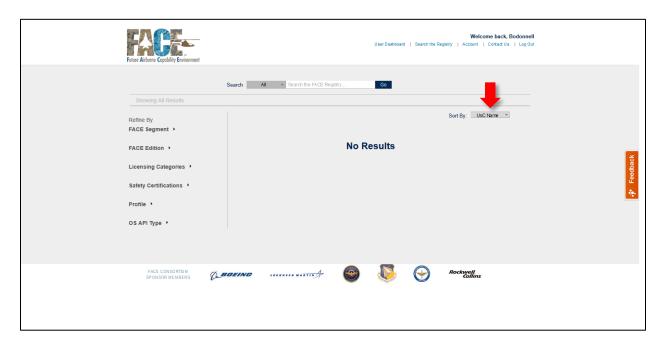
- To search FACE UoCs, enter search criteria into the Search box at the top of the page
- Users can search all metadata fields, or select a specific field to search at the left side of the search box

#### 3.3 Filter



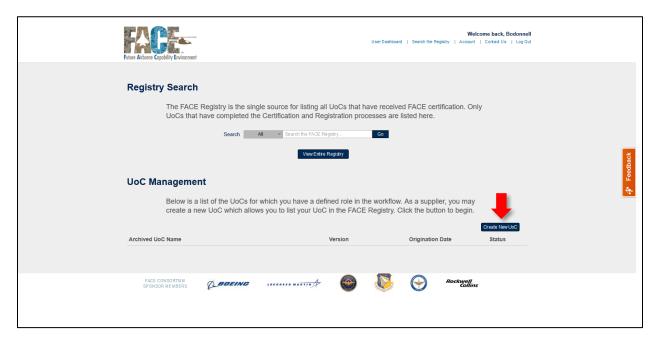
• Users can filter UoCs by expanding the fields on the left side of the page and selecting the relevant check box(es)

## 3.4 Sort



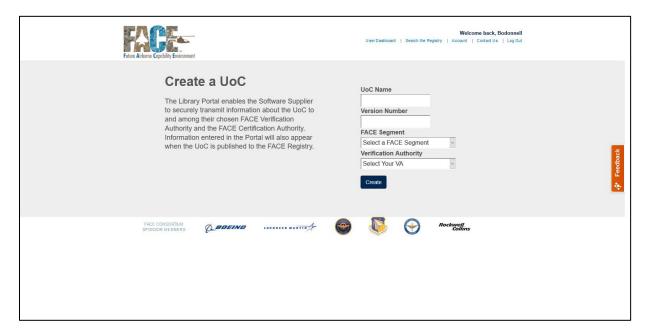
• The list of UoCs may be sorted using the criteria in the "Sort By" box

# 4 Create a New UoC for Verification, Certification, Registration



• From the user dashboard, select "Create New UoC"

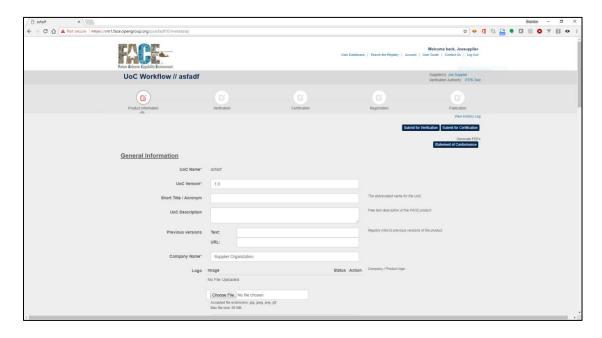
#### 4.1 Enter initial Product Information



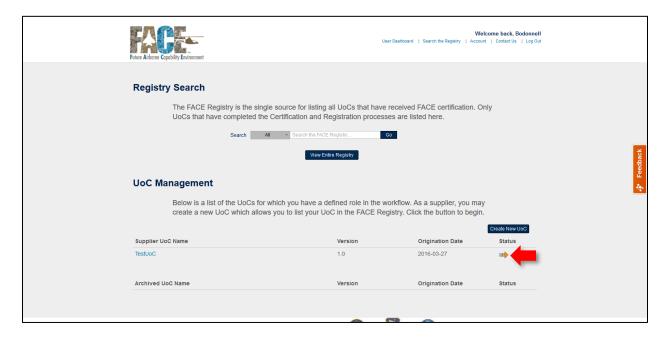
- Enter initial information about the UoC
  - o The UoC Name and Version number are provided by the Software Supplier
  - o Select the FACE Segment that the UoC was developed within
  - Users must know which Verification Authority they are using before creating the UoC

At this point, only the Software Supplier and the Library Administrator can see that a UoC has been created in the Conformance Workflow Tool.

