

Questionnaire for Review of Conformity with  
Quality Standards for Digital Forensics

**PURPOSE.** Appendix C-2 is used to assess an organization’s conformity with the Quality Standards for Digital Forensics (QSDF), dated November 20, 2012. Appendix C-2 will be used during Council of the Inspectors General on Integrity and Efficiency (CIGIE) investigation peer reviews. The purpose of this appendix is to assist in making a determination that an organization has adequate policies and procedures to ensure digital forensics can be properly employed to support investigations performed by the organization. If the organization conducts digital forensics, this appendix will assist in making a determination that the organization is conducting these functions consistent with the QSDF. The review of organizations under the QSDF during peer reviews is optional until October 2014, at which time it will become mandatory. If the organization conducting the peer review does not have in-house personnel with digital forensic capability to conduct the review, it may seek assistance from another CIGIE organization. This document supersedes Appendix C-2, *Questionnaire for Review of Conformity with Quality Standards for Investigations (Digital Forensics)*.

Review Step	N/A	PHASE 1 Policy/ Procedure		PHASE 2 Consistent Practice		Reviewed Agency Policy/Manual Reference	QSDF Guideline Reference	Comments
		Yes	No	Yes	No			
		<b>A. MANAGEMENT STANDARDS –</b> Management standards apply to the organizational environment in which digital forensics are performed.						
1. Does the organization have policies and procedures to ensure digital forensics can support its investigations, when appropriate?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 1.	
2. Does the organization have policy on how digital media will be acquired and processed, whether by internal personnel or an external organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, MGMT STDS, Section A, Page 1.	
3. If the organization uses an outside entity to conduct digital forensics, has the organization taken documented steps to ensure the outside entity meets the standards outlined in the QSDF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 1.	
4. Does the organization have policies and procedures to guide its personnel who perform digital forensic functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 1.	
5. Do examiners ensure they have the legal authority to search through the digital data they are examining?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 1.	
6. Do examiners consult with the prosecutor or the organization’s counsel to resolve any questions about the authority to conduct a forensic examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2.	

Questionnaire for Review of Conformity with  
Quality Standards for Digital Forensics

Review Step	N/A	PHASE 1 Policy/ Procedure		PHASE 2 Consistent Practice		Reviewed Agency Policy/Manual Reference	QSDf Guideline Reference	Comments
		Yes	No	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>7.</b> Is digital evidence handled and stored in a manner that precludes the inadvertent alteration or destruction of evidence by human interaction or environmental conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
<b>8.</b> Do forensic reports and related documentation of forensic activity include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
a. Identity of reporting organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
b. Case identifier or submission number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
c. Identity of the submitter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
d. Relevant dates for forensic work, to include the date of report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
e. Descriptive list of the evidence examined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
f. Examination requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
g. Description of the examination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
h. Name and signature (handwritten or digital) of the examiner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
i. Results, conclusions, and derived items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section A, Page 2-3.	
<b>9.</b> Does the organization have a quality management system to govern digital forensic methodologies and work products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section B, Page 3.	
<b>10.</b> Does the organization review its quality management system at least once every 3 years to ensure the system is meeting the quality needs of the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section B, Page 3.	

Questionnaire for Review of Conformity with  
Quality Standards for Digital Forensics

Review Step	N/A	PHASE 1 Policy/ Procedure		PHASE 2 Consistent Practice		Reviewed Agency Policy/Manual Reference	QSDf Guideline Reference	Comments
		Yes	No	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section B, Page 3.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Mgmt Stds, Section B, Page 3.	
<b>B. PERSONNEL STANDARDS –</b> Personnel standards apply to all personnel performing digital forensic tasks and address qualifications and proficiency.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Personnel Stds, Section A, Page 4.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Personnel Stds, Section A, Page 4.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Personnel Stds, Section A, Page 4.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Personnel Stds, Section A, Page 5.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Personnel Stds, Section B, Page 5.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Personnel Stds, Section B, Page 5.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDf, Personnel Stds, Section B, Page 5-6.	