



Quality Division Use Only

Quality Tracking #:	2017-IA-07	Date Quality Division Notified:	4/10/2017
Date Submitted to Management for Review:	4/21/2017	Date Submitted to Quality for Review:	4/28/2017

Date of Discovery:	3/28/2017	Division:	Crime Scene/Digital and Multimedia Division
Date of Incident:	10/31/2016	Section:	Forensic Multimedia Unit

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
N/A	N/A

In this space, record details of the incident, include dates. Do not include analysts' names unless otherwise instructed by the Section Manager or Division Director(s):

Documentation of the review of release notes is maintained within the unit. However, that documentation does not include 'approved for use language' for these eight versions: • Amped FIVE, build 8678, release date 10-31-2016 • iINPUT ACE versions 1.0.3, 1.1.0, 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.2.0

Immediate Actions Taken:

The following note has been added to the release notes that were not initialed: "Software release notes were reviewed prior to use, however, that review was not documented at the time. This note serves as documentation of my review. See 2017-IA-07 for more information." This note was dated and initialed by the supervisor. The release notes will now contain both initials and approval date. In addition, the section will attend a quality training provided by the Quality Division covering section, company, and ISO/IEC 17025 requirements.

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Additional Information/ Follow Up (If applicable):

This quality issue was discovered during the March 2017 Forensic Multimedia (Audio Video) Internal Audit. The Quality Division training referenced above in Immediate Actions Taken was held on April 26th and 27th. The training was attended by all staff currently assigned to the FMU.

Section Manager: Ryan Johnson
Division Director: Jerry Pena

Date: 4/24/2017
Date: 4/28/2017



Houston Forensic Science Center
Incident Report Form
Quality Division

Quality Director: Lori Wilson

Date Closed: 4/28/2017