

<b>Firearms and Tool Mark Section</b>	<b>Section 8</b>
<b>Quality Assurance Program</b>	<b>August 23, 1996</b>

<b>SUBJECT:</b>	<b>Proficiency Testing</b>
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#### 8.1 Open Proficiency Testing

Each Firearm and Tool Mark Analyst will be tested at least once annually in each discipline with an open proficiency test. These tests may be prepared internally and/or be part of an external proficiency testing program.

#### 8.2 Blind Proficiency Testing

Blind proficiency test may be submitted to the Firearm and Tool Mark Section and be prepared in such a way as to appear to be a routine case. These tests may be prepared internally and/or may be part of an external proficiency testing program.

#### 8.3 Proficiency Test Files

The section will maintain records of all proficiency tests taken for a period of five (5) years (calendar years). These files will reflect any deficiencies noted and the corrective action taken. When *deficiencies* are noted, the file will identify the likely cause of the deficiency and *after* the five years they have been held in the section, will be transferred to the Quality Manager for permanent retention.