

<b>Firearms and Tool Mark Section</b>	<b>Section 9</b>
<b>Quality Assurance Program</b>	<b>August 23, 1996</b>

<b>SUBJECT:</b>	<b>Audits/Inspections</b>
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Audits/inspections are an important aspect of the quality assurance program. They are an independent review conducted to compare the Firearm and Tool Mark Sections performance against a desired standard.

- 9.1 The SBI Internal Inspection is a tri-annual audit conducted by the SBI Inspection Team. This team is composed of several agents from various field districts, laboratory and DCI. A typical inspection of the Firearm and Tool Mark Section will last three (3) days. During this inspection all phases of the sections operation are scrutinized, including: evidence handling and accountability, caseload management, report writing, note taking, quality control checks, file reviews, management practices, leave and time management policies, security, inventory of equipment and personnel files.
  
- 9.2 The Section under goes a annual audit by a audit team composed of Laboratory SAC's, Supervisors and Senior Agents. This audit is conducted to ensure that the Section is in compliance with ASCLAD-LAB and Bureau standards.