



ICANN DNSSEC Key Ceremony Scripts

Abbreviations

- TEB = Tamper Evident Bag (MMF Industries, item #2362010N20 small or #2362011N20 large)
- HSM = Hardware Security Module
- FD = Flash Drive
- CA = Ceremony Administrator
- IW = Internal Witness
- SA = System Administrator
- SSC = Safe Security Controller
- MC = Master of Ceremonies

Participants

Instructions: At the end of the ceremony, participants print name, citizenship, signature, date, time, and time zone on IW1's copy.

Title	Printed Name/Citizenship	Signature	Date	Time
Sample	Bert Smith	<i>Bert Smith</i>	12 Jul 2010	18:00 UTC
MC	Richard Lamb /US	<i>Richard Lamb</i>	13 JUL 2010	1:53
CA	Mehmet Akcin /US	<i>Mehmet Akcin</i>	13 July 2010	1:55
IW1	Francisco Arias /MX	<i>Francisco Arias</i>	13-JUL-2010	1:52
IW2	Kim Davies /AU	<i>Kim Davies</i>	13 JULY 2010	0146
IW3	David Closson /US	<i>David Closson</i>	13 JULY 2010	01:49
SA1	Reed Quinn /US	<i>Reed Quinn</i>	13 July 2010	0146
SA2	Jesse Samora /US	Not present	FA	
SSC1	Anand Mishra /US	<i>Anand Mishra</i>	13 July 2010	1:48
SSC2	Geoff Bickers/US	<i>Geoff Bickers</i>	13 JULY 2010	1:49
CO1	Masato Minda /JP	<i>Masato Minda</i>	13 July 2010	0148
CO2	Dmitry Burkov /RU	<i>Dmitry Burkov</i>	13 July 2010	1:49
CO3	Joao Damas /PT	<i>Joao Damas</i>	13 July 2010	1:47
CO4	Carlos Martinez /UY	<i>Carlos Martinez</i>	13 Jul 10	1:45
CO5	Edward Lewis /US	<i>Edward Lewis</i>	13 Jul 10	1:51
CO6	Andy Linton /NZ	<i>Andy Linton</i>	13 Jun 10	1:47
CO7	Subramanian Moonesamy /MU	<i>Subramanian Moonesamy</i>	13 JUL 2010	1:49
Backup CO	Christopher Griffiths /US	<i>Christopher Griffiths</i>	13 Jun 10	0148
EW1	Duane Wessels /US	<i>Duane Wessels</i>	13 Jul 10	0147
EW2	Ken Michaels /US Or Cara Beston /US	<i>Ken Michaels</i>	13 JUL 10	1:50
EW3	Jakob Schlyter /SE	<i>Jakob Schlyter</i>	13 Jul 10	1:45
EW4	Fredrik Ljunggren /SE	<i>Fredrik Ljunggren</i>	13 Jul 10	1:45



Title	Printed Name/Citizenship	Signature	Date	Time
EW5	Ondrej Filip / CZ	<i>[Signature]</i>	17 JUL	1:50
EW6	Steve Conte/US	Not present	FA	
EW6	David Conrad/US	<i>[Signature]</i>	2010-07-13	1:52
Backup CA	Joe Abley	<i>[Signature]</i>	2010-07-13	0151
EW	Cara Beston	<i>[Signature]</i>	7/13/10	1:50

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. 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.

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

Prologue Script

Participants Arrive

Step	Activity	Initial	Time
1	CAs, SAs or IWs escort participants into the Ceremony Room.	FA	20:16

Sign into Key Ceremony Room

Step	Activity	Initial	Time
2	CAs, SAs or IWs have all participants sign into the Ceremony Room log.	FA	20:16

Emergency Evacuation Procedures

Step	Activity	Initial	Time
3	CA or MC review emergency evacuation procedures with participants.	FA	20:16

