

	FA-PM 10.0 Administrative and Technical Reviews	
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	<i>Document Manager: Andrew Carriveau</i>	<i>Approved By: Jeffrey Nye</i>

10.0 Administrative and Technical Reviews

10.1 Introduction

Completed casework must include an Administrative and a Technical review. The [FSD Laboratory Operations Manual section 2.6](#) lists specific criteria that must be included in each review. The criteria listed in this section is intended to supplement those subsections and should be used as a guideline for the completion of reviews as it is not an all-inclusive list.

10.2 Documentation

The documentation of reviews is recorded in Forensic Advantage. Each review must be performed by a different person.

For cases where a comparison and microscope verification were performed, the examiner who performed the verification shall not be assigned the Technical review.

10.3 Firearms and Tool marks Specific Review Criteria

10.3.1 Administrative Reviews

- A review of the FSD-007 for the following:
 - Initials of person that received the case at submission are on the form
 - Information is accurately reflected in the Case Submission
 - If there was additional work done or the case was discontinued, is there information in the Communications Log or Case Details with the reason for deviation
- Check that items in the Object Repository are approved and linked to the correct documents
- Review statements for accuracy and consistency (when applicable) with 11.0 Reporting of Results

10.3.2 Technical Reviews

- Physical Examination and Classification of Firearms
 - Verify documentation of firearm(s) as described in 1.6.2 General, Visual and Physical Examination.
- Physical Examination and Classification of Fired Bullet Evidence
 - Verify documentation of fired bullet evidence as described in 2.1 Introduction and 2.6.2 Trace Material Examination
 - Verify that information listed in subsection 2.6.1 General, Visual, Physical and Trace Examination is documented in the worksheet
 - If a list of possible firearms is reported, verify the GRC search results are in the Object Repository

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- If a caliber was reported and determined based on land and groove measurements or an interval measurement verify that AFTE Table 8 was used and that manual calculations are correct
- Verify land and groove measurements using AFTE Table 8 if an intact base measurement was used for caliber determination
- Physical Examination and Classification of Fired Cartridge Cases
 - Verify documentation of fired cartridge case evidence as described in 3.6.1 General, Visual, Physical and Trace Examinations
- Physical Examination and Classification of Fired Shotshell Evidence
 - Verify documentation of fired shotshell evidence as described in 4.6.2 General, Visual, Physical and Trace Examinations
 - Verify documentation of shot wads as described in 4.6.5 Wads
 - Verify documentation of pellets as described in 4.6.7 Pellets
- Microscopic Comparison
 - Verify that the documentation on the microscope worksheet is complete and consistent with 5.6.2.3 Interpretation of Results
- National Integrated Ballistic Information Network (NIBIN)
 - Verify that the process utilized is consistent with 6.6.1 IBIS Only Exam
- Range Determination
 - Verify that the controls have been tested and documented consistent with 7.5 Minimum Analytical Standards and Controls
 - Verify that the procedure used follows 7.6 Procedure or Analysis
- Physical Examination and Classification of Tool marks
 - Verify documentation of tool mark evidence as described in 8.6 Procedure or Analysis
- Serial Number Restoration
 - Verify that the process or processes utilized were consistent with 9.6 Procedure or Analysis
 - Verify that the restored or partially restored serial number was verified by someone other than the primary examiner
- Abbreviations
 - Verify that all abbreviations used in the worksheets and external documents are listed in APPENDIX B

10.4 Disputed Reviews

If, during the review process, the case is returned to the Examiner or Technician for either an administrative or technical issue and a resolution cannot be reached, the Unit Supervisor shall be notified. The Unit Supervisor will evaluate the reason for the return and make a final determination. If the case is one completed by the Unit Supervisor, the Technical Leader will evaluate the reason for the return and make a final determination.

The above described process is not for disputed microscopic verifications. Refer to section 5.7 Dispute Resolution for that process.

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10.5 Returned Reviews

If, during the review process, the case is returned to the Examiner or Technician for either an administrative or technical issue the reason for the return shall be documented in Forensic Advantage. This is accomplished by using the Return option while completing a review.