The Software Supplier can begin to enter information about the UoC into the "Product Information" tab.



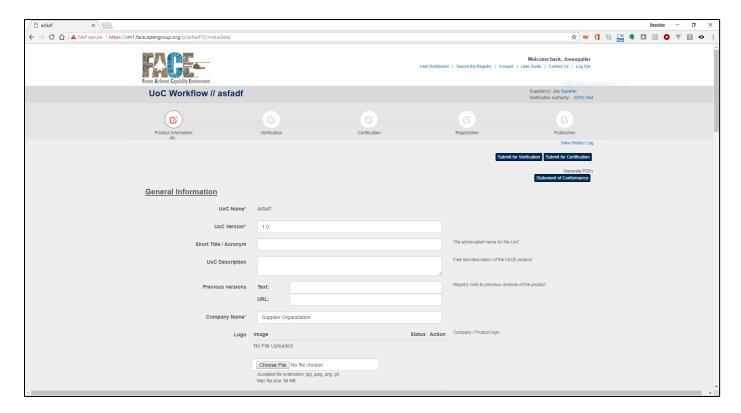
# 4.2 UoC Status in the Software Supplier User Dashboard



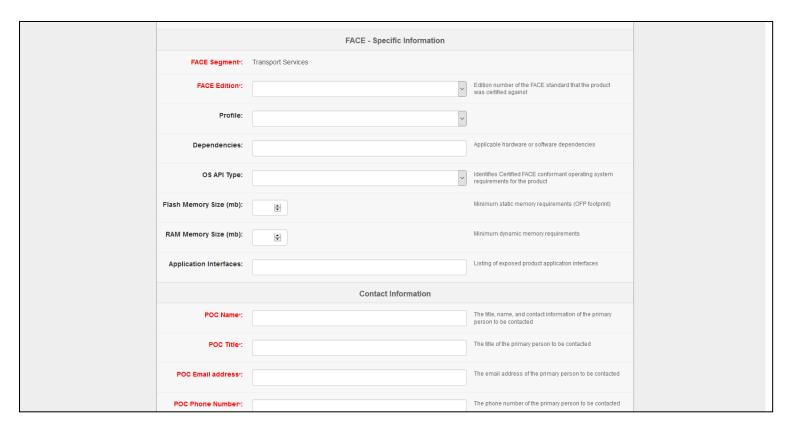
- From the user dashboard, the Software Supplier will be able to see that the UoC has been created in the "UoC Management" section of the user dashboard
- The UoC is only visible to the software supplier and Library Administrator
- Select the UoC to begin to enter information (metadata) about the UoC

#### 4.3 Enter software supplier – provided information about the UoC

- Enter metadata on the Product Information tab
- Only the Software Supplier can enter information on this tab
- The tab is not viewable by the VA and CA until granted permission by the Software Supplier
- The Software Supplier can view the Verification Statement and Conformance Information tabs, but cannot edit any of the information
- The information in the Product Information tab will be published to the FACE Registry after registration by the Software Supplier



Enter General Information about the UoC



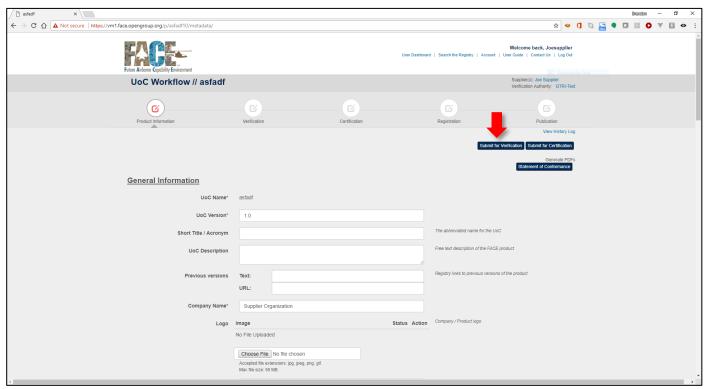
• Enter FACE Specific information about the UoC

