

Changes to the FSR Codes of Practice and Conduct Issue 4 to FSR-C-100 Issue 5

The table below focuses on additional requirements. Notes and minor clause reference amendments are not commented upon. Whilst every effort has been made to ensure the correctness of the information provided, Qualimetric cannot be held responsible or liable for any error or omissions. We would, however, be grateful if you could inform us of any issues identified in its content. Comments/suggestions are intended to assist with highlighting the more relevant changes and are only of the opinion of the author.

| FSR Issue 5 Page/Section | FSR Issue 4 Page/Section | Change | Comments/suggestions |
|-----------------------------|-----------------------------|---|----------------------|
| P4-15 | P3-8 | Table 1: Standards/requirements for forensic science activity – Entire Table Replaced. References to applicable standards (ie 17020/25 added to description column of table). Appendix/Guidance documents corrected or added throughout | |
| P4 | P3 | Incident scene examination accreditation dates now deferred for 6 months after Oct 2020 originally specified | |
| P4 | | Forensic collision investigations now added | |
| P5 | | Fire scene examination now added | |
| P5 | P3 | Visual screening ‘away from a scene’ added | |
| P5 | P3 | Processing recovered biological samples/materials ‘away from a scene’ added | |
| P6 | P4 | Digital forensics. Crime scene photography omitted from right column description | |
| P7 | P4 | Digital forensics – incident scene activity added. | |
| P7 | P4 | Digital forensics – ‘Imaging’ and extraction’ have been re-structured fo Capture and preservation, Processing of data and analysis of data. Descriptions reworded and clarified to fit new classifications | |
| P7 | P4 | Screening or recovery, notes slightly amended and deadline deferred to (from?) October 2020. | |
| P8 | P4 | Digital forensics – network capture and/or analysis. Note added. | |
| P9 | P4 | Digital forensics – Internet intelligence and investigation clause expanded and note added. | |
| P10 | P5 | Firearms triage. Notes substantially changed. | |
| P11 | P6 | Drug analysis to evidential standards. Small change to notes – refers to ‘forensic unit’ used to say ‘laboratory’. | |
| P12 | P7 | Archaeology, date changed from April 2018 to December 2014. | |

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| P12 | P7 | Forensic gait analysis, date changed from April 2018 to December 2019. | |
| P12/13 | | New 'evidence recovery during the forensic medical examinations of complainants of alleged sexual assault | |
| P16-19 | P9-11 | Section numbering changed. Estimation of uncertainty now has its own section. Sequence of what is now section 21.2 'the acceptance criteria' and 'the validation plan' have been reversed. References to ISO/IEC 17025 removed. 'acronyms' added to section on abbreviations. Sections 32-42 referring to specific aspects added as appendices. | |
| All sections | All sections | References to ISO/IEC 17025 have been updated throughout the document (for the most part) to the 2017 edition. The Codes of Practice and Conduct no longer align with the ISO/IEC 17025: 2017 clause sequence. | Updated to reflect change to ISO/IEC 17025 – no impact |
| P21 Section 1.1.2 | P13 Sect 1.1.2 | Reference now made to ISO/IEC 17020. Forensic units applying for accreditation are responsible for ensuring that they are 'aware' of all relevant requirements | Emphasis that it is the forensic units' responsibility to keep up to date with and ensure relevant personnel are aware of the changes |
| P22 Section 1.1.7 | P14 Section 1.1.8 | Makes references to Appendices, complementary to the code listed in the index | None |
| P22 Section 1.1.8 | | New clause referring to 'lessons learnt' which may be issued by the Regulator | The forensic unit needs to ensure that they keep up to date with the issuance of 'lessons learned' and consider their application within the unit. |
| P22 Section 1.1.14 | P14 Section 1.1.14 | Now requires that 'all practitioners <i>shall</i> comply with the principles contained in the Code of Conduct. Previous version stated ' <i>should</i> '. <i>Also to declare this compliance (or otherwise) as set out in section 28.2 (statements)</i> | Requirement for compliance with Code of Conduct an declaration of such now mandatory (although same intent as before) |

