

Regulation N. 524 of 14 December 2005

on Providing the Cryptographic Protection of Classified Information

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The National Security Authority lays down the following according to S. 44 and S. 53(j) of the Act N. 412/2005 Coll., on the Protection of Classified Information (hereinafter “the Act“):

Section 1 Subject of legislation

This Regulation shall determine details concerning a specific specialist competence exam of a crypto officer, methods and means of the handling of cryptographic material, details of the method of marking elements on classified information in the area of cryptographic protection and administrative aids of the cryptographic protection and other details concerning providing the cryptographic protection of classified information.

Section 2 Definition of terms

The following definitions shall apply for the purposes of this Regulation

- a) the cryptographic consignment – cryptographic material ready to dispatch, being transported or delivered to an addressee to the place of destination until the phase of transportation is completed and until it is opened;
- b) the transportation of a cryptographic consignment – its transport outside premises¹ of the State body, legal person or natural person pursuing business for the purpose of its delivery to the addressee;
- c) the carriage of the cryptographic material - its transfer outside premises of the State body, a legal person or natural person pursuing business not for the delivery purposes;

¹ S. 24 par. 2 of the Act N. 412/2005 Coll., on the Protection of Classified Information.

- d) the original of the cryptographic document – the copy of the delivered cryptographic document or copy of the created cryptographic document, which is registered in the distribution list;
- e) the reproduction or copy – reproductions or copies made of original cryptographic document or its conversion into electronic form;
- f) the extract - making of the written or digital record from the original cryptographic document;
- g) destruction of the cryptographic material – conversion of the cryptographic material and classified information contained into an unrecognizable form and beyond reconstruction.

Section 3 Elements of the application for a specialist exam (amending S. 39 par. 5 of the Act)

The application for a specialist exam of a specific specialist competence of a crypto officer (hereinafter “the Specialist Exam”) shall contain the following

- a) the identification of the applicant;
 1. by the name of the company or by the name, location and registration number should the applicant be a legal person;
 2. by the name of the company or by the name and surname or any differentiating affix, permanent residence address and the place of business activity if this is different from the permanent residence, by date of birth and identification number should the applicant be a natural person pursuing business; or
 3. by the name, location, registration number and the name and surname of the responsible person in the case of the State body;
- a) the name, surname and date of birth of the officer who applied for the exam;

- b) the copy of the valid personnel security clearance;
- c) the range of cryptographic activities to be performed, for which the applicant is to be issued with the certificate of the specific specialist competence of a crypto officer; and
- d) the place, date, stamp, name, surname and signature of the responsible person of the State body, legal person or natural person pursuing business.

Section 4

Details about the composition and considerations of the board of examiners

(amending S. 39 par. 4 of the Act)

(1)The board of examiners shall be composed of representatives of the National Security Authority (hereinafter “the Authority”) or of a sponsored State body, which shall verify the specific specialist competence.

(2)The member of the board of examiners shall be the crypto officer who shall fulfil the following conditions

- a) he/she shall be a holder of the valid personnel security clearance at least at the security classification level corresponding to the security classification for which the Specialist Exam is taken;
- b) he/she shall be authorised to provide training of the crypto officer (S.5)
- c) he/she shall be experienced in the area of the cryptographic protection for the period of at least three years.

(3)The board of examiners shall decide by the majority of votes.

Section 5

The method of conducting, organizing and the evaluation of the Specialist Exam

(amending S. 39 par. 5 of the Act)

(1)The Authority shall approve the content of training of an officer who has applied for the exam and the method and organizing of the Specialist Exam.

(2)The Specialist Exam results shall be graded as “passed” or “failed”. If the officer who applied for the

exam fails, the chairman of the board of examiners shall brief the applicant on reasons of such a grading.

(3)The protocol shall be maintained on the course of the Specialist Exam and training. All members of the board of examiners shall sign the protocol on completion of the Specialist Exam.

(4)The discarding period of protocols on completion of the Specialist Exam begins to run as of the date of expiration of the specific specialist competence certificate.

Section 6

Format of the specific specialist competence certificate

(amending S. 39 par. 6 of the Act)

The format of the specific specialist competence certificate of the crypto officer is shown in Annex 1 to this Regulation.