		Available Artifacts
Development / Test Tools:	☐ Available	
Source Code:	Available	
Available Plans:	☐ Airworthiness Qualification Plan	Plan for Software Aspects of Certification
	AQS	☐ Software Development Plan
	☐ Software Quality Assurance	☐ Test & Evaluation Master Plan
	Plan	Open Systems Management Plan
	Software Architecture Evaluation Plan	☐ System Engineering Plan☐ Software Transition Plan☐
	☐ Risk Management Plan	Software Test Plan
	☐ Lifecycle Cost Management	☐ Integrated Master Schedule
	Plan	□ Data Accession List
Design and		System/Software
Specifications:	Document  API Specification	Requirements Specification  Requirements Trace and Verification Matrix
	☐ Software Design Document	Software Version Description
	SCM Records	□ SQA Records
	☐ Prime Item Development	☐ Interface Requirement
	Specifications	Specification
	System Architecture Description	Software Architecture Description
Safety Analysis:	System Safety Program Plan	Preliminary Hazard Assessment
	Failure Mode Effects and Criticality Analysis	Functional Hazard Assessment
	System (Software) Safety Assessment	☐ Safety Assessment Report (Software)
Reviews:	Architecture Peer Review Results	PDR/CDR/TRR/FRR Milestone Review
	☐ Source Code Peer Reviews	☐ SIL Configuration Audit
	□ Software Test Procedures Peer Review Results	Software Architecture Assessment Report
	Software Reuse Management Report	Physical Configuration Audit Report
	Functional Configuration Audit Report	
Test Artifacts:	Unit Test Results	☐ Software Test Plan
	<ul> <li>Software Verification Cases and Procedures</li> </ul>	Software Test Results
		Software Robustness Test Results
	☐ Performance Test Results	☐ Statement Coverage Analysis Report
	☐ Static Code Analysis Report	Integration Test Plan
	☐ Integration Test Results	☐ Software Problems Reports
	☐ Software Change Requests ☐ Action Items	☐ CCB Minutes ☐ Software Accomplishment
	☐ Version Description	Summary
	Document	
Training Documentation:	User Manual	☐ Installation Guide
* Required Fields		
		Save
FACE CONSORTIUM		A Parkerall
SPONSOR MEMBERS	DEING LOCKHELD IN	Rockwell Collins

• Select available artifacts related to the UoC

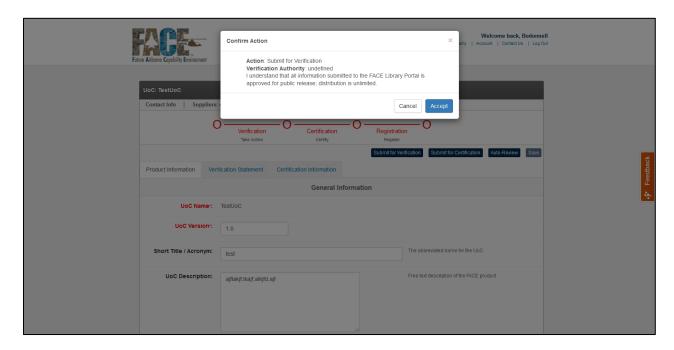
# 5 Submit a UoC for Verification

#### 5.1 "Submit for Verification"



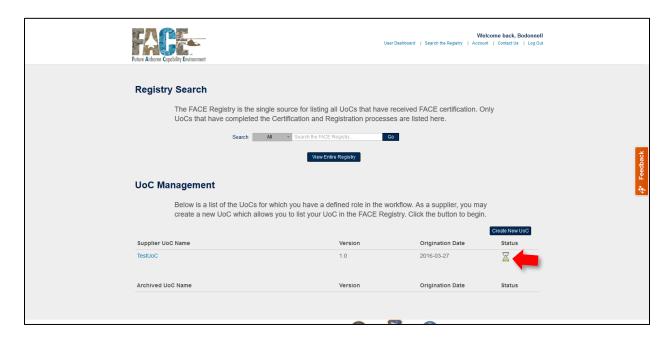
- When the Software Supplier has completed entering all Product metadata and they want to make the information available to the Verification Authority, select the "Submit for Verification" button
- This will enable users from the assigned VA organization to view the Product Information and complete the Verification Statement

