Purpose: Procedure for the Validation of a New Method or Technology

Responsibility:

Forensic Science Examiners assigned to the Questioned Documents Unit or performing casework in the Unit.

PROCEDURE:

1. Before a new method or technology is introduced, a validation of the method will be performed. A plan of validation will be proposed to the Quality Section and Deputy Director prior to conducting the validation. Guidance on the validation plan can be found in GL-22 and the form needed to present the plan is labeled "Laboratory Method Validation Summary Form" and is located in Qualtrax under the General Laboratory Forms tab.

2. All methods used to fulfill customer requests deemed suitable by the section supervisor (their designee or technical leader are approved by the Director prior to use. 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 national organizations – eg. SWGDOC.

   In the case of a slight variation for a current method, the Unit will treat is as a deviation of testing and have the procedure approved by the technical responsibility, Deputy Director and Director. A deviation workflow is completed and must be approved prior to the deviation taking place.

3. Any new method or technology that is to be added to routine casework must be validated according to the appropriate parameters. All documentation of the new method validation shall be saved in the Deputy Director's Office. If possible, the reliability of the new method shall be compared to published results and become part of the validation file.

4. Any changes to an existing method must be validated as above.

Sources of Error: Not applicable

References:
GL-1, GL-22
SWGDOC