Internet Corporation for Assigned Names and Numbers

Root DNSSEC
Safe Deposit Box Maintenance
Wednesday August 7, 2013

ICANN KSK Facility@Equinix LA3
1920 East Maple Avenue, El Segundo, CA 90245

This operation and maintenance is executed under the
DNSSEC Practices Statement for the Root Zone KSK Operator Version A Revision 1358

AbbreviationsDraft

TEB =	Tamper Evident Bag (AMPAC, item #GCS1013 small or #GCS1216 large or MMF Industries, item #2362010N20 small or #2362011N20 large)				
		SO=	Security Officer	**OP=**	Operator
HSM =	Hardware Security Module	**FD =**	Flash Drive	**CA =**	Ceremony Administrator
IW =	Internal Witness	**CO=**	Crypto Officer	**SA =**	System Administrator
SSC =	Safe Security Controller	**MC =**	Master of Ceremony	**IKOS =**	ICANN KSK Operations Security
KSR=	Key Signing Request	**SKR=**	Signed Key Response	**RZM=**	Root Zone Maintainer

Participants

Instructions: At the end of the ceremony, participants sign on IW1's copy. IW1 records time upon completion.

Title	Printed Name/Citizenship	Signature	Date	Time
CA	Mehmet Akcin			
IW1/IKOS	Tomofumi Okubo			
SA1	Alexander Kulik			
SSC1	Selina Harrington			
SSC2	Leo Vegoda			
CO2	Dmitry Burkov / RU			
CO5	Edward Lewis / US			
CO6	Andy Linton / NZ			
CO7	Subramanian Moonesamy / MU			
EW1	Alejandro Bolivar / Verisign			
EW2	Duane Wessels / Verisign		7 August 2013	
EW3	James Kouyoumdjian / PricewaterhouseCoopers			
EW4	Martin Levy / Hurricane Electric			
EW5	Edward Beck			
EW6	Connor Barthold			
EW7	Dalini Khemlani			
EW8	Rod Treweek			
CA2	Richard Lamb			
IW2	Kim Davies			
Locksmith	Mike Jakobs / Industrial Lock and Security			

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 the Safe Deposit Box Maintenance

Participants Arrive and Sign into Key Ceremony Room

Step	Activity	Initial	Time
1.	SA starts video recording and online streaming. SAs or IWs escort participants into the Ceremony Room and all participant sign into the Ceremony Room log.		

Emergency Evacuation Procedures

Step	Activity	Initial	Time
2.	CA or IW reviews emergency evacuation procedures with participants.		

Verify Time and Date

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

Act 2. Replace the Safe Deposit Box locks

Open Credential Safe #2

Step	Activity	Initial	Time
1.	CA and IW1 escorts SSC2, COs and the Locksmith into the safe room together. CA brings a flashlight when entering the safe room.		
2.	SSC2, while shielding combination from camera, opens Safe #2.		
3.	SSC2 takes out safe log and 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.**		

Locksmith Replaces the Safe Deposit Box Locks

Step	Activity	Initial	Time
4.	CA confirms that the boxes below are empty then the Locksmith installs new dual-nose Mosler locks to the safe deposit box. The box that needs installation is as below. **Box 1070** **Box 1789**		

Close Credential Safe #2

Step	Activity	Initial	Time
5.	Once all safe deposit boxes are closed, SSC2 makes an entry that includes printed name, date, time and signature into the safe log indicating closing of the safe. IW1 initials this entry. **Note: If log entry is pre-printed, verify the entry, record time of completion and sign.**		
6.	SSC2 puts log back in safe and locks Safe #2 (spin dial at least two full revolutions each way, counter clock wise then clock wise). CA and IW1 verify that the safe is locked and card reader indicator is green.		
7.	IW1, CA, SSC2, and all COs and Locksmith leave safe room, closing the door behind them.		
8.	SA escorts the Locksmith out of the key management facility		

Participant Signing of IW1's Script

Step	Activity	Initial	Time
9.	All participants enter printed name, date, and signature on IW1's script coversheet. IW records the completion time. **Note: If entry is pre-printed, verify the entry and sign.**		
10.	CA reviews IW1's script and signs it.		

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