

Firearms and Tool Mark Section	Section 7
Quality Assurance Program	August 23, 1996

SUBJECT: Data Analysis and Reporting
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7.1 All analysis of firearm and tool mark evidence will be conducted in accordance to the Firearm and Tool Mark Section Technical Procedure Manual and the Firearm and Tool Mark Training Modules. This includes all quality control checks.

7.2 Report Writing will be done in accordance with the Firearm and Tool Mark Section Technical Procedure Manual and the Firearm and Tool Mark Training Modules.

All reports will be reviewed in accordance to the Firearm and Tool Mark Section Technical Procedure Manual.

7.3 QC checks will be performed and documented on all microscopic comparisons of bullets, cartridge cases/shotgun shells and tool marks, excluding items of different class characteristics.

All positive serial number restorations must be verified and documented by a QC Officer.

No QC check is required on any other analyses performed by Firearm and Tool Mark Examiners.