

## Proficiency Test Guideline

Participants of the proficiency test are asked to kindly abide by following guideline to appropriately conduct the test.

### 1. Outline and purpose

1.1 This proficiency test aims to ensure reliability of examination organizations as well as integrity and precision of their examination results through determining and enhancing analytical and technical capability of document examination laboratories by means of objectively comparing and evaluating examination capability of forensic examination institutions.

1.2 This proficiency test concerns seal identification analysis.

### 2. Conditions for participation

Institutions accredited or not accredited by KOLAS and institutions in general that are able to perform examination according to this participation guideline.

### 3. Schedule and application

Timeline of this proficiency test program is scheduled as <Table 1>. Please note that it is subject to change.

<Table 1>

| Description                                     | Date                        |
|---|-----------------------------|
| Test announcement                               | July ~ August 2021          |
| Registration                                    | By August 31, 2021          |
| Sample distribution                             | August ~ September 15, 2021 |
| Conduct and report test                         | September 30, 2021          |
| Analyze and conclude results                    | October 25, 2021            |
| Convene KOLAS Proficiency Technical Committee   | October ~ November 2021     |
| Final review and official conclusion of results | November 2021               |
| Notification of evaluation                      | November ~ December 2021    |

Examination organization which would like to participate in this proficiency test program should submit **"Proficiency Test Application (Addendum 1)"** via e-mail ([leeky39@korea.kr](mailto:leeky39@korea.kr)) to Digital Technology Division of National Forensic Service **by August 31, 2021**.

#### 4. Proficiency test items

##### 4.1 Quantity and contents

For this proficiency test program, one set of **forensic sample (questioned documents)** will be delivered via registered post to each participating institution.

##### 4.2 Receipt and acknowledgment

Test samples will be shipped in 10 days from the date of application deadline to participating institutions which have completed registration.

Upon receipt of the sample, each examination organization should immediately confirm quantity, type and whether the sample is damaged, before filling out and sending signed and scanned copy of "Sample Receipt (Addendum 2)" to the proficiency test provider (Digital Technology

Division, Forensic Engineering Department, National Forensic Service) within three days of receipt, via e-mail([leeky39@korea.kr](mailto:leeky39@korea.kr)). In the case where there is contamination or defect regarding test sample, the sample in case will be replaced after contact with provider without delay.

## **5. Test area and methods**

☞ This proficiency test is concerned with seal identification among various categories of questioned document examination.

☞ On the basis of non-destructive optical analysis method, analysis may be done through photographs using microscope, spectrum comparative analyzer, and image overlapping program, etc.

☞ The standards (size etc.) and characteristics of seals will be compared and analyzed to see whether they are identical or different.

☞ Opened sample for re-test should be kept at room temperature and used within 3 days.

\*Caution for handling: Upon receipt of the test sample, participating organization should confirm the content's quantity and damage (or lack thereof) immediately. If the sample is damaged or seen to be defective, promptly contact us to receive replacement. Proficiency test samples should be kept from light, protected from contamination.

## **6. Evaluation method of the proficiency test results**

☞ Test performance will be evaluated as "Satisfying" if it agrees with the proficiency test providing institution's result on whether the given seal(s) is identical or different; otherwise, it will be evaluated as "Not satisfying".

☞ Test providing institution establishes verification for homogeneity test, stability test, and result value of test items and outcome for evaluation of performance status.

## 7. Reporting and returning of test results

- ☞ To report your data, please use the report sheet provided in Addendum 3.
- ☞ Along with your conclusion, please elaborate on the methods of analysis, equipment used in analysis, etc. in each pertaining space.
- ☞ When submitting the report, please attach the raw data of your analysis. This may include enlarged image, overlapped images of seals, or other types of processed image.
- ☞ In this proficiency test, each participating institution shall be provided with a "code number" which must be recorded on the report sheet. This is to secure confidentiality of the result of participating institutions. (Each participating organization must be given a code number; in case of omission or where more than one organization have been given on the same number by chance, test providing organization will designate a random number to notify evaluation results.)
- ☞ Test report must be delivered to the test providing organization **via e-mail by September 30, 2019**. If the report is submitted **via e-mail only, the report (e.g. PDF file) must include signature of the person with approval authority**.