Section 7

Minimum requirements for ensuring the security administration of the cryptographic protection

(amending S. 38 par. 1(a) of the Act)

(1)The security administration of the cryptographic protection includes organizational measures from areas of the personal, administration and physical security, security of information or communication systems and cryptographic protection within the framework of cryptographic protection in the State body, the legal person or at the natural person pursuing business.

(2)The application of the security administration of the cryptographic protection shall ensure that minimum security requirements will be met, which determine the lowest possible level of secure operation of cryptographic devices.

(3)The security administration of the cryptographic protection shall be performed by

- a) the security officer of the cryptographic protection who shall be responsible for comprehensive provision and secure performance of the cryptographic protection and who shall prepare corresponding security documentation of the cryptographic protection thereto;

- b) the administrator of the cryptographic material who shall be responsible for the secure storage and accounting of the cryptographic material; and
- c) the crypto officer who handles the cryptographic protection documents .

(4)The minimum security requirements according to paragraph 2 and duties of officers and administrators according to paragraph 3(a) and (b) are laid down in security standards [S. 2(j) of the Act].

Details to provide operation of the cryptographic device

(amending S. 40 of the Act)

Section 8

Installation and operation of the cryptographic device

(1)The installation of the cryptographic device, setting and application of cryptographic keys and providing for the operation and maintenance of the cryptographic device shall be the duty of the crypto officer.

(2)The scope of authorization and of activities of the crypto officer and of an operator in ensuring the operation of the cryptographic device and the method of his/her training shall be determined in the operation documentation of the cryptographic device; the content of the operational documentation shall be regulated in the security standard.

Section 9

Key materials fabric and use

(1)The method and conditions of fabric, distribution, handling, the use and destruction of key materials shall be determined in security standards and in the operational documentation of the cryptographic device.

(2)The key materials fabric shall be the responsibility of the crypto officer on the cryptographic site designed for the key material fabric. In order to be authorised to carry out these activities, the crypto officer shall be a holder of the valid certificate of a specific specialist competence of the crypto officer, which includes the authorization to key materials fabric.

The training method of operators of the cryptographic device and couriers of the

cryptographic material and the format of certificate of training of the operator of the cryptographic device and of the courier of the cryptographic material

(amending S. 40 and S. 42 of the Act)

Section 10

Operation of the cryptographic device

(1)The training for the operation of the cryptographic device shall be the responsibility of the security officer of the cryptographic protection. Upon completion of the training, the trainer shall issue the person concerned with the written certificate of completed training.

(2)The format of the certificate of training of the cryptographic device operator is shown in Annex 2 to this Regulation.

Section 11

Courier of the cryptographic material

(1)The training of the courier of the cryptographic material shall be the responsibility of the security officer of the cryptographic protection. Upon completion of the training, the trainer shall issue the person concerned with the written certificate of completed training.

(2)The format of the certificate of training of the courier of the cryptographic material is shown in Annex 3 to this Regulation.

Details of the method of marking elements on classified information in the area of the cryptographic protection, in particular according to the type of the cryptographic material

(amending S. 41 of the Act)

Section 12

Marking of the cryptographic material

(1)The cryptographic material shall be marked with the marking “CRYPTO (KRYPTO)”, registration number or reference number and with the security classification, unless otherwise specified herein (S. 13 and 15).

(2)In the case of the cryptographic device the marking “CRYPTO (KRYPTO)” and registration number shall be marked on the cryptographic device

label or directly on the cryptographic device. No other data shall be stated on the label.

(3)The key material shall be marked with the term “CRYPTO (KRYPTO)” and with the security classification. The registration number of the key material shall be the registration marking of the material assigned by the producer of key material.

(4)The cryptographic document in the paper form shall be marked with the term “CRYPTO (KRYPTO)” at the top and bottom of each page of the document beside the classification marking and with the registration number or reference number, as applicable. The cryptographic document in the non-paper form shall be marked with the term “CRYPTO (KRYPTO)”, classification marking and registration number on the label or directly on the cryptographic document.

Section 13

Elements of the cryptographic document in the paper form

(1)The name of the originating State body or legal person or the name and surname of the originating natural person pursuing business shall be indicated on the cryptographic document in the paper form, the place and date of its making, the reference number of the document, security classification, marking “CRYPTO (KRYPTO)”, number of the copy, number of sheets, number of classified and non-classified annexes in the paper form and numbers of their sheets.