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| P22 Section 1.1.15 | | New clause added stating that the Code of Conduct, Code of Practice and Statements of Standards and Accreditation Requirements .. are now referred to collectively as the Codes | Clarification only |
| P23 Section 2 | | New section 'Modification' added. Clarifies effective date of April 22 nd 2020 and document coding principles applied to the Codes. Refers to feedback website for user comments | Clarification only Note 'Effective date' or April 22 nd 2020. |
| P24 Section 3.1.1 | P14 Section 2.1.1 | Statement to extend the codes to cover forensic medicine as applied to examination of complainants of alleged sexual assault. | Extension of applicability to examination of complainants of alleged sexual assault. |
| P24 Section 3.1.3 | P14 Section 2.1.3 | New statement added 'The method of demonstrating compliance with the Codes for most of the scientific disciplines, with only a few explicit exceptions is through accreditation to ISO 17025, ISO 17020 or ISO 15189. | Clarification only |
| P24 Section 3.1.4 | | Clause added covering introduction and accreditation of new methods. | Review and update provision/procedures to ensure compliance. |
| P25 Section 3.1.5 | | Additional clause added relating to declarations of compliance and non-compliance with required standards. | Review and update provision/procedures to ensure compliance. |
| P26 Section 3.1.6h | P16 Section 2.1.3 | Additional declaration added relating to experts from other professions | Review and update provision/procedures to ensure compliance if applicable |
| P26 Section 4.1.1 | P16 Section 3.1.1 | Additional references to ISO 15189 and ISO/IEC 17000 added. | Clarification only |
| P26 Section 5.1.2 | P17 Section 4.1.2 | Reference now made to Acronyms | Clarification only |
| P26 Section 6.1.1 | P17 Section 5.1.1 | Clause reworded but intent not changed (more general in application to standards such as ISO 15189) | Clarification only |
| P27 Section 8.1.1 | P17 Section 8.1.1 | Practitioners to be ' <i>made aware of</i> ' (not just adhere to) | Consideration to be given to being able to demonstrate that personnel are ' <i>made aware</i> ' |

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| P27 Section 8.1.2 | P18 Section 8.1.2a | Reworded in terms of sequence | No change |
| P28 Section 8.1.3 | | Additional clause added relating to conflicts of information held by a practitioner. | Review and update provision/procedures to ensure compliance. |
| P28 Section 9.1.1 | P18 Section 8.1.1 | 'detailing' added, 'and shall ensure that' requirements are applied to subcontractors. Intent the same, but strengthened | Clarification only |
| P28 Section 10.1.1 | P18 Section 9.1.1 | 'Must' has changed to 'shall'; <i>version control</i> added and 10.11.1 now refers to ' <i>locally held copies</i> ' of key external documents. Same intent as before. | Clarification only |
| P29 Section 12.1.1 | P20 Section 11.1.1 | New requirement added 'The forensic unit shall ensure that the forensic unit any work is any work is being subcontracted to, meets the requirements of these codes and shall ensure that all continuity and recording requirements are met. The original forensic unit remains responsible for the work.' This is already substantially covered in ISO/IEC 17020/25, but the application of codes etc is new. | Review and update provision/procedures to ensure compliance. |
| P30 Section 13.1.1 | P20 Section 12.1.1 | Packaging and general chemicals and materials now also covers swabs and consumables. | Review and update provision/procedures to ensure compliance. |
| P30 Section 14.1.1 | P20 Section 13.1.1 | Section on complaints now requires investigations are appropriately ' <i>scaled</i> ' allowing some flexibility. | Review and update provision/procedures if deemed necessary |
| P30 Section 14.1.2 | P20 Section 13.1.2 | Notification of Regulator extended to ' <i>non-conforming testing/inspection</i> ' in addition to complaints (if it has significantly disaffected the customer...) | Review and update provision/procedures to ensure compliance. |
| P30 Section 14.1.4 | P20 Section 13.1.4 | Records relating to complaints and investigations and outcomes to be retained ' <i>in line with the case file retention period</i> ' | Review and update provision/procedures to ensure compliance. |

