

MMIE SOP-15 Quality Records-Control Log

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

General quality records, worksheets and a maintenance log should to record any processing and documentation of evidence handled in the Multimedia and Image Enhancement Section. The Multimedia and Image Enhancement Section will issue reports of analysis using a general laboratory report template.

B. Responsibility:

Forensic Science Examiners

C. Quality Records Used by Examiners:

Worksheet Name:	Quality Record Number	Revision: Date in Effect
General Worksheet Template	QR: MMIE General	Rev. 03 02/2014
Technical Review/Administrative Review Checklist:	QR: MMIE Checklist	Rev. 01: 04/2011

D. Quality Control Log:

The following equipment shall be documented in a Quality Control Logbook maintained in the Multimedia and Image Enhancement Section:

Equipment:	Form Used for QC:	Date Placed Out of Service:
Canon Hi 8 -8mm camcorder	MMIE – QC form Canon	09/13/2008
Canon Optura 10 MiniDV camcorder	MMIE – QC form Canon Optura	03/19/2008
Canopus TwinPact 100	MMIE – QC form Canopus Twinpact	
Cyber Home CH DVD 3000	MMIE – QC form CyberHome DVD	
DiskMakers Reflex CD/DVD Copier	MMIE – QC form Diskmakers Reflex burner	
JVC DR-MV150BJ recorder	MMIE – QC form JVC (115R8131)	
JVC DR-MV150BJ recorder	MMIE – QC form JVC (115R4097)	
Noritsu QSS-3211 Photo Printer		

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Noritsu QSS-3501

Optimus CTR-109 Audio Cassette Recorder

MMIE – QC form Optimus CTR-109

Panasonic AG-1950 VCR

MMIE – QC form Panasonic AG-1950

08/08/2008

Panasonic AG-1980P (SN D7TC00976)

MMIE – QC form Panasonic AG-1980P
(D7TC00976)

Panasonic AG-1980P (C1TC00058)

MMIE – QC form Panasonic AG-1980P
(C1TC00058)

Panasonic AG-2400 player

MMIE – QC form Panasonic AG-2400

Panasonic AG-DV2000 miniDV player

MMIE – QC form Panasonic AG-DV 2000

Panasonic AG-RT850 Time Lapse VCR

MMIE – QC form Panasonic AG-RT850

Philips DVDR77

MMIE – QC form Phillips DVDR77

Sony GV-HD700 MiniDV player/recorder

MMIE – QC form Sony GV-HD700

Sony M-405 Microcassette Recorder

MMIE – QC form Sony M-405

Sony M2000 Microcassette Transcriber/Recorder

MMIE – QC form Sony M2000

Sony RDR-VX555 DVD/VHS player/recorder

MMIE – QC form Sony RDR-VX555

Spartan MD-80 Duplicator

MMIE – QC form Spartan

Tableau Forensic USB Bridge -Ultrablock

MMIE – QC form Tableau USB Bridge

Toshiba M456 VHS

MMIE – QC form Toshiba M456

E. Sources of Error:

None

F. References:

Equipment User Manuals