## 8. Others

- ☞ If participating organization does not submit test result report within the due date, the organization may be regarded as not having participated in this proficiency test program.
- ☞ Protecting participants' confidentiality and prohibition of collusion
- ☞ Participating organization is marked according to the serial number of sample. This serial number protects confidentiality of participants' results, and must be kept for subsequent evaluation result.
- ☞ This program does not intend for test providing organization to evaluate performance capability of a participating organization, and the use of results may be at participating

organizations' discretion. Therefore, we ask you to refrain from collusion or conspiracy.

## 9. Contact

For any questions or inquiries pertaining to this proficiency test program, please contact below:

KOLAS Proficiency Test Provider (National Forensic Service)

- ① Contact Name: Ka Young Lee
- ② Phone: +82-(0)33-902-5344
- ③ Fax: +82-(0)33-902-5922
- ④ E-mail: [leeky39@korea.kr](mailto:leeky39@korea.kr)
- ⑤ Address: Digital Technology Division, Forensic Engineering, National Forensic Service

(26460) **10 Ipchun-ro, Wonju-si, Gangwon-do**

Addendum 1

### Proficiency Test Application

|  |  |        |  |
|--|--|--------|--|
| Organization   |  |        |  |
| Representative   |  |        |  |
| Address  |  |        |  |
| KOLAS testing laboratory certification<br>number: (            ) | Proficiency test certified by KOLAS<br>( O , X ) |        |  |
| KOLAS contact<br>name  |  | Tel.   |  |
|  |  | Fax.   |  |
|  |  | E-mail |  |
| Test manager   |  | Tel.   |  |
|  |  | Fax.   |  |
|  |  | E-mail |  |

1) Registration procedure

- ① Submit application to [leeky39@korea.kr](mailto:leeky39@korea.kr)
- ② Contact below personnel to confirm registration.

2) Contact

National Forensic Service (KOLAS Proficiency Test Provider)

Name: Ka Young Lee

Phone: +82-(0)33-902-5344

E-mail: [leeky39@korea.kr](mailto:leeky39@korea.kr)

Address: **Digital Technology Division, National Forensic Service, 10 Ipchun-ro, Wonju-si, Gangwon-do**

Addendum 2

## Sample Receipt

To facilitate the process of this proficiency, please fill out this form upon receipt of test sample and return the same via e-mail ([leeky39@korea.kr](mailto:leeky39@korea.kr)).

For other inquiries, please communicate with the contact below. Thank you for your cooperation.

National Forensic Service (KOLAS Proficiency Test Provider)

Name: Ka Young Lee


Phone: +82-(0)33-902-5344

E-mail: [leeky39@korea.kr](mailto:leeky39@korea.kr)

Address: Digital Technology Division, National Forensic Service


(26460) 10 Ipchun-ro, Wonju-si, Gangwon-do


**KOLAS PT-2021-54, seal identification sample duly received.**

 Date of receipt:

Is the content damaged? (Yes/No):

Is the content appropriate to continue using? (Yes/No):

 Comments:

 Organization of sample receipt:

 Sample recipient(signature):

 Contact number:

## **Proficiency Test Result Report**

Code Number:

**10 Forensic Science: 10.007 Handwriting and document examination: KOLAS PT-2021-54**

• Participating Organization Name:

• Submitted Date: 2021. . . .

• Tester:

• Review & approval by:

• **Due Date: September 30, 2021**

※ Please submit your proficiency test result report and all supplementary documents via e-mail([leeky39@korea.kr](mailto:leeky39@korea.kr)) within the due date.

(After submitting the above, please confirm your registration by calling: +82-(0)33-902-5344, Ka-Young Lee.)



**Proficiency test sample analysis result**

| Sample number | Analyzed seal result                           | Note |
|---------------|--|------|
| Set 1         | 1) Identical                      2) Different |      |
| Set 2         | 1) Identical                      2) Different |      |

※ Along with the result report, attach raw data of analysis e.g. analyzed image.

**Methods of measurement & equipment applied**

Specify equipment and methods (e.g. name of the equipment and program used, analytical condition, etc.) used in your examination with attached photographs of analysis, etc.

## Participant Comment on Proficiency Test Result

Code Number:

Comments: Please give your opinions.

|  |  |
|--|--|
| Overall opinion on this proficiency test                 |  |
| Comments on inappropriate items upon concluding the test |  |
| Complaints or advice for improvement                     |  |