

**CC SOP-20 - QC Protocol - Software used to Analyze
Digital Media**

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A. Purpose:

To outline the steps taken to ensure that software used for the analysis of digital media is working properly.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Install the software according to the manufacturer's guidelines to a forensic computer.
2. Obtain an approved QC media image.
3. Prepare a "QR-CC-23 - QC Worksheet - Software" record by filling in the date and examiner fields.
4. Perform a hash of the QC media using the software being performance checked. Record the information in the appropriate fields on the worksheet.
5. Complete the record by filling in the appropriate information and hash values.
6. If completed successfully (i.e. YES=Pass), the software has been successfully performance checked.
7. In the event that the software fails to validate, redo the process in an attempt to rule out any processing errors.
8. If a second attempt fails, drawing upon your training, knowledge and experience, as well as, consulting with co-workers and technical support, attempt to isolate the issue.
9. If the issue cannot be resolved, the software cannot be used on that computer.
10. Retain a copy of the filled out "QR-CC-23 - QC Worksheet - Software" for your records.
11. This quality control check should be performed prior to initially being used and prior to incorporating an update of hardware or software.

E. Documentation:

1. Specific software's manuals and guides.