(2)The number of the copy, number of sheets, number of classified and non-classified annexes and number of their sheets shall be indicated on the face of the first sheet on its top right corner. The marking “CRYPTO (KRYPTO)” shall be indicated at the top and bottom of each page of the cryptographic document beside the security classification marking and with the abbreviation “C (K in the Czech version)” in the reference number on the end of the reference number and separated by a slash. The number of annexes in the paper form and the number of their sheets shall be displayed as a fraction, where the numerator is the number of annexes and the denominator is the total number of sheets of annexes. Sheets or pages of the cryptographic document in the paper form shall be numbered sequentially. The

sheets or pages of classified annexes in the paper form shall be numbered separately. The sheets of the cryptographic document and sheets of individual classified annexes in the paper form shall be bound firmly together with thread or bound firmly in any other way. The format of the face of the first page of the cryptographic document is shown in Annex 4 to this Regulation.

(3)The annex shall be marked with the reference number of the cryptographic document in such a way that the following will be indicated on the face of the first sheet on the top right corner: “Annex N. ... to the reference number“. The security classification of each classified annex shall be marked in the same manner as prescribed for the cryptographic document. The classified annex shall bear its own indication of the copy number and of the number of sheets. The highest classification level shall determine handling of a cryptographic document, to which annexes have been added with different security classifications. The separated annex shall be handled according to its security classification.

(4)The annex, which bears the indication by the registration number, shall be recorded in a registration card, registration book or in other administrative aids according to S. 16. These documents shall be recorded and sent as the annex under the registration data of the originator of the document. This fact shall be indicated on the cover letter.

Section 14

Reference number of the cryptographic document

The reference number of the cryptographic document shall be composed of

- a) the abbreviation of the security classification;
- b) the serial number from the book of records; if the collection sheet has been used, the hyphen followed by the serial number from the collecting sheet shall be marked after the serial number from the book of records;
- c) the slash;
- d) the year when the serial number has been allocated; and
- e) the slash and the abbreviation “C (K in the Czech version)”.

Section 15

Elements of the cryptographic document in the non-paper form

(1)The cryptographic document in the non-paper form shall be equipped with a label bearing the indication of the originating State body, legal person or natural person pursuing business, the reference number of the cryptographic document, or any annex to the reference number of the cryptographic document, or the registration marking under which the cryptographic document in the non-paper form has been recorded, security classification and the term “CRYPTO (KRYPTO)”. This data may be indicated directly on the cryptographic document.

(2)The cryptographic document in the non-paper form shall always be sent as the annex to the cryptographic document in the paper form.

Types and elements of administrative aids of the cryptographic protection and requirements for maintaining of these aids (amending S. 41 of the Act)

Section 16

(1)The following shall be considered to be the administrative aids for the purposes of this Regulation

- a) the registration card, which is the card for recording of cryptographic devices, key materials, crypto officers, operators of the cryptographic device, couriers of the cryptographic material and administrative aids;
- b) the register of registration cards, which is a book or file for recording of registration cards;
- c) the operational journal of the cryptographic device, which is a book or file for recording of use of the cryptographic device and key materials;
- d) the registration book, which is a book or file for keeping records of the cryptographic material, administrative aids and ancillary registration;
- e) the book of records, which a book or file for recording of cryptographic documents; the book of records shall contain registration items according to the format in Annex 1 to the special legal regulation²;

² Regulation N. 529 on the Administrative Security and Registries of Classified Information.

- f) the secondary book of records, which is the book or file for recording of movement of a cryptographic document within the State body, legal person or at the natural person pursuing business; the secondary book of records shall contain items according to the format in Annex 2 to the special legal regulation²;
- g) the handling book, which is the book or file for receiving and transmission of the cryptographic document by a person who creates such a document or to whom such a document has been passed on for handling; the handling book shall contain items according to the format in Annex 3 to the special legal regulation²;
- h) the delivery book, which is the book or file for recording of handover of the cryptographic document outside the State body, legal person or natural person pursuing business; the delivery book shall contain items according to the format in Annex 4 to the special legal regulation²;
- i) the lending book, which is the book or file for recording of the stored cryptographic document being lent; the lending book shall contain items according to the format in Annex 5 to the special legal regulation²;

(2)The administrative aids outlined in paragraph 1(a) to (d) will be issued by the Authority; the methods by which it shall be used shall be determined by security standards [S. 2(j) of the Act]. In justified cases and subject to the consent of the Authority other State body may also issue these aids.