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| P31 Section 14.1.5 | P21 Section 13.1.5 | Persons ' <i>reporting to be victims of crime</i> ' | More broad definition of victim of crime, to add those who may be reporting but possibly not confirmed. Considered to be clarification only. |
| P31 Section 15.1.1 | P21 Section 14.1.1 | Control of non-conforming testing. Additional instances added: <i>f. potential criminal activity by staff</i> <i>g. loss of security clearance by staff</i> <i>k. anything likely to cause a disruption to the provision of service at the expected quality, including but not limited to, removal/suspension of accreditation.</i> | Review and update provision/procedures to ensure compliance. |
| P31 Section 15.1.2 | P20 Section 14.1.2 | Notification of Regulator. What was 'attract adverse public interest' is now 'adverse public comment, be against the public interest or..' | Clarification only.. public comment added. |
| P31 Section 15.1.3 | P21 Section 14.1.3 | Records of non-conformities. Additional requirements added: c. investigation reports e. retention in line with case file retention period. Item d reworded, but with same intent. | Review and update provision/procedures to ensure compliance. |
| P32 Section 16.1.2 | P21 Section 15.1.2 | Specified standards added to the example of shredding | Ensure that where shredding is conducted, there are standards specified on how this should be done. |
| P33 Section 16.2.6 | P23 Section 15.2.6 | ' <i>should</i> ' changed to ' <i>shall</i> ' concerning changes to what is now termed ' <i>critical</i> ' data. | In some ways this makes things more flexible but would require that the forensic unit defines what it means by critical data. |
| P35 Section 17.1.1 | P24 Section 16.1.1 | Some rewording to initial sentence, but the intent is the same. Item c. adds ' <i>integrity of information and data</i> ' to the be covered during internal audits. This should really be covered anyway under ISO/IEC 17020/25. | Review and update provision/procedures to ensure compliance. |
| P35 Section 17.1.2 | P24 Section 16.1.2 | 'is taken' now reads 'should be taken' | No significant change |

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| P36 Section 18.2.1 | P25 Section 17.2.1 | Previous edition required that staff are to be made aware of how the Code of Conduct relates to the objectives of the management system. It now requires that staff are made familiar with how the Code of conduct relates to their 'role in the administration of justice and details of how this was achieved'.. shall be recorded. | This is a subtle change but does require that staff are made aware of how the Codes relate to their duties (as opposed to the organisational objectives). Review and update as necessary. |
| P37 Section 20.1 P37 Section 20.1.1 | P26 Section 19.1 P26 Section 19.1.1 | Title Laboratory facilities now changed to Laboratory/ <i>examination</i> facilities. | Concept of examination added (primarily to cover medical examinations). To be addressed if relevant. |
| P38 Section 20.2.2 | P27 Section 19.1.2 | "restricted to' changed to 'limited to' | No significant change |
| P38 Section 20.2.3 | P27 Section 19.2.3 | Section a. Item ii. Added 'medical examination of complainant or suspect (for the purposes of taking samples) Section b. Item v. ; 'complainants' added. Typo 'mob' corrected to 'mop' | Review and update provision/procedures to ensure compliance. |
| P40 Section 21.1.2 | P29 Section 20.1.2 | Although this clause has been highlighted as having been changed, only the clause references have been modified. | No significant change |
| P40 Section 21.1.4 | P30 Section 20.1.4 | For portable equipment, the validation is now required to include ' <i>testing any additional controls as well as assessing</i> ' any additional aspects... Requirement now adds 'including but not limited' to and adds example so cross contamination control and handling controls. | Review and update provision/procedures to ensure compliance. |
| P41 Section 21.2.1 | P30 Section 20.2.1 | The forensic unit implementing the method will need to review the validation data to determine if the validation is adequate, reliable and relevant to the purpose it intends for the method. | Review and update provision/procedures to ensure compliance. |
| P41 Section 21.2.1 | P30 Section 20.2.2 | 'following review of validation data to determine if the validation is adequate' | P52 Section 22.1.2 |