# 5.2 Confirm



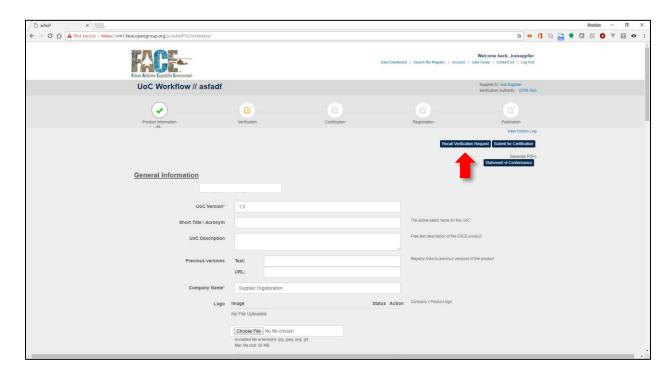
• The confirmation dialog will ensure the Software Supplier intends to make the UoC viewable by the VA and that all information is publicly releasable

#### 5.3 UoC Status



• The status of the UoC will be updated in the Software Supplier's user dashboard. Mouse over the status icon to view the current status of the UoC

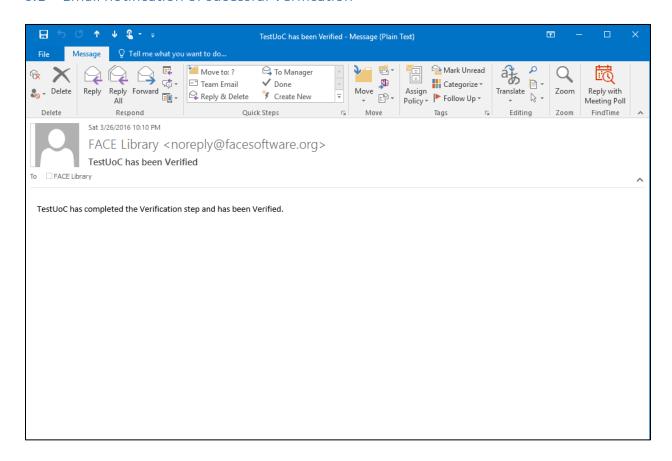
# 5.4 Recall from Verification



- If desired, the Software Supplier can recall the UoC from the VA by selecting "Recall Verification Request"
- The VA will not be able to view any information about the UoC

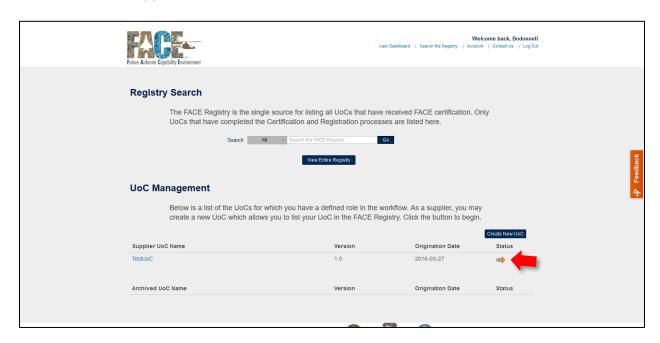
# 6 Submit a UoC for Certification

#### 6.1 Email notification of sucessful Verification



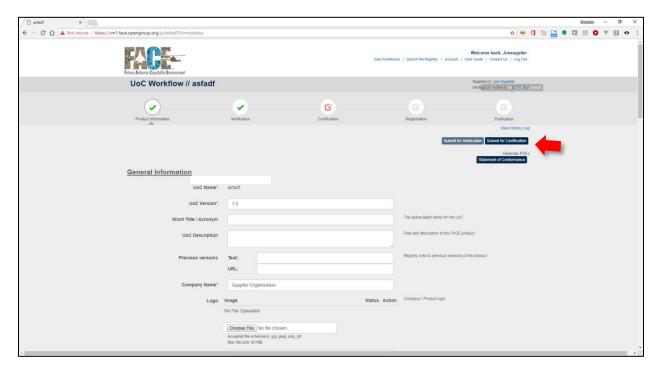
 When the VA has completed the Verification Statement tab within the Conformance Workflow Tool, the Software Supplier will receive an email notification that the Verification step has been completed.

