

A. Purpose:

To outline the steps taken to ensure that an Enscript used to analyze digital media is functioning properly.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to SOP-CC-26 - Definitions and Abbreviations

D. Procedure:

1. Assemble a QC media device with the appropriate media to test the enscript.
2. Prepare a "QR-CC-26 - QC Worksheet - Enscripts" record by filling in the date and examiner fields.
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. Connect the QC media to the forensic computer that will be testing the enscript.
5. Run the enscript on the QC media device and record all pertinent information on the QC worksheet. When complete, run the process a second time and document results on the QC worksheet.
6. Perform a post-QC media hash. Record the information in the appropriate fields on the worksheet.
7. The enscript successfully passes the QC test if the two (2) following criteria are met:
 - a. The pre-QC hash values and the post-QC hash values match.
 - b. The results of the enscript are reproducible.
8. In the event that the QC test fails, 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 enscript cannot be used on that computer.
11. Appropriately file the filled out "QR-CC-26 - QC Worksheet - Enscripts" for your records.
12. This quality control check should be performed prior to being incorporated into approved software and re-evaluated whenever a software update is incorporated into the approved software library.