

Deviation Request Form (DRF)

Directions: The Initiator will complete Sections A through C. Additional continuation pages can be included if necessary.

Initiator	Sterling Hunt			Date	01/31/2022		
A. Requested deviation applies to (Technical Procedure – include specific section):							
Technical Procedure for Audio Performance Verification							
B. Requested deviation:							
Section 5.3, replace with "A notation shall be made in the Forensic Scientist's case notes."							
C. Necessity for the deviation:							
Verification notations are no longer needed to be made in of Forensic Advantage. Equipment used in case work can be tracked through the scientist's case notes.							
D. Technical review and Authorization (to be completed by the Quality Manager and/or Technical Leader)							
Comments(to include merits and impacts):							
No comments.							
Approved	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Duration	1 Year	
Signature	Matthew A. Wood <small>Digitally signed by Matthew A. Wood DN: cn=US, ou=Digital Evidence, o=North Carolina State Crime Laboratory, CN=Matthew A. Wood, E=masawood@ncdcl.gov Reason: I am the author of this document Location: your signing location here Date: 2022.01.31 09:49:33-05'00' Post PhantomPDF Version: 10.1.6</small>			Date	1/31/2022		
E. Quality Assurance Authorization (to be completed by the Quality Manager, Forensic Scientist Manager or designee)							
Acceptable within general QA guidelines and good laboratory practice?				<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No	
Significant negative impact to Crime Laboratory Quality System?				<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	
Restrictions/limitations:							
Effective 02/01/2022.							
<input checked="" type="checkbox"/>	Authorized	<input type="checkbox"/>	Rejected	Signature	Timothy G. Suggs <small>Digitally signed by Timothy G. Suggs DN: cn=Timothy G. Suggs, o=North Carolina State Crime Laboratory, ou=Quality Manager, email=tsuggs@ncdcl.gov, c=US Date: 2022.01.31 13:21:22 -05'00'</small>	Date 01/31/2022	

Technical Procedure for Audio Performance Verification

- 1.0 Purpose** – The purpose of this procedure is to ensure that audio equipment is in working order.
- 2.0 Scope** – This procedure describes the steps to be taken by personnel in the State Crime Laboratory to determine that forensic audio equipment is in proper working order. Most electronic equipment performs a check of key components upon receiving power. Any malfunction of these components will typically prevent operation of the equipment. This check, in conjunction with the procedure below, ensures the equipment is working properly prior to use.
- 3.0 Definitions** – N/A
- 4.0 Equipment, Materials and Reagents**
- Audio PC
 - PCAP II Audio Processor
 - Tascam Unit
 - Cardinal Audio Processor
 - Cardinal Processing PC
- 5.0 Procedure**
- 5.1** Prior to analysis, the media shall be played through the component(s) to be used in analysis of the evidence.
- 5.2** A spectrum analyzer shall be opened and the frequency shall be checked for accuracy.
- 5.3** A notation shall be made in the log within the FA system to document the verification of the applicable equipment. In addition, a notation shall be made in the Forensic Scientist's case notes.
- 5.4 Standards and Controls** – A 1 kHz test tone recorded to various media types which are analyzed using the forensic audio equipment.
- 5.5 Calibrations** – N/A
- 5.6 Maintenance** – N/A
- 5.7 Sampling** - N/A
- 5.8 Calculations** - N/A
- 5.9 Uncertainty of Measurement** - N/A
- 6.0 Limitations** – N/A
- 7.0 Safety** - N/A
- 8.0 References**
- Digital Evidence Validation and Calibration Manual

9.0 Records - N/A

10.0 Attachments - N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
05/03/2013	2	4.0 - added Cardinal Audio Processor
10/31/2013	3	Added issuing authority to header
08/29/2014	4	4.0 – Added Cardinal Processing PC 5.3 – Removed original statement and added FA notation statement; all subsequent formatting bullets were renumbered
06/13/2018	5	Header – Updated Section and Changed Issuing Authority