

Root DNSSEC KSK Media Deposit Friday October 28, 2016

Root Zone KSK Operator Key Management Facility
1920 East Maple Avenue, El Segundo, CA 90245

**This ceremony is executed under the
DNSSEC Practice Statement for the Root Zone KSK Operator Version 4th Edition
(2016-10-01)**

Note: Dual Occupancy enforced. CA leads ceremony. Only CAs, IWs, or SAs can enter ceremony room and/or escort other participants. Only CA+IW can enter safe room and/or escort other participants. CAs, SAs or IWs may let individuals out of the ceremony room but only when CA+IW remain in the ceremony room. No one may leave when CA+IW are in safe room. Participants must sign in and out of ceremony room and leave any credentials assigned to them (keys, cards) in the ceremony room if leaving before completion of the ceremony. The SA starts filming before the participants enter the room.

Some steps during the ceremony require the participants to tell and/or confirm identifiers composed of numbers and letters. When spelling identifiers, the phonetic alphabet shown below will be used:

A	Alfa	AL-FAH
B	Bravo	BRAH-VOH
C	Charlie	CHAR-LEE
D	Delta	DELL-TAH
E	Echo	ECK-OH
F	Foxtrot	FOKS-TROT
G	Golf	GOLF
H	Hotel	HOH-TEL
I	India	IN-DEE-AH
J	Juliet	JEW-LEE-ETT
K	Kilo	KEY-LOH
L	Lima	LEE-MAH
M	Mike	MIKE
N	November	NO-VEM-BER
O	Oscar	OSS-CAH
P	Papa	PAH-PAH
Q	Quebec	KEH-BECK
R	Romeo	ROW-ME-OH
S	Sierra	SEE-AIR-RAH
T	Tango	TANG-GO
U	Uniform	YOU-NEE-FORM
V	Victor	VIK-TAH
W	Whiskey	WISS-KEY
X	Xray	ECKS-RAY
Y	Yankee	YANG-KEY
Z	Zulu	ZOO-LOO
1	One	WUN
2	Two	TOO
3	Three	TREE
4	Four	FOW-ER
5	Five	FIFE
6	Six	SIX
7	Seven	SEV-EN
8	Eight	AIT
9	Nine	NIN-ER
0	Zero	ZEE-RO

Act 1. Initiate Ceremony and Deposit Media

Participants Arrive and Sign into Key Ceremony Room

Step	Activity	Initials	Time
1.	CA confirms with SA that all audit cameras are recording.		
2.	CA confirms that all participants are signed into the Ceremony Room and performs a roll call using the list of participants on Page 2.		

Emergency Evacuation Procedures and Electronics Policy

Step	Activity	Initials	Time
3.	CA reviews emergency evacuation procedures with participants.		
4.	CA explains the use of personal electronics devices during ceremony.		
5.	CA briefly explains the purpose of the ceremony.		

Verify Time and Date

Step	Activity	Initials	Time
6.	<p>IW1 enters UTC date (year/month/day) and time using a reasonably accurate clock visible to all in the Ceremony Room:</p> <p>Date and time: _____</p> <p>All entries into this script or any logs should follow this common source of time.</p>		

Verify Tamper Evident Bag Integrity

Step	Activity	Initials	Time
7.	<p>CA and IW1 inspects the integrity of the TEBs for the APP Key Backups transported from the Root DNSSEC KSK Ceremony 27.</p> <p>APP Key TEB# BB46584642</p> <p>APP key TEB# BB46584643</p>		

Deposit the APP Backup Bundles into Safe #1

Step	Activity	Initials	Time
8.	CA, IW1 and SSC1 enters the safe room bringing with them the transported TEBs.		
9.	SSC1, while shielding combination from camera, opens Safe #1.		
10.	SSC1 takes out the existing safe log and shows the most current page to the camera. IW1 provides a blank pre-printed safe log to the SSC1. SSC1 appends the new safe log then prints name, date, time, signature, and reason (i.e. "open safe") in safe log. IW1 initials this entry. Note: If log entry is pre-printed, verify the entry, record time of completion and sign.		
11.	CA records deposit of APP Key Backups in the next entry field of the safe log with TEB #, printed name, date, time, and signature. CA places the APP Key Backups into Safe #1, then IW1 initials the entry. APP Key TEB# BB46584642 APP key TEB# BB46584643		

Close Safe #1

Step	Activity	Initials	Time
12.	SSC1 makes an entry including printed name, date, time, signature and notes "closing safe" in the safe log. IW1 initials the entry. Note: If log entry is pre-printed, verify the entry, record time of completion and sign.		
13.	SSC1 places log back in safe and locks Safe #1 (spin dial at least two full revolutions each way, counter clock wise then clock wise). CA and IW1 verifies that the safe is locked and the "WAIT" light indicator is off.		
14.	IW1, CA, and SSC1 return to ceremony room closing the door behind them.		

Participant Signing of IW1's Script

Step	Activity	Initials	Time
15.	One by one, all participants come to the front of the room, confirms printed name and date. Then, the participant declares that this script is a true and accurate record of the ceremony by signing on IW1's script coversheet. IW1 records the completion time once all participants have signed the coversheet. Note: If entry is pre-printed, verify the entry and sign.		
16.	CA reviews IW1's script and signs it.		

Filming Stops and Ceremony End

Step	Activity	Initials	Time
17.	CA confirms with SA to stop filming.		
18.	CA ends the ceremony		