

Idaho State Police Forensic Services

Approval for Quality System Controlled Documents




Discipline/Name of Document: Quality/Procedure Manual Exam

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APPROVED BY:


Major/Manager

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Date Signed

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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?
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 a copy 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 do 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?

Date completed:

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