(3)The administrative aids according to paragraph 1(b) to (i) must be adjusted (authenticated) in such a way before they are taken into use that individual sheets of these aids shall be numbered sequentially and bound together with a thread. The ends of the thread on the inner side of a folder shall be stuck down, stamped over with a stamp bearing the name of the State body or the legal person or the name of the natural person pursuing business, which shall extend beyond the endings of the seal, and attachment shall be inserted containing the number of sheets and the signature of the security director (security officer) or of the person authorised for signature by the responsible person and the date when the administrative aids have been assigned for use.

(4)Also other administrative aids may be used in special and justified cases and subject to the written consent of the Authority, in addition to administrative aids outlined in paragraph 1.

(5) Classified administrative aids of the cryptographic protection shall bear the security classification in a visible place, the marking “CRYPTO (KRYPTO)” and the registration number.

(6) Non-classified administrative aids of the cryptographic protection shall bear the marking “CRYPTO (KRYPTO)” in a visible place and the registration number.

Detailed requirements for the method and means of handling of the cryptographic material
(amending S. 41 of the Act)

Section 17

Recording of the cryptographic material

(1) Keeping records of the cryptographic material, crypto officers and operators and couriers in administrative aids shall be the duty of a crypto officer authorised to perform these activities by the responsible person (hereinafter “the Authorised Person”).

(2) Crypto officers, operators and couriers shall be recorded in registration cards according to S. 16 par. 1(a).

(3) Cryptographic devices and key materials shall be recorded in registration cards, in registration books or in other administrative aids according to S. 16, as applicable. The method of recording is determined by security standards [S. 2 (j) of the Act].

(4) Cryptographic documents delivered to or originating in the State body, legal person or cryptographic documents delivered to or originating from the natural person pursuing business shall be recorded in the book of records according to instructions set out in Annex 1 to the special legal regulation², unless otherwise specified herein.

(5) The cryptographic document delivered to or originating in the State body, legal person or cryptographic document delivered to or originating from the natural person, which is marked with the registration number, shall be recorded in the registration card, registration book or in other administrative aids according to S. 16, as applicable. The method of recording is determined by security standards [S. 2(j) of the Act].

(6) The following shall be marked on the delivered cryptographic document

- a) the name of the consignee;
- b) the date of recording;
- c) the reference number of the cryptographic document of the consignee;
- d) the number of sheets; and
- e) the number of annexes and the number of their sheets; in the case of annexes in the non-paper form their number and type.

These data can be printed by stamp.

(7) For the purposes of the recording of the transfer of the cryptographic document to organizational units, which do not maintain a book of records, the State body, legal person or the natural person pursuing business can establish a secondary book of records in these organizational units. The cryptographic documents will be entered into the secondary book of records under assigned numbers from the book of records.

(8) If the cryptographic document has been taken over for example within the frame of official discussions, meetings or controls, it shall be immediately forwarded against the signature in the handling book to the Authorised Person to be recorded in the book of records. The conditions according to S. 25 shall be complied with during the transportation of such a document.

(9) The subject that creates the cryptographic document or the subject to whom the cryptographic document has been handed over for the processing, shall record it in the assigned handling book. The record shall be made immediately after the cryptographic document has been received or after assigning the reference number for the cryptographic document being created.

(10) At the end of the calendar year the book of records shall be closed in such a manner that the last entry will be underlined and thus the process of assigning reference numbers in the current year will be terminated. The record of the number of reference numbers applied will be indicated under the underline, which shall be signed by the Authorised Person and by his/her direct superior.

Section 18

Making of a cryptographic document in the paper form

(1)The final version of the cryptographic document shall be made in the number of copies indicated in the distribution list. The subject making the final versions shall immediately destroy defective copies, copies not entered in the distribution list and proposals of final versions, which have not been approved.

(2)The distribution list shall be made on the copy of the cryptographic document to be stored, and the record as set out in Annex 4.

Section 19

Making notes containing classified information relating to the cryptographic protection

(1)Notes containing classified information relating to the cryptographic protection shall be recorded only in the notebook or book, which have been adjusted according to S. 16 par. 3 before they have been taken into use, or on a removable computer storage media marked with corresponding security classification and marking “CRYPTO (KRYPTO)”. Accounting of notebooks, books or removable computer storage media shall be the duty of the Authorised Person.

(2)Notebooks, books for making notes according to paragraph 1 shall be carried and stored similarly as cryptographic documents at the same security classification level.

