

Audio Visual Analysis Unit (AV)

SOP/WS/L4/007	Sample Submission Form	Issue on	22-01-2020	Revision	1.0
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Submission of samples for Audio Visual Analysis

Read the contents of this form carefully before submission

This form must be filled in properly by I/O and shall be submitted along with specimen(s), OTHERWISE SAMPLE(S) WILL NOT BE ACCEPTED.

FIR No. P.S. / Submitting Agency	
Submitted by / Date	
If more than 2 items submitted, describe <u>1-2</u> most suitable items for audio-visual analysis	

Serial No.	SAMPLE	CHECKLIST
1	Voice comparison/ authentication	Evidence analysis request is not acceptable
2	Image authentication	Evidence analysis request is not acceptable
3	Video /Image enhancement case requests	I/O must watch the video prior to submission at PFSA <input type="checkbox"/> Did I/O watch the video prior to submission? Y N <input type="checkbox"/> Has an area of interest from a video identified? Y N Only the area of interest indicated with date and time shall be processed for analysis.
4	Describe the appearance of the suspect/ victim/Person of interest as best possible	I/O will need to provide appearance of victim /suspect / Person of interest Appearance <input type="checkbox"/> Suspect <input type="checkbox"/> Victim. Write in area below. <input type="checkbox"/> Did I/O provide Appearance of victim /suspect/ Person of interest? Y N
5	How many reference persons are /will be brought in for photographic comparison	Justification for too many reference persons
6	Password for DVR/Mobile Phone device must be submitted	<input type="checkbox"/> Device password submitted. Y N <input type="checkbox"/> Submitted video related to the incident? Y N If not, it will not be examined
7	Screen captured video / Video from original source	<input type="checkbox"/> Video being submitted recorded from a TV/computer screen? Y N <input type="checkbox"/> Video being submitted copied from original source Y N <input type="checkbox"/> Is video of good quality? Y N <input type="checkbox"/> Can you see objects in the video clearly? Y N
8	Do not submit broken/corrupted, improperly copied DVD/USB/CD	I/O must ensure that data is copied properly in USB /CD/ DVD and transported carefully to avoid damage during transit. Broken USB / DVD will not be processed for analysis