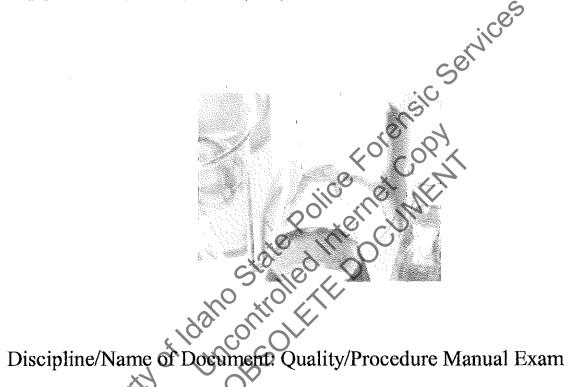
Idaho State Police Forensic Services

Approval for Quality System Controlled Documents



Revision Number: 0

Issue Date: 7/2/2007

APPROVED BY:

Major/Manager

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ISP Quality/Procedure Manual Exam

Name:

Quality Manual version

Directions- you may use any resource in the lab to complete this test. Fill the test out electronically or provide the hand written answers on a separate sheet of paper. If you are not in an analyst position put NA on 33 and 44. If the question requires a printed list or form provide the form with the test.

- 1. Where is the Quality/Procedure manual located?
- 2. Where is the Idaho State Police Forensics Quality Policy located?
- 3. What is the difference between a case record and case file?
- 4. What is used as a unique identifier for each piece of evidence that is analyzed?
- 5. Under what circumstances is it a requirement that an analyst finish a rush case by a set deadline?
- 6. At what point in the analysis process can results be released, who can you release results to?
- 7. Who is your immediate supervisor (if you have more than one list all of them and what functions of your work they supervise)?
- 8. Who is next in the chain of command after your supervisor?
- 9. Who is your lab's safety officer's
- 10. If you need to deviate from a quality policy (a policy or procedure in the Quality/Procedure Manual) what do you need to do?
- 11. How can you determine if you are using the most current version of a method?
- 12. Where are all approved documents for FS located?
- 13. If you have a pertinent conversation with a customer dealing with a case, what is required for documentation?
- 14. What section of the Quality/Procedure manual describes the process for subcontracting examinations?
- 15. Are there any supplies or services in the disciplines you will be working in that have technical requirements. If so print a copy of the supply list?

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- 16. Who is authorized to purchase supplies that have technical requirements or critical supplies in your disciplines?
- 17. What is the process for verifying a supply that has technical requirements?
- 18. If you become aware of a complaint that involves FS but not you is it your responsibility to report it to your supervisor?
- 19. Give an example of something that would be considered nonconforming work.
- 20. Who has the authority to halt work in a discipline?
- 21. When work has been halted who has the authority to approve the resumption of work?
- 22. How long do maintenance records need to be retained?
- 23. Where is the purpose of the management review described in the Quality/Procedure manual?
- 24. What needs to be done in order to use an expired reagent?
- 25. Who can approve a trainee to perform co-signed cases?
- 26. After becoming a forensic scientist 2 how long do you have to obtain certification for ABC or IAI?
- 27. Who do you submit training requests to?
- 28. Where are the Journals and books that relate to your discipline located in the lab?
- 29. Is it ever ok to leave a visitor unattended in a secure part of the lab, if so under what conditions?
- 30. What is the procedure if you are the last person to leave the lab?
- 31. What is the procedure to allow for a minor deviation from an analytical method?
- 32. How do you determine if the deviation is major or minor?
- 33. Consult with your discipline leader or trainer and find out if there are any examinations in your discipline that require and uncertainty of measurement, if there are list them.
- 34. What entities does FS accept casework from?

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- 35. Is there ever a time when evidence being stored in the vault does not need to be sealed, if so under what circumstances?
- 36. What is required for a proper seal?
- 37. Can an analyst transport evidence to court are there any exceptions?
- 38. If there is an instance at a crime scene that requires evidence be transported back to the lab by the scientist who must first authorized it?
- 39. When an analyst completes a proficiency test whom does he or she need to forward the results to?
- 40. Do proficiency test get administrative and technical review?
- 41. What is the difference between technical review and technical verification?

If a disagreement arises from technical review or technical verification that cannot be worked out between the reviewer and the analyst what is the next step in the process.

- 42. What percentage of cases requires technical review?
- 43. If a technical verification is done does that eliminate the need for a technical review?
- 44. Who are the analysts approved to do technical review in your discipline?
- 45. What is the difference between technical review and administrative review?
- 46. Print acopy of the current court evaluation form?
- 47 How often does court testimony need to be evaluated?
- 48. What examinations require a report?
- 49. What is the procedure for faxing a report?
- 50. Can a report be faxed that has not gone through technical and administrative review?
- 51. If a report has been sent and an amended report must be issued how does the new report denote that it is an amended report?
- 52. What is done to the original report after the amended report is issued?

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- 53. Whose responsibility is it to notify attorneys when there is a conflict with a subpoena?
- 54. If you have a printed copy of a controlled document, what do you when it becomes outdated?
- 55. What is the difference between sampling evidence using a sampling plan versus using sample selection? Would your conclusion be any different?

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