

Approved by Director: Dr. Guy Vallaro

A. Purpose:

To outline the steps taken to technically review an analysis case request or a cell phone extraction only request.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to SOP-CC-26 - Definitions and Abbreviations.

D. Procedure:

1. Prepare a "Technical Review Guidelines (QR-CC-15)" record. Begin by filling in the appropriate Laboratory Case #, Reviewer and Start Date fields. Initial the top right corner of each applicable page.
2. Follow the steps outlined in this quality record to complete the technical review process.
3. Notes generated by the technical reviewer must be recorded in the Notes section of the "Technical Review Guidelines (QR-CC-15)". The notes must be dated and initialed by the technical reviewer and maintained in the case folder (Refer to GL-18 for guidance).
4. The examiner will initial each deficiency listed in the notes to acknowledge that it has been reviewed and addressed.

E. References:

1. GL-18