

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

To unify the maintenance and indexing process for hardware and software used for the examination of digital evidence.

**B. Responsibility:**

Quality manager and forensic examiners

**C. Definitions/Abbreviations:**

Refer to SOP-CC-26 - Definitions and Abbreviations.

**D. Procedure:**

1. All hardware and software purchased by the Laboratory is commercially available and as such is considered validated. It is up to the individual forensic examiner to quality control check the hardware and software as described below.
2. Catalog validated hardware and/or software in the appropriate records:
  - a. MS Access database: CCEEL Inventory - Forensic Examiners
  - b. QR-CC-49 - Approved Software and Hardware
3. Quality control check existing hardware and software based on the intervals specified in the appropriate protocol:
  - a. SOP-CC-19 - QC Protocol - Forensic Computer
  - b. SOP-CC-20 - QC Protocol - Software used to Analyze Digital Media
  - c. SOP-CC-21 - QC Protocol - Write Blocks
  - d. SOP-CC-22 - QC Protocol - Enscripts
  - e. SOP-CC-36 - QC Protocol - Non-Standard Methods - Software
4. Approved software is to be maintained in a central location that is accessible by the forensic examiners, the quality manager and supervisors.
5. Electronic copies of the manufacturer's reference material (e.g. user guides, training manuals) will be made available in a central location (currently Turing) when possible. When electronic copies of the manufacturer's reference material are unavailable, hard copies will be available in the CCEEL's library and/or with the individual forensic examiners and supervisors.
6. Approved virus protection software shall be maintained on all forensic computers based on the manufacturers specifications. Virus software shall be updated at least once a month.
7. When updating any software on a forensic computer, verify that no case work files are opened prior to the update.
8. When repairs/updates are necessary to a forensic computer (e.g. hard drive crash, software updates, addition and/or removal of hardware), the computer should be taken out of service and not be used for digital evidence analysis until a quality control check has been performed to verify that the forensic computer is working properly.

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9. A maintenance log book will be provided to each forensic examiner to record the following types of maintenance:

- a. Hardware installations and removals
- b. Software installations and updates
- c. Repairs (e.g. replacing a crashed hard drive)

The dates of the maintenance shall be recorded within this log.

E. Documentation:

- 1. Manufacturer's reference material (e.g. user guides, training manuals)

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