Section 20

Reproductions, copies, translations and extracts

(1)Reproductions, copies, translations or extracts of cryptographic documents classified TOP SECRET, SECRET or CONFIDENTIAL may only be made after receipt of written approval from the responsible person of the State body, legal person or the natural person pursuing business, which are the originators of the cryptographic document. The written consent of the originator of the cryptographic document shall contain the reference number of the cryptographic document, number of copies, the reason why the reproduction, copy or translation is to be made, the name, surname and signature of the person granting approval, and the date of granting the approval. The written consent shall become the part of the original cryptographic document until it is discarded.

(2)Reproductions, copies, translations or extracts of cryptographic documents classified RESTRICTED may only be made after receipt of written approval from the direct superior, indicated on this document.

(3)The date of making a reproduction, copy, translation and extract of the cryptographic document, the number of copies, the reason for the reproduction, copy, translation and extract, the name and surname of the person granting the consent, and the name and surname and signature of the person, who made the reproduction, copy, translation or extract shall be indicated on the original cryptographic document.

(4)The word “REPRODUCTION” or “COPY” and the serial number of the reproduction or copy shall be indicated at the top on the face of the first page of the reproduction or copy of the cryptographic document made. If the number of sheets of the reproduction differs from the number of sheets of the original, also the real number of sheets of the reproduction shall be indicated on the reproduction.

(5)An extract from the cryptographic document may only be made in a notebook or book or in a removable computer storage media according to S. 19 par. 1.

Section 21

Handing over of the cryptographic material

(1)The signature shall acknowledge handing over of the cryptographic document.

(2)Handing over of the cryptographic device or key material within the State body, legal person or at the level of a natural person pursuing business shall be recorded in the registration card of the cryptographic material or in other administrative aids according to S. 16, as applicable.

(3)Handing over of the cryptographic document within the State body, the legal person or at the level of a natural person pursuing business shall be effected

- a) between organizational units by means of books of records;
- b) within the organizational unit by means of the secondary book of records and if there is no secondary book of records, by means of the book of records, or, upon approval of the responsible

person or of the security director (security officer) also the handling book may be applied.

(4)The signatures confirming the receipt of the cryptographic document shall be in administrative aids according to S. 16.

Section 22 **Sending of cryptographic material**

(1)The cryptographic device shall be sent in a package, which can be locked or otherwise secured from unauthorised handling of its content (hereinafter “the Transportation Package”). The Transportation Package shall be marked with the marking “CRYPTO (KRYPTO)” and with the registration mark of the cryptographic device. The Transportation Package shall be of such a quality so as to prevent obtaining information about its content.

(2)The key material to be sent shall be double wrapped and the following elements shall be fulfilled

- a) the inner package shall bear on its top left corner the name of the dispatcher, the registration number of the consignment, on its top right corner the security classification, “CRYPTO (KRYPTO)” marking and at the bottom the name and full address of the addressee, and, if the consignment is addressed to a natural person, also his/her name, surname and position shall be indicated there. The package shall be secured in such a manner that all its joints will be stuck down along its total length with adhesive tape and endorsed with the stamp of the State body, legal person or natural person pursuing business and signed by the Authorised Person. The stamps and signatures shall extend beyond the adhesive tape. If the transparent adhesive tape is used the stamps and signatures shall be stuck down with this tape. The package shall be of such a quality so as to prevent obtaining information about its content.
- b) the outer package shall be a portable container (S. 28).

(3)The cryptographic document to be sent shall have a double cover and the following elements shall be fulfilled

- a) the inner cover shall bear on its top left corner the name of the dispatcher, the registration number of the cryptographic document, on its top right

corner the security classification, “CRYPTO (KRYPTO)” marking and at the bottom the name and full address of the addressee, and, if the consignment is addressed to a natural person, also his/her name, surname and position shall be indicated there. The cover shall be secured in such a manner that all its joints will be stuck down along its total length with adhesive tape and endorsed with the stamp of the State body, legal person or natural person pursuing business and signed by the Authorised Person. The stamps and signatures shall extend beyond the adhesive tape. If the transparent adhesive tape is used the stamps and signatures shall be stuck down with this tape. The cover shall be of such a quality so as to prevent observation of the data inside the cover;

- b) the outer cover shall be a portable container (S. 28).

(4)The cryptographic material must be transmitted as a cryptographic consignment according to S. 25 only by courier of the cryptographic material.

