



## PILOT ASSESSMENT CONDITIONS FOR ACCREDITATION OF CELL SITE ANALYSIS (CSA)

**UKAS Project Number 217159**

*The United Kingdom Accreditation Service is the sole national accreditation body recognised by government to assess, against internationally agreed standards, organisations that provide certification, testing, and inspection and calibration services.*

*Accreditation by UKAS demonstrates the competence, impartiality and performance capability of these evaluators.*

### Revisions

(Changes to the text of the latest issue are highlighted)

<b>Issue</b>	<b>Date</b>	<b>Revised Sections</b>	<b>Summary of revisions</b>
1	03/03/2016		First Version approved by FSR on 24/02/2016
2	26/03/2019		New pilot terms of reference for re-launch of pilot.
2_1	28/03/2019		Agreed by FSR

## **1.0 INTRODUCTION**

UKAS is developing accreditation for Cell Site Analysis. A pilot assessment programme was started in 2016 with a number of assessments undertaken. However, since the original applications a number of the participants withdrew from the pilot and an issue was identified relating to the lack of ground truth data (access to controlled CDRs) used in the validation. The pilot programme subsequently stalled. More recently, a mechanism has been established to gain access to controlled call data records from the network providers and the Forensic Science Regulator is keen for the pilot to be restarted.

This document describes the conditions under which a re-launch of the pilot assessment will be conducted. Those applicant forensic units who apply for accreditation against ISO/IEC 17025 in this field of cell site analysis are required to agree to the terms and conditions described herein by signing Appendix 1 (last page) of this document.

## **2.0 AIM OF THE PILOT ASSESSMENT PROGRAMME**

To develop a credible assessment regime for applicants to gain accreditation in the area of forensic Cell Site Analysis (CSA) thus supporting the Forensic Science Regulator's (FSR's) aim of ensuring all forensic organisations are accredited for the activities they routinely undertake.

## **3.0 TERMS & CONDITIONS OF THE PILOT PROGRAMME**

3.1 The pilot applicants who are not already accredited by UKAS are required to complete the main application form and the AC4 application form downloadable from [www.ukas.com](http://www.ukas.com) and submit to UKAS in line with the instructions on the UKAS website. The UKAS Project Manager (see section 6.0 below) must be informed by e-mail as soon as the application forms and associated information are posted to UKAS.

3.2 The pilot applicants who are already accredited by UKAS are required to complete an application for extension of scope using the AC 4 application form downloadable from [www.ukas.com](http://www.ukas.com) and submit to UKAS in line with the instructions on the UKAS website. The UKAS Project Manager must be informed by e-mail as soon as the application forms and associated information are posted to UKAS.

3.3 The UKAS Agreement and the terms and conditions published on [www.ukas.com](http://www.ukas.com) and agreed by all applicants for accreditation also applies to pilot applicants. In addition, the following additional terms and conditions apply to the pilot applicant signing up to this pilot programme.

3.4 Applicants will need to apply for the full cell site analysis scope as detailed in Section 4.0. (i.e. Surveying, Assessment and Evaluation and Interpretation).

3.5 The standard for assessment of pilot applicants is ISO/IEC 17025 (General requirements for the competence of testing and calibration laboratories) and the international guidance ILAC G19 08:2014 Modules for Forensic Science.

3.6 Applicants are required to apply to be assessed against Forensic Science Regulator's Code of Practice and the associated Appendix – Digital Forensic Cell Site Analysis (FSR-C-135) requirements to their procedures.

3.7 It is a requirement that all applicants have an implemented management system which is compliant to the requirements of ISO/IEC 17025 at the time of application. A quality manual, supporting quality and technical procedure and validation plan will need to be submitted along with evidence of the competence requirements for staff undertaking cell site analysis.

3.8 Only those applicants who are able to demonstrate that they are engaged in the implementation of the standard detailed in 3.5 and 3.6 and can meeting the milestone detailed in section 4.0 will be accepted to the pilot assessment programme.

3.9 If there are more than 4 Forensic Units who sign up to the Pilot Terms of Reference, UKAS may select the laboratories to participate in the pilot. This decision will be based on :

- The implementation of a management system covering the technical activity
- The readiness of the submitted documents (section 3.7) including the timescales for making any necessary changes to ensure compliance with the standards in section 3.5 and 3.6.
- Type of legal entity (Forensic Provider, Police Force, Government Organisation) and breadth of technical scope.

3.10 The aim of the project will be to have a range of participants covering different set-ups in order to confirm applicability across the whole sector. UKAS will take advice from the FSR regarding the additional selection criteria. UKAS' decision will be final.

3.11 The names of the pilot applicants may be made public as necessary for implementation of the pilot programme. In particular, the Forensic Science Regulator will be informed of the names of pilot applicants and the status of their application and any over arching variations or issues across the participants methods.