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| P52 Section 22.1.2 | P42 Section 20.3.1 | First sentence reworded to 'a forensic unit performing testing is required to evaluate measurement uncertainty' but same intent | Clarification of requirement. |
| P52 Section 22.1.2 | P42 Section 20.3.3 | 'expert' reports, changed to 'evaluative' reports making this more generic. | Review and update provision/procedures to ensure compliance. |
| P53 Section 23.1.2-4 | P42 Section 20.1.2 | Clause 23.1.2 reworded completely and new detail requirements added in new clauses 23.1.3 and 23.1.4 | Review and update provision/procedures to ensure compliance. |
| P53 Section 23.2.1 | | New clause relating to capture and retrieval of electronic information. | Review and update provision/procedures to ensure compliance. |
| P57 Section 26.1.1 | P46 Section 24.1.1 | 'all test items' now added. | Review and update provision/procedures to ensure compliance. |
| P61 Section 28.1.3 | P50 Section 26.1.3 | 'appropriate' changed to 'pertinent' – wording change only. 'Criminal Practice Directions' added to compliance requirements. | Review and update provision/procedures to ensure compliance. |
| P61 Section 28.2.1 | P51 Section 26.2.1 | Sentence reworded -same intent | Clarification of requirement |
| P62 Section 28.2.3b | P51 Section 26.2.3 | New declaration relating to infrequently used methods. | Review and update provision/procedures to ensure compliance. |
| P62 Section 28.3.1 | P52 Section 26.3.1 | 'the following' added – no significant change | Minor wording change |
| P63 Section 28.3.1b i | P53 Section 26.3.1b i | 'or to ascertain whether there are any issues in dispute' added to first sentence. 'other than as agreed fact' and 'although it' added to second sentence. | Review and update provision/procedures to ensure compliance. |

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| P63 Section 28.3.1b ii | P53 Section 26.3.1b i i | Changed from 'CrimPR 19.4(j) and 19B of the CPD' to ' <i>Criminal Procedure Rules 19.4</i> ' | Review and update provision/procedures to ensure compliance with 2019 requirements. |
| P63 Section 28.3.1c | P53 Section 26.3.1c | Changed from 'CRIMPR 19.4(j) and 19B of the CPD' to ' <i>Criminal Practice Directions V and Criminal Procedure Rules 19.4</i> ' | Review and update provision/procedures to ensure compliance with 2019 requirements. |
| P63 Section 28.3.1d/e | | New clauses added | Review and update provision/procedures to ensure compliance. |
| P64 Section 28.4.3d | P54 Section 26.4.3d | 'assessment' changed to 'a demonstration' strengthening the requirement. | Review and update provision/procedures to ensure compliance. |
| P65 Section 28.4.3g | P54 Section 26.4.3g | CPD 19B changed to Criminal Practice Directions V 19B and Criminal Practice Directions V 19B.1.13 | Review and update provision/procedures to ensure compliance with 2019 requirements. |
| P65 Section 28.5.2 | P54 Section 26.5.2 | 'as required' changed to 'identified as relevant by the prosecution'. | Clarification of requirement – change of emphasis. |
| P65 Section 28.6.2 | P54 Section 26.6.2 | 'deemed by the prosecutor or court to be relevant' | Clarification of requirement – change of emphasis. |
| P66 Section 28.6.7 | P55 Section 26.8.7 | ' <i>Material supplied by the prosecution is subject to the Data Protection Act 2018 and may be subject to the Protection of Freedoms Act 2012 (e.g. fingerprints, DNA)</i> ' added | Review and update provision/procedures to ensure compliance. |
| P67 Section 28.7.1 | P56 Section 26.7.1 | ' <i>and ILAC-G19: 08/2014 section 4.9</i> ' added. | Should have already been addressed in meeting accreditation requirements in existing systems |

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| P68-71 Section 29 | P57-59 Section 27 | References to ISO/IEC 17025 updated to 2017 edition; The following references added: BS ISO 12653-1 (electronic imaging) BSI (2012) Specification for consumables FSR Forensic Pathology FSR-C-113 ILAC -P15:07/2016 Application of ISO/IEC 17020 ISO/IEC 17043 (Proficiency testing) Royal Anthropological Institute Code of Practice for Forensic Anthropology The Chartered Institute for Archaeologists Code of Practice for Forensic Archaeology Forensics and guidance Guidance information and protocol documents from the Regulator have also been added. Other documents added to bibliography: ACPO (2012) CPS Guidance for Experts on Disclosure Criminal Practice Directions Criminal Procedure Rules NPCC Storage, retention and destruction of records and materials. | |
| P71 Section 30 | P59 Section 28 | Acronyms added EU EQHC FCIN GMP ISBN PAS | |
| P73 Section 31 | P61-66 Section 29 | Glossary Definition of audit modified from ISO definition 'audit' changed to 'specified' | |
| P74 Section 31 | | New definition of 'complainant' | |

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| P75/6 Section 31 | | New definitions <ul style="list-style-type: none"> - Integrity: data/results - Integrity: personal Logical (data capture) Physical (data capture) | |
| P79-81 | | Cross reference to standards | |
| P82-83 | | Appendices to the Codes | |