Verify Time and Date

Step	Activity	Initial	Time
4	IW1 enters date (month/day/year), UTC time using a reasonably accurate (may consult participants) wall clock visible to all here: Date (UTC): <u>12 July 2010</u> Time (UTC): <u>20:17</u> All entries into this script or any logs should follow this common source of time.	FA	20:17

Open Credential Safe #2

Step	Activity	Initial	Time
5	CA and IW1 escort SSC2 and COs 1 through 4 into the safe room together.	FA FA	20:18



Step	Activity	Initial	Time
6	SSC2, while shielding combination from camera, opens Safe #2.	FA	20:22
7	SSC2 takes out safe log and prints name, date, time, signature, and reason (i.e. "open safe") in safe log. IW1 initials this entry.	FA	20:23

Hand Out Safe Deposit Box Keys (Approximately 3 minutes per CO = 21 minutes)

Hand out key to CO1

Step	Activity	Initial	Time
8	<p>CO1:</p> <p>a) With the assistance of CA (and his/her common key), opens the safe deposit box using one of the keys already in place and reads out box number. CO looks into the box with a flashlight to verify that the box is empty.</p> <p>b) Closes and locks the box and opens and closes it once again to test his/her second key, with the assistance of the CA and his/her common key.</p> <p>c) Makes an entry in safe log with box #, printed name, date, time and signature. IW1 initials this entry.</p> <p>d) Enters the same data with box #, printed name, date, time and signature here on IW1's script:</p> <p>Box # <u>1788</u></p> <p>Printed Name <u>Masato Minda</u></p> <p>Date <u>12 JUL 2010</u></p> <p>Time <u>20:25</u></p> <p>Signature <u>民田雅人</u></p>	FA	20:26

Hand out key to CO2

Step	Activity	Initial	Time
9	<p>CO2:</p> <p>a) With the assistance of CA (and his/her common key), opens the safe deposit box using one of the keys already in place and reads out box number. CO looks into the box with a flashlight to verify that the box is empty.</p> <p>b) Closes and locks the box and opens and closes it once again to test his/her second key, with the assistance of the CA and his/her common key.</p> <p>c) Makes an entry in safe log with box #, printed name, date, time and signature. IW1 initials this entry.</p> <p>d) Enters the same data with box #, printed name, date, time and</p>	Next	Page



Step	Activity	Initial	Time
	signature here on IW1's script: Box # <u>1789</u> Printed Name <u>Dmitry Burkov</u> Date <u>12.07.2010</u> Time <u>20:28</u> Signature <u>[Handwritten Signature]</u>	FA	20:29

Hand out key to CO3

Step	Activity	Initial	Time
10	CO3: a) With the assistance of CA (and his/her common key), opens the safe deposit box using one of the keys already in place and reads out box number. CO looks into the box with a flashlight to verify that the box is empty. b) Closes and locks the box and opens and closes it once again to test his/her second key, with the assistance of the CA and his/her common key. c) Makes an entry in safe log with box #, printed name, date, time and signature. IW1 initials this entry. d) Enters the same data with box #, printed name, date, time and signature here on IW1's script: Box # <u>1071</u> Printed Name <u>Joao Damas</u> Date <u>12 JULY 2010</u> Time <u>20:30</u> Signature <u>[Handwritten Signature]</u>	FA	20:31

Hand out key to CO4

Step	Activity	Initial	Time
11	<p>CO4:</p> <p>a) With the assistance of CA (and his/her common key), opens the safe deposit box using one of the keys already in place and reads out box number. CO looks into the box with a flashlight to verify that the box is empty.</p> <p>b) Closes and locks the box and opens and closes it once again to test his/her second key, with the assistance of the CA and his/her common key.</p> <p>c) Makes an entry in safe log with box #, printed name, date, time and signature. IW1 initials this entry.</p> <p>d) Enters the same data with box #, printed name, date, time and signature here on IW1's script:</p> <p>Box # <u>1068</u></p> <p>Printed Name <u>Carlos Martinez</u></p> <p>Date <u>12 / July 2010</u></p> <p>Time <u>20:32</u></p> <p>Signature <u><i>Carlos Martinez</i></u></p>	FA	20:33

