

**Direct Observation Proficiency/Monitoring:**

**Notification:** Analyst: \_\_\_\_\_ Monitor: \_\_\_\_\_

Date Notified: \_\_\_\_\_ Notified by: \_\_\_\_\_

(due date 1 month from date of notification)

Activity to be observed: \_\_\_\_\_

Discipline:

☐ Drug Chemistry      ☐ Toxicology      ☐ GSR      ☐ Fire Debris      ☐ Biology      ☐ Firearms      ☐ Latent Prints  
☐ Digital & Multimedia      ☐ Serial Number Restoration

**Observation:**

Related SOP(s): \_\_\_\_\_ (add section(s) if only portion of tasks is observed)

Notes (additional pages may be used): \_\_\_\_\_ Date of Observation: \_\_\_\_\_

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Assessment:      ☐ SOP followed      ☐ SOP followed however possible issues as noted  
☐ SOP not followed, issues noted above (attach copy of SOP with notations if applicable)

Grade:    ☐ Pass    ☐ Fail

Observation performed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Quality section review captured in QMS in related proficiency test workflow. If further action is required QM will note this in the workflow.**