

HSM Delivery Verification

Document Information	
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1. Purpose and scope

This procedure ensures that a new HSM appliance was correctly shipped and received and has not intercepted and/or interfered with between the factory and the KFM. At the end of this process the HSM appliance should be racked in a protected environment.

2. Governing policies

This procedure is governed by the following policies:

- SUNET Key Management Policy (SUNET KMP)
- SUNET Asymmetric HSM Service Key Management Practice Statement (SUNET HSM KMPS)

3. Roles

Number of Persons	Role Name	Responsibilities
1	SO	Verify correct delivery
1	KCO or SO	Record keeping

4. Procedure Steps

Role	Description
SO	Locate and print the shipping confirmation notice (email).
Completed (yes/no)	Notes
Time & Date	Signature/Initial

Role	Description
KCO/SO	Open the shipping container and locate all tamper seals covered by the shipping verification notice. Verify that the tamper seals are intact and show no sign of tampering or interference.
Completed (yes/no)	Notes
Time &Date	Signature/Initial

Role	Description
SO+SO/KCO	Compare all tamper seal serial numbers with their counterparts on the shipping verification notice. Affix the shipping verification notice to this form if all items compare exactly to complete the shipping verification process.
Completed (yes/no)	Notes
Time &Date	Signature/Initial

Role	Description
KCO	Prepare the appliance for deployment. This may involve racking the appliance in the appropriate datacenter.
Completed (yes/no)	Notes
Time &Date	Signature/Initial