Section 23 **Electronic transmission of the cryptographic document**

(1)Electronic transmission of a cryptographic document (hereinafter “the Electronic Transmission”) is the transmission of the cryptographic document electronically through telecommunication networks.

(2)The cryptographic document will be handed over to the sender of the Electronic Transmission against the signature in the secondary book of records, handling book or delivery book. The sender shall record the cryptographic document received in the handling book, secondary book of records or in other administrative aids according to S. 16 par. 4, as applicable.

(3)The manner in which the Electronic Transmission of a cryptographic document has been carried out and effected shall be recorded in that document and in the book of records. “Transmitted electronically” shall be inserted in the line “Dispatched by” in the storage record in the classified document to be stored, and the day of dispatch, the name and surname of the sender. “Transmitted electronically” shall be inserted in the book of records with respect to what the manner the processing took, and the name and surname of the sender. Records

shall be made immediately after handover of the document for the Electronic Transmission.

(4) Receipt of the cryptographic document transmitted electronically shall be recorded by the recipient in the handling book or in the secondary book of records or in administrative aids according to S. 16 par. 4 and the cryptographic document shall be immediately forwarded against the signature to the Authorised Person to be recorded.

(5) The cryptographic document sent or received electronically shall be made, recorded and stored in the paper form.

Section 24

Receipt of the cryptographic consignment

(1) The Authorised Person shall receive the cryptographic consignment. The recipient shall sign and acknowledge the service of the cryptographic consignment to its bearer with the name and surname, date of receipt and stamp of the State body, legal person or natural person pursuing business.

(2) If defects are discovered on the delivered cryptographic consignment (in particular if the cover of the consignment has been obviously damaged), the Authorised Person shall immediately inform the sender thereof and make a record of damage to the cryptographic consignment, which shall also be signed by a bearer of the cryptographic consignment. The record of damage to the cryptographic consignment, the format of which is shown in Annex 5 to this Regulation, shall contain the following

- a) the reference number of the record;
- b) the identification of the sender and addressee;
- c) the identification and delivery date of the cryptographic consignment;
- d) defects discovered on the cryptographic consignment;
- e) the date of record, the name, surname and signature of the Authorised Person and the stamp of the recipient;
- f) the name, surname and signature of the bearer of the consignment (courier).

(3) The record of damage to the cryptographic consignment shall be stored together with the consignment note of the cryptographic consignment made according to S. 25 par. 3. One copy of the record shall be sent to the sender of the consignment.

The content of the consignment delivered shall be recorded according to the actual state. The cryptographic protection security officer shall decide further handling of the consignment.

Section 25

Transport of the cryptographic consignment

(1) Cryptographic consignments shall not be transported by public means of transportation, with the exception of transportation by air, sea and by inland water transportation.

(2) Prior to transportation the cryptographic consignment shall be secured in such a manner as to ensure that its content will not be handled without authorization. When the consignment is of such size and weight that it cannot be transported in a Transportation Package or in a portable container, it shall be covered during its transportation in such a way as to counter the risk from the viewing of classified information by an unauthorised person.

(3) A consignment note of the cryptographic consignment shall be made for each cryptographic consignment containing cryptographic device or key material (hereinafter "the Consignment Note"). The Consignment Note, the format of which is shown in Annex 6 to this Regulation, shall contain the following

- a) the reference number of the Consignment Note;
- b) the identification of the sender;
- c) the identification of the consignee;
- d) exact identification of the content of the cryptographic consignment (type, name and identification of the material, security classification, registration number or the reference number, number of pieces of the material, as the case may be);
- e) the date and stamp of the sender, the name, surname of the Authorised Person;
- f) the date of receipt of the consignment and the stamp of recipient, the name, surname and signature of the Authorised Person.

(4) The Consignment Note according to paragraph 3 shall be made as the cryptographic document in duplicate as a minimum. The needed number of copies of the Consignment Note shall accompany the cryptographic consignment. The recipient of the cryptographic consignment shall send one

acknowledged copy of the Consignment Note immediately back to the sender.

(5)The Authorised Person shall ensure the elements of the cryptographic material, which are necessary for its transport.

(6)The briefing of a person accompanying the courier of the cryptographic material shall be made to the extent necessary for the purposes of the escort.