# 6.2 Software Supplier User Dashboard



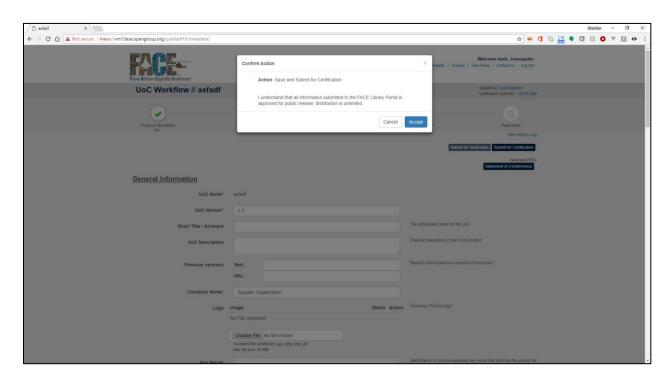
- The Software Supplier will be able to see from the dashboard that the UoC has been verified and is ready to submit to the Certification Authority
- To submit to the CA, select the UoC

#### 6.3 "Submit for Certification"



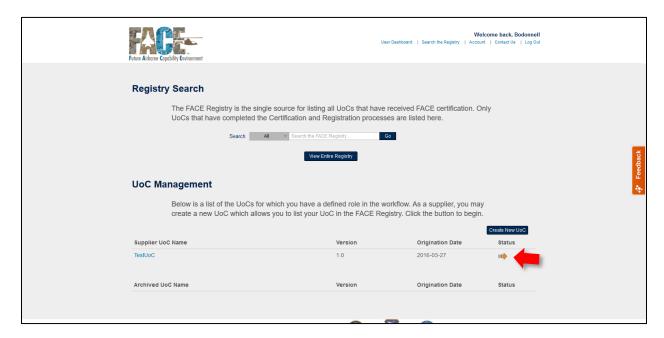
- The software supplier can view the information submitted by the VA in the "Verification Statement" tab
- When ready, select "Submit for Certification" to enable access to the UoC by the CA

#### 6.4 Confirm



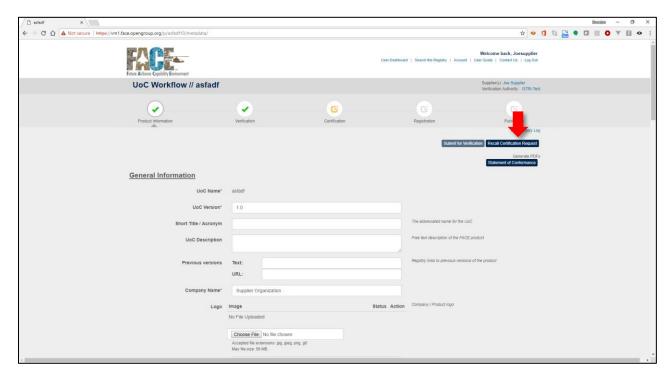
• The popup will confirm the Software Supplier's intent and remind about publicly releasable information

# 6.5 Software Supplier User Dashboard



- The status of the UoC will be updated in the user dashboard
- The UoC is now viewable by users assigned to the CA

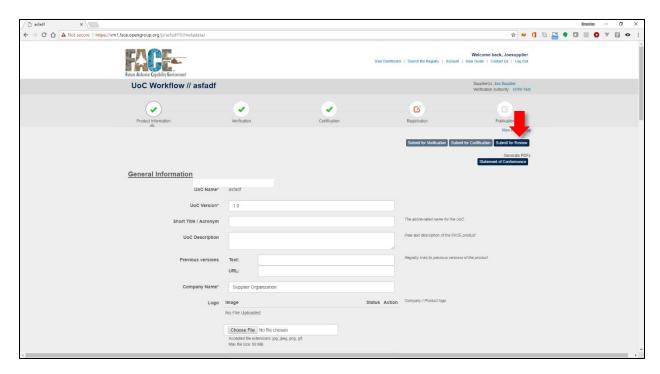
# 6.6 Recall Certification Request



- If desired, the Software Supplier can recall the UoC from Certification
- The UoC will no longer be viewable by the CA

