

A. Purpose

To outline the steps of how Collaborative Testing Services (CTS) or other similar vendor's proficiency tests should be processed. GL 16 "Proficiency Testing" should be used as additional reference to this SOP.

B. Responsibility

Forensic Science Examiners

C. Procedure

1. The Quality Manager will notify the Examiner and their supervisor(s) that they have a proficiency test waiting to be downloaded.
2. The Examiner will log into the CTS website to download the proficiency test to media. If another test provider is used, this information will be provided as required by the vendor.
3. A Request for Analysis form will be created by the Quality Section, Deputy Director or their designee.
4. A case will be created in Justice Trax by the Deputy Director or their designee and the downloaded media will be listed as the evidence submitted electronically in this case.
5. If the CTS proficiency test has a series of questions to be addressed, the analyst will include in their notes the question along with the answer and the supporting documentation.
6. At the completion of the analysis, a report will be generated that will include the questions provided by proficiency test provider and the answers that will be uploaded to the portal.
7. The results should be entered into the portal and reviewed prior to submitting the results electronically to the test provider. For this the analyst should print the submission paperwork and include it in the case file as part of the normal technical review process.
8. In the event that a question is outside of the scope of analysis conducted in the Unit, the examiner will indicate that no answer was able to be provided since this was outside the scope of analysis. In these circumstances, the Quality Manager, Supervisor and Deputy Director should be notified of the issue prior to submitting the results to the test provider. This information will be included in the case notes.
9. Upon submitting the results to the test provider, the submission sheet should be printed and placed in the case file. The completed file is then forwarded to the Quality Section.

D. Reference

GL-16 Proficiency Testing