



TEMPLATE FOR GUIDELINE			
DOCUMENT TYPE:	REF. CODE:	ISSUE NO:	ISSUE DATE:
TEMPLATE	QCC-GUIDELINE-001	001	18 07 2018

GENERAL REMARKS

Definition of an ENFSI 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.

Structure and lay-out

The structure and layout to be used in the guideline is laid out below:

Letter type: Arial
 Text size = 11, regular
 Spacing: use single line spacing

Title format is as below:

- 1st level section title: **CAPITALS, 12 points, bold**
- 2nd level section sub-title: 11 points, regular, underlined
- 3rd level section sub-title: 11 points, regular
- 4th level section sub-title: *11 points, Italic*

Examples of a lay-out are as below:

- 5 **INSTRUMENTAL BASED METHODS**
- 5.1 Quantitative methods
- 5.1.1 Performance parameters
- 5.1.1.1 *Precision*

Note: sub-sections without title should not be numbered!

Appendix

The use of appendices is encouraged if it adds to the content of the Guideline.

Language

The Guidelines must be written in English and the text should be checked and corrected by a native speaker.

EXAMPLE GUIDELINE LAYOUT

TITLE

The suggested format for a title is: GUIDELINE for [... to be completed by the AUTHOR...].

CONTENT PAGE

A contents page must be added

1. AIMS

The aim of the document must be clearly defined. The aim is to describe the purpose and intention of the document.

2. SCOPE

This section should define the areas to be covered within the document including any limitations.

3. DEFINITIONS AND TERMS

List specific technical terms which will assist in the interpretation of this Guideline.

General definitions related to quality are given in ISO 9001, and the 17000 series. There is no requirement to repeat these within the guideline.

4. POTENTIAL SECTIONS

The scope and nature of a Guideline may vary significantly. Suggestions for sections are listed below (it is not requirement for all of these to be included in the guideline and additions can be made):

- Introduction
- Basic principles
- Technology
- Methodology
- Applications
- Sampling
- Case management
- Training and Competence
- Equipment
- Quality assurance
- Health and Safety
- Validation
- Interpretation
- Statistical methods
- Reporting

5. REFERENCES

Every reference must be clearly recorded. References can include ASTM standards, ISO documents, textbooks and scientific journals.

The reference section must be arranged in order of appearance of the references in the Guideline. Each reference in the Guideline should be identified with a number in brackets after the relevant section e.g. [1]. All references should be uniform, complete and accurate. References in the Guideline should be structured similar to these typical examples:

Documents referenced from an Organization:

- EN ISO/IEC 17025:2017, General requirements for the competence of testing and calibration laboratories,
- ILAC-G19:08/2014, Modules in a Forensic Process,
- QCC-PT-001, Guidance on the conduct of proficiency tests and collaborative exercises within ENFSI, version 001, 27/06/2014

Journal: Seki, H. and A. Suzuki. 1997. A new method for the removal of toxic metal ions from acid-sensitive biomaterial. J. Coll. Interf. Sci. 190: 206–211.

Book: Martens, H. and T. Naes. 1991. Multivariate Calibration. Chichester, UK: J. Wiley & Sons.

Contribution to a Book: Chianelli R. R., M. Daage, and M. J. Ledoux. 1994. Fundamental studies of transition-metal sulfide catalytic materials. In Advances in Catalysis, Vol. 40, eds. D. D. Eley, H. Pines, and W. O. Haag. Burlington, MA.: Academic Press.

Website: ENFSI website, QCC Aims, <http://www.enfsi/about-enfsi/structure/stnading-committees/QCC/> (accessed 27 March 2018)

6. AMENDMENTS AGAINST PREVIOUS VERSION

All amendment and review activity will be conducted as per the requirement in the Process for the Creation of Technical Documents.

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