

**Purpose:**

To establish a validation procedure or performance check procedure for the use of new equipment or software being introduced to the Multimedia and Image Enhancement Unit.

Validations will be conducted when the Unit receives a new piece of equipment or new software for use in casework. This SOP is to act as guidance for the validation plan; if modifications are required for the plan, these will be approved by the Deputy Director. The validation plan may also be used for software upgrades that reflect a major change.

In the case of minor updates to software, a performance check is sufficient to determine if the new upgrade is acceptable for use in casework. A performance check will also be conducted if a piece of equipment is sent out for repairs and is now ready to be placed back into service. Performance checks may also be conducted when casework software is loaded for the first time onto a computer.

**Responsibility:**

Forensic Science Examiner assigned to the Multimedia and Image Enhancement Unit or conducting casework in the Unit.

**Validation Procedure:**

1. A plan will be written detailing the steps of the validation procedure.
2. The plan will be approved by the Technical Lead, Assistant Director and Deputy Director prior to commencement of the validation. This approval may be documented in an electronic communication or the initials and date of the Technical Lead, Assistant Director and Deputy Director on the original document.
3. This plan may be updated during the process as new information or results of the validation require changes to the original plan. Any changes to the plan will need to be re-approved by the Technical Lead, Assistant Director and Deputy Director.
4. After completion of the validation, the results will be clearly communicated in the validation and the results will be submitted for review by the Technical Lead, Assistant Director and Deputy Director.
5. These validation results will be evaluated to determine if SOPs changes are needed prior to casework use. The approved software/equipment list will be updated with the validated software/equipment.

*Approved by Director: Dr. Guy Vallaro*

6. The Technical Lead, Assistant Director and Deputy Director will review the validation and will issue a statement if the equipment or software has successfully passed its validation and is acceptable to be placed into service or use for casework.

**Performance Check Procedure:**

1. Using a known file or image, or a completed case file, the new software will be evaluated to determine if the same results are obtained after the upgrade or if the software will still work correctly.
2. Software updates will be documented in the Computer's log book as to the version installed and date of install.

**Reference:**

GL1 – Quality Manual

Laboratory Method Validation Summary Form