

## Quality Check Addendum

### New Members:

Part of the application process for new members **includes** an audit trail of the software they are using at the time of application.

Every year with renewal another audit trail **shall be submitted**. This is to ensure that the standard is upheld before and during the examiner's membership.

Should irregularities be noticed a Quality Check will be requested for further investigation.

### Existing Members:

On the anniversary month, the existing examiner will be informed that they are due for renewal and part of the process is that an audit trail has to be submitted.

Should irregularities be noticed a Quality Check will be requested for further investigation.

### How Quality Checks will be conducted:

The investigator appointed by the Vice President or Director of Ethics and Standards will request the polygraph examiner to send their charts, questions and video and audio of the requested date to be quality checked.

A QC should consist of the following but not limited to

Video footage to be viewed

Question formulation review

**Are** their enough charts (pretest & 3 charts)?

Was a validated and appropriate technique used?

Review scoring.

**Quality Checks are not a paid service and therefore no one may charge or receive any kind of remuneration for QCs performed.**