

A. Purpose:

To ensure that all standard methods employed in the Firearms ~~and Toolmark section~~ Unit are suitable for the customer's request(s).

B. Responsibility: ~~All personnel assigned to the Firearm and Toolmark section.~~ Assigned Unit staff

C. Procedure:

1. All methods used to ~~ful fill~~ fulfill customer requests ~~are shall be~~ deemed suitable by the ~~section~~ Unit supervisor/lead. This includes the range and accuracy of the results obtained being relevant to the customer's needs. All methods are based on standard methods described and developed by professional organizations – eg. AFTE, SWGGUN, ~~OSAC Subcommittee on Firearms and Toolmarks~~
2. ~~Any new method~~ Before a new method is introduced, it must be validated according to the appropriate parameters. A validation plan shall be developed and approved by the Unit supervisor/lead and the Deputy Director of Identification. All documentation of the new method and the validation plan shall be ~~saved~~ stored in the ~~section~~ Unit's ~~quality control file~~ Validation Plans binder, which is kept in the Firearms Unit main work area. ~~If possible~~ Where applicable, the reliability of the new method shall be compared to published results and become part of the validation file.
3. Any changes to an existing method must be validated as above.

D. Documentation: ~~Section quality control files.~~ Firearms Unit Validation Plan binder