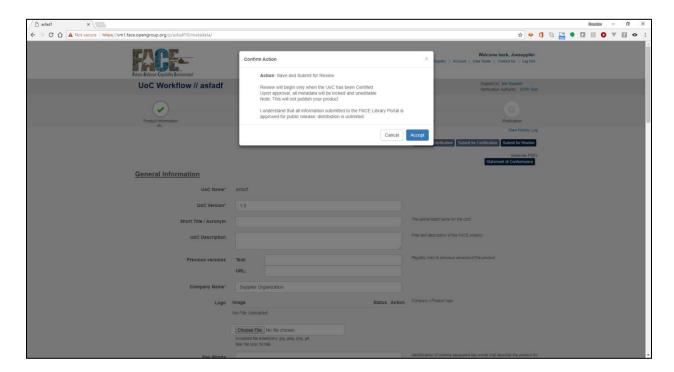
# 7 Submit a UoC for Registration

#### 7.1 "Submit for Review"



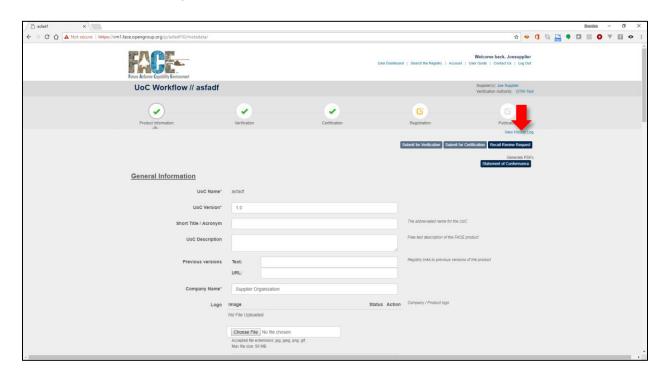
- Select "Submit for Review"
- This will enable the Library Administrator to complete a final QA review of all UoC information. The review will ensure all information provided by the Software Supplier meets Consortium guidelines for listing in the Registry.
- Releasability of content is the responsibility of the Software Supplier

## 7.2 Confirm



- Confirm intent to submit for QA review
- After QA review, the Software Supplier will no longer be able to edit any information about the UoC

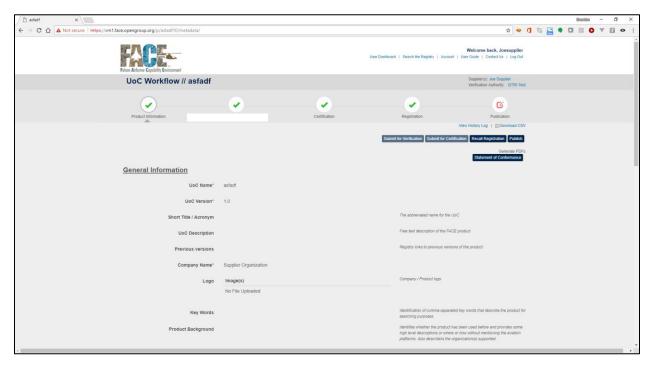
## 7.3 Recall Review Request



• If the Software Supplier wants to recall the UoC from the Library Administrator's QA review, use the "Recall Review Request" button

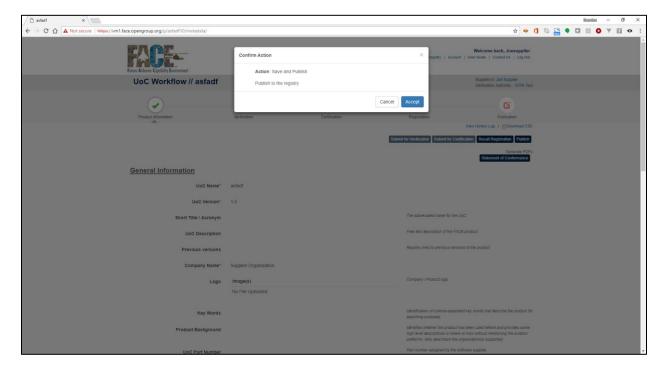
# 8 List a UoC in the FACE Registry

# 8.1 Publish to the FACE Registry



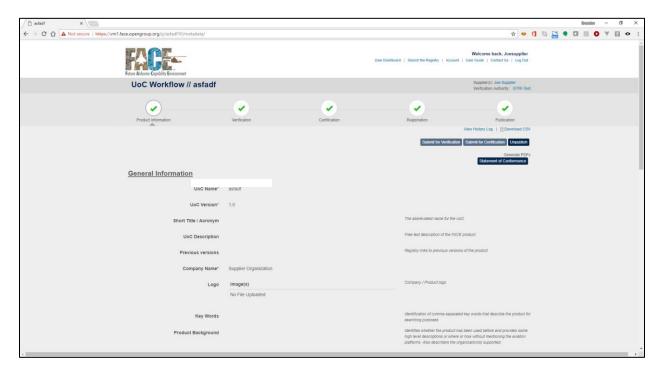
- After the Library Administrator QA review is complete, the Software Supplier will be notified by email.
- To publish the UoC into the FACE Registry, use the "Publish" button

## 8.2 Confirm



• Confirm intent to list in the Registry

## 8.3 Remove a UoC from the FACE Registry



- To remove a UoC from the Registry, select "Unpublish"
- The Software Supplier will not be able to edit any UoC metadata
- Un-publishing only removes the UoC from the Registry