Close Credential Safe #2

Step	Activity	Initial	Time
12	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.	FA	20:34
13	SSC2 places safe log back in Safe #2.	FA	20:35
14	SSC2 closes and locks Safe #2.	FA	20:35
15	CA and IW1 verify that the safe is locked and card reader indicator is green.	FA	20:35
16	IW1, CA, SSC2, and COs leave safe room closing the door behind them.	FA	20:35

Open Credential Safe #2

Step	Activity	Initial	Time
17	After a one (1) minute delay, CA and IW1 escort SSC2 and COs 5 through 7 into the safe room together.	FA	20:37
18	SSC2, while shielding combination from camera, opens Safe #2.	FA	20:42
19	SSC2 takes out safe log and prints name, date, time, signature, and reason (i.e. "open safe") in safe log. IW1 initials this entry.	FA	20:43

Hand out key to CO5

Step	Activity	Initial	Time
20	<p>CO5:</p> <p>a) With the assistance of CA (and his/her common key), opens the safe deposit box using one of the keys already in place and reads out box number. CO looks into the box with a flashlight to verify that the box is empty.</p> <p>b) Closes and locks the box and opens and closes it once again to test his/her second key, with the assistance of the CA and his/her common key.</p> <p>c) Makes an entry in safe log with box #, printed name, date, time and signature. IW1 initials this entry.</p> <p>d) Enters the same data with box #, printed name, date, time and signature here on IW1's script:</p> <p>Box # <u>1790</u></p> <p>Printed Name Edward Lewis</p> <p>Date <u>12 July 2010</u></p> <p>Time <u>20:45</u></p> <p>Signature <u>[Signature]</u></p>	FIA	20:45

Hand out key to CO6

Step	Activity	Initial	Time
21	<p>CO6:</p> <p>a) With the assistance of CA (and his/her common key), opens the safe deposit box using one of the keys already in place and reads out box number. CO looks into the box with a flashlight to verify that the box is empty.</p> <p>b) Closes and locks the box and opens and closes it once again to test his/her second key, with the assistance of the CA and his/her common key.</p> <p>c) Makes an entry in safe log with box #, printed name, date, time and signature. IW1 initials this entry.</p> <p>d) Enters the same data with box #, printed name, date, time and signature here on IW1's script:</p> <p>Box # <u>1070</u></p> <p>Printed Name Andy Linton</p> <p>Date <u>12 Aug 2010</u></p>	FIA	20:47



Step	Activity	Initial	Time
	Time <u>20:46</u> Signature <u>[Signature]</u>	Prep	Page

Hand out key to CO7

Step	Activity	Initial	Time
22	<p>CO7:</p> <p>a) With the assistance of CA (and his/her common key), opens the safe deposit box using one of the keys already in place and reads out box number. CO looks into the box with a flashlight to verify that the box is empty.</p> <p>b) Closes and locks the box and opens and closes it once again to test his/her second key, with the assistance of the CA and his/her common key.</p> <p>c) Makes an entry in safe log with box #, printed name, date, time and signature. IW1 initials this entry.</p> <p>d) Enters the same data with box #, printed name, date, time and signature here on IW1's script:</p> <p>Box # <u>1792</u></p> <p>Printed Name <u>Subramanian Moonesamy</u></p> <p>Date <u>12 July 2010</u></p> <p>Time <u>20:48</u></p> <p>Signature <u>[Signature]</u></p>	FA	20:49

Close Credential Safe #2

Step	Activity	Initial	Time
23	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.	FA	20:49
24	SSC2 places safe log back in Safe #2.	FA	20:49
25	SSC2 closes and locks Safe #2.	FA	20:49
26	CA and IW1 verify that the safe is locked and card reader indicator is green.	FA	20:50
27	IW1, CA, SSC2, and COs leave safe room closing the door behind them.	FA	20:50