

Approved by Director: Dr. Guy Vallaro

A. Purpose:

To outline the steps taken to ensure that secondary viewer software used to analyze digital media is functioning properly.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations

D. Procedure:

1. When a file needs to be examined, the examiner may use available secondary viewer software that supports viewing the contents of that file type.
2. As a verification check, another software application, should also be used to examine the file type for its' contents.
3. If both software packages display the same information to the examiner and it is reproducible, the viewer software is considered performance checked. This should be documented in "QC Protocol-File Viewers" (QR-CC-28) and a copy should be retained by the examiner in a record format. The records may also be archived electronically in PDF format in the designated examiner folder located in the "iso directory" of the unit server.
4. When a secondary viewing software is used in an examination, the name and version number of the software should be noted in the examiners Analysis Notes (QR-CC-6).