



STANDING COMMITTEE
FOR QUALITY AND COMPETENCE (QCC)

APPROVED BY THE BOARD ON 17/07/2018

PROCESS FOR THE CREATION OF TECHNICAL DOCUMENTS

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1 AIMS

This Guideline clarifies the role of the various ENFSI entities involved in the process of creating technical documents.

2 SCOPE

The scope of this guideline covers the creation, amendment and distribution of Best Practice Manuals (BPM) and Guidelines only.

3 DEFINITIONS

Best Practice Manual

A BPM is a field-specific document which describes a forensic activity (or part of it) like an examination, methodology, analysis and/or investigation in a laboratory or at a crime scene. It covers all relevant aspects of the examination like the principles of the method(s) used, instrumentation, quality assurance principles, requirements of the expert, training processes and approaches to forensic examinations.

A BPM should be written in general terms and is aimed at practitioners in the field and assumes prior knowledge in the discipline. The BPM is not meant as a standard operating procedure (SOP) in an individual laboratory.

A BPM is based on consensus amongst the relevant forensic experts and reflects the accepted practices at the time of writing. The requirements of the judicial systems are addressed in general terms only.

Guideline

A Guideline is a specific document which gives recommendation, advice or clarification on a particular aspect/aspects of a forensic topic. The guideline may have a narrow forensic discipline approach i.e. specific requirement for the analysis of a new drug or a broad application in the forensic domain i.e. limitations of proficiency testing and may be either field or non-field specific.

A guideline assumes prior knowledge in the forensic discipline. A Guideline is based on consensus among the relevant forensic experts and reflects the accepted practices at the time of writing. The requirements of the judicial systems are addressed in general terms only.

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4 PROCESS

A typical creation process for a technical document goes through the following steps:

4.1 Preparation

Once a requirement for creation of a technical document is established the following will occur:

- A small team of writers is established by an EWG or project team.
- A team leader is assigned.
- A working plan and timeframe is set.
- Consultation/peer review capability is established. (The EWG can seek contribution from outside the ENFSI community).
- The QCC is informed by the EWG or project team.

4.2 Creation phase

- A decision will be made as to if this document will be a BPM or a Guideline. The relevant ENFSI templates for BPMs or Guidelines must be used.
- Allocate a unique reference and version number to the technical document. (Refer to Appendix A for referencing details).
- If the creation of the document has co-operation or input with an external partner, additional requirements to the structure, lay-out and/or the use of logos may be in place. These requirements must be respected, but the document should be as close as possible to the characteristics of the ENFSI templates.
- The team creates a draft document ready for review.

4.3 Review phase

- The draft document is to be sent for consultation and/or peer review.
- Feed-back is to be considered and implemented as relevant.
- It is good practice for EWG to keep a record of feedback received and decisions made.

4.4 Finalisation

- The final draft is submitted to the QCC for QA approval.
- Any matters raised by the QCC will be duly considered by the EWG or project team.
- The QCC must request formal approval of the document from the ENFSI Board.

4.5 Publication

- The QCC submits the document (in read-only pdf-format) to the ENFSI Secretariat for publication on the ENFSI website(s).

4.6 Archiving

- The specific EWG will archive the full ‘history of the technical document’.

5 TECHNICAL DOCUMENT AMENDMENT AND REVIEW

5.1 Technical Document Amendment

Technical document amendment will be undertaken by the specific EWG and they will establish if the changes are minor or significant. All amendments will be highlighted in yellow and the requirements for section 4 of this document will be followed if the changes are significant. If the changes are minor progress to section 4.5

5.2 Technical Document Review

The recommendation is for all technical documents to be reviewed every 5 years. At the point of undertaking the review section 5.1 will be followed.

6 REFERENCES

- TEMPLATE FOR FIELD SPECIFIC BEST PRACTICE MANUAL QCC-BPM-003 (version 01 – issued 10/10/2016) *update in preparation*
- TEMPLATE FOR GUIDELINE QCC-GUIDELINE-001 (*version 01 – in preparation*)
- Framework, ENFSI policy docs

The latest version of the templates can be found on: www.enfsi.eu/documents/best-practice-manuals

[to be continued on next page]

APPENDIX

The unique reference number is made up of: “ENFSI”-“Type of Document”-“EWG”-“Sequential BPM/guideline number”. Typical examples of the unique reference numbers are:

- ENFSI-BPM-FIN-01 - The 01 stands for the 1st BPM published by the particular EWG.
- ENFSI-GUI-FIN-03 - The 03 stands for the 3rd guideline published by the particular EWG.

EWG abbreviations are as below:

<u>ENFSI EWG</u>	<u>Abbreviation</u>
1. Digital Imaging	DI
2. DNA	DNA
3. Documents	DOC
4. Drugs	DRU
5. Explosives	EXP
6. Textile & Hair	THG
7. Fingerprints	FIN
8. Firearms & Gunshot Residues	FGR
9. Fire & Explosion Investigation	FEI
10. Forensic Information Technology	FIT
11. Forensic Speech & Audio Analysis	SAA
12. Handwriting	FHX
13. Marks	MAR
14. Paint & Glass	EPG
15. Road Accident Analysis	RAA
16. Scene of Crime	SOC
17. Animal, Plant and Soil Traces	APS

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