

A. Purpose:

To outline the steps taken to ensure that the write block hardware and/or software used when working with digital media is functioning properly.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations

D. Procedure:

1. Prepare a "QC Worksheet - Write Blocks" (QR-CC-24) record by filling in the date and examiner fields.
2. Prepare an appropriate QC media device from files on the "iso folder" shared network directory or other suitable source. An example would be as follows:
 - a. If testing a USB write block device or software, copy the appropriate files onto a USB storage device.
 - b. Place the USB storage device into the write blocked port.
3. Perform a pre-QC hash of the QC media using an approved hashing tool. Record the information in the appropriate fields on the worksheet.
4. Perform the following tasks:
 - a. Attempt to delete files on the QC media (at least two (2)).
 - b. Attempt to copy files to the QC media (at least two (2)).
 - c. Attempt to alter files on the QC media (at least two (2)).
 - d. Attempt to create a file onto the QC media (at least two (2)).
 - e. Attempt to wipe the QC media.
5. Perform a hash of the QC media. Record the information in the appropriate fields on the worksheet.
6. Complete the record by filling in the appropriate information.
7. If completed successfully (i.e. YES=Pass), the write block has been successfully validated.
8. In the event that the write block fails to validate, redo the process in an attempt to rule out any processing errors.
9. 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.
10. If the issue cannot be resolved, the write blocker cannot be used on that computer.
11. A hardcopy of the completed record "QC Worksheet - Write Blocks" (QR-CC-24) needs to be retained by each examiner in a notebook. The records may also be archived electronically in PDF format in the designated examiner folder located in the "iso directory" of the unit server.

Approved by Director: Dr. Guy Vallaro

12. This quality control check should be performed prior to initially being used and prior to re-use of a repaired device.