Section 26

Hand carriage of the cryptographic material

(1)The cryptographic material may be carried in sealed envelopes or in a closed cover bearing the indication of the State body, legal person or natural person pursuing business, security classification and marking "CRYPTO (KRYPTO)", as outlined in S. 25 par. 2, under the following conditions

- a) TOP SECRET cryptographic material may only be carried with a written consent of the responsible person; the written consent will not become the part of the cryptographic document, but it will be stored together with it;
- b) SECRET cryptographic material may only be carried with the written consent of the superior; the written consent will not become the part of the cryptographic document, but it will be stored together with it;
- c) CONFIDENTIAL cryptographic material may only be carried with the consent of the superior.

(2)A crypto officer shall carry the cryptographic material. One person shall accompany him at least during the carriage of the TOP SECRET, SECRET and CONFIDENTIAL cryptographic material. The accompanying person shall be entrusted with this task by the responsible person or by a person charged by him/her and duly briefed by the crypto officer.

Section 27

Storage of the cryptographic material

(1)Cryptographic materials shall be stored in depository facilities (S. 28) in security areas or in security areas subject to compliance with requirements of the special legal regulation³.

³ Regulation N. 528/2005 Coll., on the Physical Security and Certification of Technical Means.

(2)The cryptographic document shall be returned to the Authorised Person after its processing. Before its storage, the cryptographic document shall be marked by the person, who processes it, with the discarding letter and with the year of the discarding procedure.

(3)The processed cryptographic documents shall be stored separately from other classified documents with the Authorised Person into documentary files, sequentially according to reference numbers of documents or according to their subject matters. The documentary file with cryptographic documents shall bear the highest security classification of the cryptographic document involved therein. The cryptographic documents being entered into the documentary file shall be entered sequentially into the list of documents being stored, which is its part.

(4)The administrative aids for recording cryptographic material shall be stored in a manner ensuring their security against loss or misuse.

Section 28

Portable containers and depository facilities

(1)For the purposes of this Regulation, a portable container is considered to be any type of a briefcase, suitcase, case, portable security container or diplomatic pouch, which shall be secured against any unauthorised handling of its contents while being used for the transport or hand carriage of the cryptographic document, for example by locking it up by means of a mechanical or combination lock or by means of sealing (hereinafter "the Portable Container"). Each Portable Container must bear a label in a visible place with an identification mark by name and address of the State body, legal person or the natural person pursuing business and with instructions to a potential finder stating "Do not open and forward promptly to the unit of the Police of the Czech Republic or to the National Security Authority!"

(2)For the purposes of this Regulation, a depository facility is considered to be any type of safe and lockable metal cupboard satisfying requirements of the special legal regulation³ for storage of the cryptographic material.

Section 29

Lending of the cryptographic document

(1)The cryptographic document stored can be lent to a natural person, who satisfies conditions according to S. 11 par. 1 of the Act and who is charged to perform any activities relating to the cryptographic protection, within the State body, legal person or within the authority of a natural person pursuing business, or within their organizational units, in which the cryptographic document is registered, for a necessary period of time.

(2)The cryptographic document can be lent only with the consent of the responsible person of the State body, legal person or natural person pursuing business or with the consent of a crypto officer authorised by him/her.

(3)Lending of the cryptographic document shall be recorded by the Authorised Person in the lending book.

(4)The cryptographic documents being loaned shall be returned every six calendar months from the date of loan to the Authorised Person for the physical check.

Section 30**Discarding of cryptographic devices or key materials**

The responsible person or the crypto officer authorised by him/her shall be the sole authority for deciding on discarding cryptographic devices or key materials (S. 37 par. 2 and 3) of the Act. Conditions, methods and procedures of discarding and destruction of these devices and materials shall be determined by security standards [S. 2(j) of the Act].

Content of the application for granting the export licence for the certified cryptographic device from the territory of the Czech Republic
(amending S. 42 of the Act)

Section 31

The application for granting the export licence for the certified cryptographic device from the Czech Republic shall contain the following

- a) should the applicant be a facility, the company's name, or the name of the State body, should the applicant be the State body;
- b) the location or the place of business activity of the facility, or the address of the State body that applies for the export licence for the cryptographic device, the registration number (the identification number), the name and surname of the responsible person of the applicant;
- c) the number of valid facility security clearance and security classification of classified information to which the facility is authorised to have access on the basis of this clearance;
- d) the name and surname of a contact officer of the applicant and his/her contact address;
- e) the identification of the cryptographic device (the name, type designation, number of the certificate);
- f) the scope, purpose and the method of securing the export of the cryptographic device.

