



INFORMATION SECURITY

Forensics Requirements Capture



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Document Control

DOCUMENT MANAGEMENT			
	NAME	POSITION	DATE
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Approved by:	Lisa Maynard	Professional Services Manager	11 th Jan 2011

TO BE COMPLETED BY INVESTIGATOR		
CASE REFERENCE	INVESTIGATOR (S)	NOTES

1 INTRODUCTION

This document is used to collect relevant data to be used in the identification and undertaking of e-forensic work to be processed through the Sapphire computer forensics facility.

Information gathered during in this document will be used in the preparation of reports and may be utilised at a later date to resolve any disputes. It is important that the data collected is accurate. This document can be requested by all parties to the investigation.

A confidentiality agreement is implied. This is to provide assurance that the data obtained as a result of the review will be held securely by Sapphire. It is understood by Sapphire, that the person signing below has the authority to commission this work and grants Sapphire the approval to access the electronic data,

Name of person representing client	
Signature	
Date signed	

Name of person representing Sapphire	
Signature	
Date signed	

We shall take all reasonable steps we consider appropriate to ensure the safety of all client property whilst it is in our possession. Notwithstanding the foregoing the client deposits their property with Sapphire entirely at their own risk and, save in respect to death or personal injury caused by the negligence of Sapphire, we accept no responsibility for any loss or damage to such property.

2 Client Information

2.1 Company Details

Contact Address (Mandatory)		Notes
Company Name		
Address		
Telephone		
Fax		
WWW		

2.2 Contact Details

Primary Contact (Mandatory)		Notes
Name		
Position		
Telephone		
Email		
Secondary Contact		Notes
Name		
Position		
Telephone		
Email		

3 Description of Investigative Requirements

Describe the background of the review, the general expectations, and any other information that may assist in undertaking the investigation.

Description of Client Investigative Requirements or Concerns
Specific Client Requirements: Continue on blank sheet if required
<ol style="list-style-type: none">1.2.3.4.5.

4 Other Useful Information

Please provide as much information as possible regarding the work to be carried out. This information may be utilised during the forensic process. It should be obtained via client interview only. Only obtain information when it is forensically safe to do so. Do not access the computer directly

4.1 General Information (complete where possible)

Make and model of suspect computer or media																			
ID / Serial no. of suspect computer or media (If viewable)																			
Operating System (Tick Box)	DOS		W3x		W9x		NT		W2K		WXP		MAC		*IX		OTH		
Approximate Disk Size (Tick Box)	< 60Gb				< 200Gb				> 200Gb				RAID?						
Office Applications (List if Known)																			
Other Applications (List if Known)																			
Core Business Application																			
External email (Provider if known)	YES												NO						
Internet access (Provider if known)	YES												NO						
Name of Suspect	Christian Name									Surname									
Profile name of Suspect																			
Age and sex of Suspect	< 16		< 18		>18		Male						Female						
Passwords (Always ask)	Power on Password												Other passwords						

4.2 Search Information (complete where appropriate)

File extensions	doc	xl*	txt	evt	sam	pst	ost	ppt	mp3			
Graphic / Video files	gif	bmp	jpg	jpeg	wmf	avi	art	pdf				ALL
Dates of relevance												

**Additional Information and
Keywords**

5 Authorisations

Computer Misuse Act 1990

"It is an offence under the Computer Misuse Act 1990 to gain unauthorised access to a computer, its software or data. Do you authorise Sapphire. to undertake this examination?"

YES, I GIVE THIS AUTHORISATION		NOTES Please read and understand the above statement
Name		
Signature		
Position		
Company Name		
Date		

Protection of Children Act 1978 as amended by the Sexual Offences Act 2003

"It is an offence under various Acts, in addition to the Protection of Children Act 1978 to store, manufacture, distribute or view any images of children or young persons engaged in activities deemed to be of a sexual nature. Any such material discovered during the course of this review will be referred to the appropriate Police authorities. Do you understand?"

YES, I UNDERSTAND AND I AGREE		NOTES Please read and understand the above statement
Name		
Signature		
Position		
Company Name		
Date		

Note: If this case has already been referred to the Police then provide details if available.

Constabulary:		NOTES
Police Contact		
Reference Number if available		
Case Reference if available		
Client Name		
Client Signature		
Date		

Completed by		NOTES
Name		
Date		
Signature		

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