

## PEAI POLICY FOR QUALITY ASSURANCE

### **Purpose:**

Quality Assurance is provided to assist polygraph examiner and other professionals in the determination of compliance with established polygraph standards and best practices. Examiners should know and adhere to all legal requirements and practice regulations in their local jurisdiction. This policy may serve as a point of reference for the development of quality assurance practices for Polygraph Examiners Association International.

### **Quality Assurance definition (QA):**

Quality assurance activities are varied and can include requirements for training, experience, continuing education, professional certification, program accreditation and program evaluation activities. Quality assurance activities can also include quality control programs intended to ensure compliance and identify substandard work products.

Quality assurance for the purpose of this policy refers to activities related to the review of a single polygraph examination for compliance with evidence-based field -practice standards and best practices.

Quality assurance reviews of this type can include self-review, internal review by another examiner within the same association, external review by an independent examiner, or blind review in which the reviewer is not informed of the examiner's conclusion or other case facts.

### **Examiner responsibilities:**

All polygraph examinations should be conducted in compliance with PEA Standards of Practice and best practices.

Examiners should maintain all case materials, including referral information, interview notes, test data, analysis, results, examination report and audio/video recordings in a manner that is consistent with applicable law, APA Standards, best practices, and association policies.

Examiners should retain all examination materials and make all materials available for quality assurance review, except where prohibited by association policy.

### **Quality Assurance Review:**

Reviewers should thoroughly review all examination materials including written examination reports, recorded test data and audio/video recordings.

All quality assurance reviews should be conducted under an agreement for confidentiality.

Reviewers should remain aware that all examinations materials and copies are the property of the original examiner and should not be retained without permission.

Quality Assurance review, whether self-review, internal review, external review or blind review, should document the review process and conclusions in written form, including the following suggested items.

Requesting Parties:

Examinee (optional):

Date of Examination:

Original Examiner:

Type of Polygraph (Diagnostic / Screening)

Detailed list of materials for review

Review of the polygraph setting

Review of the pre-test interview  
Review of the question formulation  
Review of the in-test data collection  
Review of the test data analysis

**Summary:**

A review of the pre-test information to the examinee should include:

Examiner verified the identity of the examinee.

Examiner explains the instrumentation and process, including that the examination can be terminated at any time, and obtained the informed consent of the examinee.

The purpose of examination was explained.

The examination topics were adequately reviewed with the examinee.

Examination questions were fully reviewed with the examinee prior to beginning the in-test recording phase.

**A review of the examiner conduct during the pre-test should include:**

Interview conducted in a non-accusatory manner.

Target issues are thoroughly reviewed to assure examinee's understanding.

Relevant questions are descriptive of the issue under investigation, and not likely to cause confusion or uncertainty.

Development of comparison questions was consistent with the type of comparison question utilized.

All questions were discussed and reviewed prior to the administration of the test and were answerable with a yes or no or other instructed answer.

**Collection of data and collection of charts should include:**

Examiner conducted an Acquaintance chart where applicable.

Examiner utilized a validated test format.

Recording sensors, including activity or movement sensor, are functioning properly.

Proper question pacing is observed and questions are correctly marked with the start and stop location of each exact question that was asked along with the examinee's answer.

Effective placement and attachment of recording sensors is observed, facilitating adequate data collection.

In-test chart annotations correctly indicate any instructions or other events occurring during the recording of each question series.

Test stimuli questions are presented in a neutral manner.

**A review of Test Data Analysis should include:**

Physiological data is of adequate quality for interpretation.

Examiner used a validated method for test data analysis.

Review examiners should avoid and or note any attempts to score unstable data, or data of **artefact** or unusual quality.

Reviewing examiners should analyse the data using a validated method for test data analysis, and should identify the analysis method for the examiner and the review.

The source of any discrepancies with the analysis and conclusion of the examiner should be described.