Application for conclusion of a contract for conducting the Specialist Exam
(amending S. 39 of the Act)

Section 32

(1)The responsible person from the State body shall submit the application for conclusion of a contract for conducting the Specialist Exam and for issuance of a certificate of specific specialist competence of a crypto officer.

(2)The application according to paragraph 1 shall contain the following

- a) the name of the State body, the name and surname of the responsible person;
- b) the address of the State body;
- c) the identification number (registration number) of the applicant if assigned;
- d) the name and surname of a contact officer of the applicant and his/her contact address;
- e) the definition of the required scope of conducting the Specialist Exam;
- f) documents confirming organizational, personal, technical and material support of conducting the Specialist Exam;
- g) the name, surname and signature of the responsible person of the State body.

Final provision

Section 33

Save as otherwise provided in this Regulation, the administration security in the process of the handling of the cryptographic material shall be covered by the special legal regulation².

Entry into force

Section 34

This Regulation shall come into effect on 1 January 2006.

Director

Signed
Mgr. Mareš

CERTIFICATE

of specific specialist competence of a crypto officer

Registration number:

Holder of the certificate:

Name and surname Date of birth

Issuing subject:

The name of the State body

Location Registration number

This is to certify that the holder of this certificate is competent to perform the cryptographic protection to the following extent

.....
.....
.....

(the extent of the authorisation)

Valid from the date:

Date of expiry:

Stamp

Place and date of issuance

Name, surname and signature
of an authorised representative of the issuing subject

CERTIFICATE

of training of the cryptographic device operator

Registration number:

Holder of the certificate:

Name and surname Date of birth

Issuing subject:

The name of the State body/company's name/name and surname

.....

Location/permanent residence/place of business

Registration number

This is to certify that the holder of this certificate has been trained to operate the cryptographic device

.....
(identification of the cryptographic device)

Valid from the date:

Date of expiry:

Stamp

Place and date of issuance

Name, surname and signature
of an authorised representative of the issuing subject

Name, surname and signature of the operator trained

CERTIFICATE

of training of the courier of the cryptographic material

Registration number:

Holder of the certificate:

Name and surname Date of birth

Issuing subject:

The name of the State body/company's name/name and surname

.....

Location/permanent residence/place of business

Registration number

This is to certify that the holder of this certificate has been trained to transport the cryptographic material classified up to and including the security classification listed below

.....
(security classification)

Valid from the date:

Date of expiry:

Stamp

Place and date of issuance

Name, surname and signature
of an authorised representative of the issuing subject

Name, surname and signature of the officer trained

Security classification CRYPTO

Name of the State body

Company's name

Reference number:

Prague on (the date)

Copy N.:

Number of sheets:

Classified annexes:

Non-classified annexes:

.....

..... content

.....

Format of the distribution list (on the copy of the cryptographic document to be stored)

Made in copies containing sheets

Copy N.

Copy N.

Copy N.

Format of the record on the copy of the cryptographic document to be stored

Processed by:

Approved by:

Dispatched by: on (the date)

Stored: Number of sheets:

Discarding letter:

Year of the discarding procedure:

Security classification CRYPTO

Security classification CRYPTO

Reference number:

Copy N.:

Record of damage to the cryptographic consignment

Identification and address of the consignor:

Identification and address of the consignee:

Identification of the cryptographic consignment:

Consignment delivered on the date:

Defects discovered on the cryptographic consignment:
(degree of damage to the consignment)

Record made on (the date):

Name, surname and signature of the Authorised Person:

Stamp:

Name, surname and signature of the courier:

Sent on (the date):

Security classification CRYPTO

RESTRICTED CRYPTO

Copy N.:
Number of sheets:

Consignment Note to the cryptographic consignment

Identification and address of the consignor:

Identification and address of the consignee:

Identification of the content of the cryptographic consignment:

(e.g. the name of the cryptographic material, security classification, registration/serial number, number of pieces, reference number, copy number)

Consignment sent on (the date):

Name, surname and signature of the Authorised Person of the consignor: Stamp:

The consignment has been received complete and undamaged
(proof of completeness of the consignment received and that the consignment has not been damaged)

Consignment received on (the date):

Name, surname and signature of the Authorised Person: Stamp:

Copy N. ... has been sent to the consignor on (the date):

RESTRICTED CRYPTO