

Proficiency Test Notification

Section: _____

Person to be tested: _____ Date of Notification: _____

Test Provider: ☐ CTS ☐ FTS ☐ Other _____

Test Number/ID: _____ Copies of the test providers report sheets are attached

Return test to your Supervisor BEFORE: _____

IF YOU IDENTIFY ANY PROBLEMS WITH THE ENCLOSED TEST SAMPLES, PLEASE NOTIFY THE SECTION QUALITY MANAGER OR YOUR SUPERVISOR IMMEDIATELY.

Each person completing the examination documentation of these proficiency samples must conduct all testing independently, in a manner consistent with laboratory protocol prior to review. Whenever possible, the technical review shall be conducted by an examiner who is not taking the same proficiency test.

In the DNA section those taking proficiency tests to meet standard 13.1 of the QAS guidelines; the individual assigned the proficiency test must perform testing to the extent in which they perform casework.

Please return all completed copies of the examination along with all test results and notes to your Supervisor **PRIOR TO** the above date allowing time for the technical review of the case.

When the test provider's results are received and the Quality Manager/Technical Leader or their designee has reviewed the findings you will be notified of the outcome.

Thank you for your cooperation in this matter.

Quality Manager

Cc: Section Supervisor