



Customer Communication relating to the process for the Accreditation of Scene of Crime Examination for Police Forces – Volume Crime

Timeline to Customers

As you are aware, the Forensic Science Regulator has included a requirement in the 'Statement of Standards and Accreditation Requirements' within the Codes of Practice and Conduct for organisations undertaking Crime Scene Examination work to be accredited to ISO/IEC 17020:2012 by October 2020.

As at the end of 2018, none of the Police Forces in England and Wales hold accreditation to ISO/IEC 17020:2012.

To provide both applicant organisations and UKAS with the best opportunity of meeting the Regulator's deadline, UKAS is working closely with the NPCC Performance and Standards Group to determine timelines and plan resources.

Organisations are asked to continue in their support and understanding for the need to allow UKAS to use assessment visits (wherever possible) as an opportunity to train and monitor staff so as to increase the pool and flexibility of UKAS Technical Assessors as quickly as possible.

Application Stage

UKAS will prioritise volume crime applications for the first six months of 2019 on a first-come first-served basis. UKAS would encourage customers to consider applying for one site, or one site plus a satellite site only, at the initial application stage. This approach allows applicant organisations to take learning points from their first assessment and ensure effective implementation across all sites. In addition, it minimises the potential for additional costs to the organisation through cancellation fees if significant issues are identified at the first site.

Customers will need to submit their application using an inspection body accreditation form, [AC2](#) and the necessary supporting documentation to UKAS, clearly indicating whether a pre-assessment is required and any required timelines.

Communication is encouraged between the customer and UKAS Assessment Manager over intended timelines for applications and to discuss the scope of applications and number of sites.

Pre-Assessment Stage

Pre-assessment visits are strongly recommended and are available for this activity because this accreditation is to a standard (ISO/IEC 17020:2012) which is new to many organisations.

However, UKAS will only conduct one Pre-Assessment visit at one site per customer. It is therefore recommended that key staff from other sites that may be involved are invited to attend the Pre-Assessment visit.

A list of documentation expected to be submitted at the application stage with the AC2 for the Pre-Assessment is documented over the page.



The list is an indication of what will be required although a lack of some of the recommended documentation would not necessarily prevent the Pre-Assessment visit from going ahead – please discuss your state of readiness with your Assessment Manager.

Pre-Assessment Supporting Documentation Requirements

- Quality Manual – either a separate ISO/IEC 17020 version or the organisation’s current manual updated to include the additional ISO/IEC 17020 requirements. In addition, any supporting documentation which have been updated as a consequence of the organisation’s gap analysis against requirements of ISO/IEC 17020.
- Organisational Structure
- Audit Schedule
- Validation plan – to cover specific methods and the approach to scene investigation
- Service Level Agreements
- Technical Procedures (these can be draft at Pre-assessment stage) including all aspects from the receipt of the request to attend a scene to reporting;
These should include -
 - Scene examination – strategy setting, risk assessment, access etc.
 - Techniques - including enhancement and recovery for the activities for which accreditation is sought e.g. DNA, Fingermark recovery, Footwear etc.
 - Anti-contamination
 - Sampling
 - Record Keeping
 - Exhibit handling / transport / storage
 - Reporting
- Procedures for Training and Competence Management including monitoring of staff
- Plans or thoughts around participation in PT / ILC
- Plans or thoughts by which UKAS will be able to witness the technical aspects of the ETS during the Initial Assessment, including considerations of Risk Assessments and Personal Protective Equipment.

Pre-Assessment UKAS Team

Effort guidance for Volume Crime at one site

Role	Office	Site	Total (Days)
Assessment Manager	1.25	1	2.25
Technical Assessor #1	1.00	1	2
Total Effort	2.25	2	4.25

As previously mentioned please support UKAS observation requests at all assessments.

Please note that no witnessing of techniques or scene visits will take place at the Pre-Assessment. Following the Pre-Assessment, the UKAS team will produce a short report indicating any significant gaps in meeting the requirements of the standard or areas that will need to be addressed prior to the Initial Assessment.



Initial Assessment Stage

Organisations need to undertake a full gap analysis of their current system against the requirements of ISO/IEC 17020, ILAC G19, UKAS RG 201 (and where relevant the FSR Codes of Practice and Conduct) and also the UKAS Pre-Assessment report (if applicable) and ensure that the gaps have been addressed in the supporting evidence requested below.

The Initial Assessment documentation listed below should then be attached with a request to book dates for the Initial Assessment in-line with standard UKAS procedures.

Initial Assessment Supporting Documentation Requirements

The documentation is required at least two months in advance of the assessment -will need to cover the following areas: -

- Completed Validation
- Issued Technical Procedures including all aspects from the receipt of the request to attend a scene to reporting;
These should include -
 - Scene examination – strategy setting, risk assessment, access etc.
 - Techniques - including enhancement and recovery for the activities for which accreditation is sought e.g. DNA, Fingerprint recovery, Footwear etc.
 - Anti-contamination
 - Sampling
 - Record Keeping
 - Exhibit handling / transport / storage
 - Reporting
- Implemented Competencies and confirmation of witnessing procedures.
- Evidence of competency – an example of an individuals completed competency record
- Updated Quality Manual
- Insurance documentation
- Service Level Agreements
- Risk Assessments
- Completed Audits and Audit schedule
- Completed ILC / PT
- Formal plan by which UKAS will be able to witness the technical aspects of the ETS during the Initial Assessment
- A visit plan will be supplied 4-6 weeks ahead of the assessment detailing the activities to be witnessed.

Please discuss both aspects detailed above with your Assessment Manager prior to the Initial Assessment visit.



Initial Assessment UKAS Team

Effort Guidance for Volume Crime at **one** site

Initial ETS Assessment			
Role	Office	Site	Total (Days)
Assessment Manager	1.25	3	4.25
Technical Assessor #1	0.75	3	3.75
Technical Assessor #2	0.75	3	3.75
Total Effort	2.75	9	11.75

Effort Guidance for Volume Crime at **second or any additional /satellite** site

Initial ETS Assessment			
Role	Office	Site	Total (Days)
Assessment Manager	0.75	3	3.75
Technical Assessor #1	0.5	3	3.5
Technical Assessor #2	0.5	3	3.5
Total Effort	1.75	9	10.75

Two Technical Assessors are to be used at Initial Assessment alongside the Assessment Manager. The two Technical Assessors will be looking at different aspects during the visit (thus reducing the overall length of the visit). This is in line with the assessment approach taken for Scene of Crime accreditation through the pilot and subsequent surveillance cycles for Forensic Science Providers.

Initial Assessment Timeline

- The final Initial Assessment documentation must be received **two months** before the assessment date, including final live documentation of implemented and audited procedures, otherwise UKAS reserves the right to cancel the visit due to lack of customer preparedness and charges will be borne by the customer in these cases in line with cancellation fees outlined in UKAS' Standard Terms of Business.
- It is envisaged that the Assessment Team that undertakes your visit will include your current Assessment Manager, however, this may not always be possible.

Any queries in relation to content of the document please contact Alison Brodie Alison.brodie@ukas.com. Any queries re your assessments please contact your UKAS Assessment Manager.