



Quality Division Use Only

Quality Tracking #:	<input type="text" value="2017-IA-04"/>	Date Quality Division Notified:	<input type="text" value="4/12/2017"/>
Non-Conformance Level:	<input type="text" value="Class III"/>	Date Submitted to Management for Review:	<input type="text" value="4/20/2017"/>
Date Submitted to Quality for Review:	<input type="text" value="4/26/2017"/>	Dated Closed:	<input type="text" value="4/26/2017"/>

Date of Discovery:	<input type="text" value="3/14/2017"/>	Division:	<input type="text" value="Crime Scene/Digital and Multimedia Division"/>
Date of Incident:	<input type="text" value="1/1/0001"/>	Section:	<input type="text" value="Digital Forensics"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2015-12211 2016-21111 2016-18688 2016-17240	094591315 121509816 014335416 114116816

Description of Discrepancy/Non-conformance. Do not include analysts' names unless otherwise instructed by the Section Manager or Division Director(s):

During the case record review portion of the Digital Section's internal audit conducted March 13th-17th, 2017, by the Quality Division, four randomly chosen case reports were found to have several grammatical and spelling errors. These cases were completed by the same examiner, however the case reports were administratively reviewed by different staff members.

Actions Taken:

On April 6th, 2017, during the monthly Digital section meeting, the supervisor discussed this nonconformance and reminded section staff that grammatical and spelling errors found during administrative review must be corrected by the examiner writing the report. In addition, the supervisor sent an email to the section on April 10th, 2017, that summarized the different topics discussed during the meeting.

Summary of Root Cause Analysis:



Per the section's SOP and HFSC Quality Manual, an administrative review consists of reviewing the case record notes and test report to ensure that they do not contain spelling nor grammatical errors. This nonconformance was administrative in nature and did not have an impact on the analyzed evidence nor on the technical results documented in the examination documentation for these cases. Refer to the DFL Internal Audit report dated March 17, 2017 for more information on this audit and nonconformance.

Additional Information/Follow-Up:

Section Manager: Ryan Johnson

Date: 4/24/2017

Division Director: Jerry Pena

Date: 4/26/2017

Quality Director: Lori Wilson

Date: 4/26/2017