3.12 All pilot applicants may be requested to send a representative to pilot programme initiation and/or review meetings that may be held at UKAS's office in Staines. The purpose of these meetings is to discuss the details of the implementation of the pilot programme and/or review of the lessons learned from the pilot programme.

3.13 UKAS may facilitate a workshop for all applicants to review proposed methods/validation for meeting the requirements of ISO/IEC 17025. If a workshop is required, it will be funded by the Forensic Science Regulator. Individual pre-assessment can be requested by the applicant at their own cost.

3.14 Following the application, UKAS will conduct a document review, an assessment at office (key) location(s), as necessary and witness all the testing activities (surveying, evaluation and analysis of cell site data, peer review process). The number of witnessed activities conducted by UKAS will depend on the variability of the method, types of equipment and number of technical staff employed by the testing laboratory.

3.16 UKAS reserves the right to vary the category assigned to Improvement Actions (IARs) reported at pilot assessments from R (Recommended) to M (Mandatory) at

any time during the pilot phase. Additional information may be requested after the assessment visits as a result of review of the whole pilot assessments.

3.17 Those applicants who satisfactorily meet the requirements of accreditation and the terms and conditions of the pilot programme outlined in this document will be accredited at the end of the pilot programme all together.

3.18 For those applicants who can not meet the timescales of the pilot, they can continue to be progressed but priority for assessment resource will be given to the remaining pilot applicants. It is therefore unlikely that such applicants will achieve accreditation within the timescale of the pilot programme.

3.19 The development costs associated with this pilot are being met by the Forensic Science Regulator. However, the costs of the assessment and any application fees will be meet by the pilot applicant.

3.20 It is UKAS's aim to use experts from the telecommunication and forensic industry to assist in UKAS assessments. It is therefore possible that such experts may be known to the applicant testing laboratory. UKAS would expect the cooperation of the pilot applicant to enable UKAS to manage any perceived potential conflicts of interests, if those circumstances were to arise.

#### 4.0 MILESTONES

The following are predicted milestones for the project but will be reviewed after the expression of interest meeting. It is important that UKAS observes a minimum of 2 forensic units undertaking forensic fire investigation activities to ensure a robust process is in place before accreditation can be granted.

Expression of interest announcement	April 2019
Meeting/Workshop for Interested Parties	May 2019
Deadline for Applications and Signed Terms of Reference	August 2019
Confirmation of Applicants taken forward on pilot	September 2018
UKAS Contract Review and assessment Plan	September 2019
Pilot Assessment	Oct 2019 – Jan 2020
Review of Pilot Assessments and project / FSR to confirm quality standards and deadlines for Cell Site	February 2020
Provisional Decision	February 2020
Submission of Close out evidence / Close of Findings	January - April 2020
Confirm Accreditations*	May/June 2020

## 5.0 DRAFT ACCREDITATION SCHEDULE

The following is a draft accreditation schedule that will be trialled and modified during the pilot phase and will be adjusted to suit the scope of application and accreditation of individual applicants.

Material / Products tested	Type of Tests	Standard Specification / Equipment / Techniques
Radio Frequency Signals	Radio Frequency Propagation Survey 'scene preservation'	In-house method using the following techniques : <ul style="list-style-type: none"> <li>• Specific software</li> <li>• Surveying equipment reference</li> </ul>
	Radio Frequency Surveying to address case scenario <ul style="list-style-type: none"> <li>- Location survey</li> <li>- Area survey</li> <li>- Cell Mapping</li> </ul>	In house method using the following techniques <ul style="list-style-type: none"> <li>• Equipment type</li> <li>• Equipment type</li> <li>• Equipment type</li> </ul>
Cell Site Analysis	Assessment and evaluation of Call Data Records, Network provider serving cell information and/or RF Survey data to determine general location a mobile device was at a specific time (e.g theoretical covers of a specific cell type maximum 35km) <p><u>Opinion and Interpretation</u></p> The evaluation of the significance of RF propagation information (best server plots, survey data) to determine the likelihood of the suspect phone being a specific location.	In-house method using the following techniques : <ul style="list-style-type: none"> <li>• Specific software details</li> <li>• Manual collation and presentation of data</li> <li>• Automatic macros for collation and presentation of data.</li> </ul> In-house method using the following techniques <ul style="list-style-type: none"> <li>• RF database</li> <li>• RF survey</li> <li>• Personal experience</li> </ul>

## **6.0 UKAS PROJECT MANAGER**

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**APPENDIX 1**

**ACCREDITATION OF CELL SITE ANALYSIS – UKAS PILOT  
PROGRAMME DECLARATION**

The organisation undertakes to commit fully to the UKAS Pilot Programme Terms and Conditions outlined in this document titled UKAS Pilot Assessment Condition (Issue 2)

For and behalf of the organisation

Signed

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Position held within the organisation

\_\_\_\_\_

Date \_\_\_\_\_