

Questionnaire for Review of Conformity with Quality Standards for Digital Forensics

PURPOSE. This appendix is used to aid in the assessment of an organization’s conformity with the *Quality Standards for Digital Forensics* (QSDF), dated June 18, 2019, and it is used during Council of the Inspectors General on Integrity and Efficiency (CIGIE) qualitative assessment reviews of investigative operations. The purpose of this appendix is to guide the review and 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. This appendix does not establish or define any standards but is simply a checklist referencing the standards in the QSDF. If the organization conducting the peer review does not have in-house personnel with digital forensic experience to conduct the review of an organization that conducts its own digital forensics work, it must seek assistance from another CIGIE organization. While all organizations should immediately begin implementing the requirements in the 2019 QSDF, organizations are not required to meet the new requirements (identified with an asterisk below) until October 1, 2020. This document supersedes Appendix C-2, *Questionnaire for Review of Conformity with Quality Standards for Digital Forensics*, dated November 19, 2013.

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			
A. MANAGEMENT STANDARDS – Management standards apply to the organizational environment in which digital forensics are performed.								
1. Does the organization have written policies and procedures to ensure digital forensics can be used to support its investigations, when appropriate?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A	
2. Does the organization have policy on how it handles situations where the capability to acquire or analyze ESI is needed (whether performed internally or by an external entity)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A	
3. 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, Para A.2	
4. 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, Para A.2	
5. Is ESI handled and stored in a manner that precludes the inadvertent alteration or destruction of evidence by human interaction or environmental conditions, and is the chain of custody maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.3	

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		Yes	No	Yes	No			
		6. Is a digital forensic examination report written when an examiner provides expert opinion, interprets digital data, draws conclusions, or uses specialized digital forensic knowledge or techniques to recover/reconstruct info?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Do digital forensic examination reports or summaries of extractions or other activities, together with associated documentation in the official file, include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	
a. Identity of reporting organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	
b. Case identifier or submission number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	
c. Identity of the submitter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	
d. Relevant dates, including report or summary date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	
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, Para A.4	
f. Examination or other actions requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	
g. Description of the examination or other actions, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	
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, Para A.4	
i. Results, conclusions, and derived items, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	
j. Contemporaneous work notes (or detailed automated logs).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para A.4	

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		8. If the organization uses external forensic support, does it evaluate that entity's ability to conduct the work consistent with the QSDF?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. 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 and Para B.1	
10. Are all forensic examinations administratively reviewed for consistency with organizational policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para B.2	
11. Are at least 50%* (100% in 2024) of final digital forensic examination reports technically reviewed by another qualified examiner (peer reviewed) before the reports are published?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para B.3	
12. To the extent possible, does the organization ensure the tools they use to acquire ESI are validated to operate as intended and accurately acquire data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para B.4	
13. Does the organization have a policy concerning the verification of significant findings when validated or generally accepted examination tools are not used?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para B.5	
14. Does the organization centrally control policies and other documents used for digital forensics to prevent the unintended use of obsolete versions?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para B.6	
15. Does the organization monitor all expert testimony given by its employees in criminal proceedings that supports digital forensics work performed by the employees.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para B.7	
16. Does the organization document deficiencies and failures potentially impacting the quality of digital forensic products and the corrective actions taken?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Para B.8	
17. Does the organization review its quality management system annually* 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, Para B.9	

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		B. PERSONNEL STANDARDS – Personnel standards apply to all personnel performing digital forensic tasks and address qualifications and proficiency.						
18. Do personnel assigned to perform digital forensic activities possess technical competency for the tasks they are assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section A	
19. Does the organization screen digital forensic applicants to ensure they possess the highest standards of conduct and ethics, including unimpeachable honesty and integrity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Para A.4	
20. Does the organization have a policy that requires persons performing digital forensics to report any arrest, conviction, or other potential misconduct issue that would jeopardize their performance of duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Para A.4	
21. Do all personnel performing digital forensics attend a formal training program for the tasks they perform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section A.7	
22. Do personnel performing digital forensics demonstrate they are competent to perform those functions before performing independent work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, A.8	
23. Do forensic examiners receive a minimum of 120* hours of training during every 3-year period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Para B.2	
24. Do forensic specialists receive a minimum of 60* hours of training during every 3-year period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Para B.2	
25. Do forensic personnel pass a practical proficiency test at least once every 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Para B.3	

*These are new or updated requirements in the 2019 QSDF, and organizations are not required to be fully compliant prior to October 1, 2020. Appropriate policies must be in place by October 1, 2020, and all work performed after this date must comply with the new standards.