



中国合格评定国家认可委员会

China National Accreditation Service for Conformity Assessment

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APLAC Proficiency Testing Program **T096 Printed Document Examination**

1. Objective

Questioned document examination is a branch of forensic science which focuses on the analysis of documents in dispute or doubt. Printed document examination is an important issue in questioned document examination due to the widespread use of office machines. It is involved both in criminal cases and in civil cases. The determination of whether different pages of a document are produced by the same machine is of valuable information and is a frequent requirement in casework for questioned document examiners. This PT program proposed here is to evaluate the performance of the participants in analysis of the printing process and characteristics of the questioned document. The results of this program could somehow provide objective evaluation of forensic laboratories for administration offices and courts.

2. Organization and Responsibilities

China National Accreditation Service for Conformity Assessment (CNAS) is the proposer and the Institute of Forensic Science (IFS), Ministry of Justice, PRC, is the PT provider. This program is organized under the auspices of APLAC.

CNAS is responsible for proposing this program for approval by the APLAC Proficiency Testing Committee, inviting participants, circulating the final report to participants and acting as a coordinator between APLAC, ABs, participants and PT provider.

IFS, which is accredited by CNAS as the PT provider to ISO/IEC 17043:2010, is responsible for preparing, packaging and dispatching PT items, evaluating PT results, handling participants' queries and preparation of final reports.

3. Participants

APLAC members as well as other non-APLAC members are invited to participate in the program. Participating accreditation bodies will be asked to nominate participants (the accredited or unaccredited units from law enforcement agencies, such as police, other forensic document examination laboratories or from universities or colleges) and indicate the accreditation status of the participants for the test.

4. Proficiency Testing Materials

- (1) The questioned document: A printed Labor Contract with two pages.
- (2) A DVD disc containing:
 - a. Instruction to Participants: Scenario, Description of the Questioned Document, Examination Request;
 - b. Receipt Form;
 - c. Result Report Sheet.

5. Homogeneity Testing and Stability Check

Before dispatching, the printing characteristics of each questioned document will be checked by a technical expert

in accordance with the requirements of the *Proficiency Testing Guidelines for Questioned Document Examination of IFS*. Thus, the samples are guaranteed to be uniform/homogeneous, properly and adequately characterized before being issued.

6. Methodology

Participants are required to examine the submitted questioned document **using their routine non-destructive methods (Don't damage the questioned document)**, and answer the question: *Were page 1 and page 2 of the questioned Labor Contract produced by the same machine?*

7. Submission of Results

Participants should complete the Result Report Sheet and submit it **electronically** to IFS on or before the deadline. Generally, results submitted after the deadline will not be accepted.

8. Assessment of Performance

The submitted results of participants will be evaluated and rated by experts according to following criteria:

- (1) Satisfactory: the conclusion is correct in a definite statement or in a probability statement with adequate observations.
- (2) Problematic:
 - a. The conclusion is correct in a definite statement or in a probability statement but without adequate observations.
 - b. The conclusion is wrong in a probability statement.
 - c. No conclusion is reached.
- (3) Unsatisfactory: The conclusion is wrong in a definite statement.

9. Issuance of Reports

Proficiency Testing Reports will be issued to participants with the evaluation results and manufacturer's information.

The IFS will prepare an interim report and issue to the participants and/or accreditation bodies via CNAS for their comments. A draft final report will then be prepared and submitted to APLAC PT Committee for review and approval. Upon approval by the APLAC PT Committee, an electronic copy of the Final Report will be distributed to the participants.

10. Confidentiality

The organizers (APLAC, CNAS and IFS) strive to maintain strict confidentiality with respect to the information and performance of all participants. The code number assigned to each participant in this program is only made known to the contact person or authorized person of his laboratory, the respective nominating accreditation bodies and the organizers.

11. Application Fee

Free of charge.

12. Schedule for Program

Aug-Oct, 2014	Advise APLAC members, EA, IAAC and other contacts for participating
By Oct 15, 2014	Accept nominated participants
By Nov 10, 2014	Dispatch samples to participants
By Dec 20, 2014	Submit results for participants
By March 30, 2015	Draft final report

13. Contacts

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