



# Final Report (May 2019)

**Proficiencytesting@forensicfoundations**

## Document Examination 2018-5

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01/05/2019.

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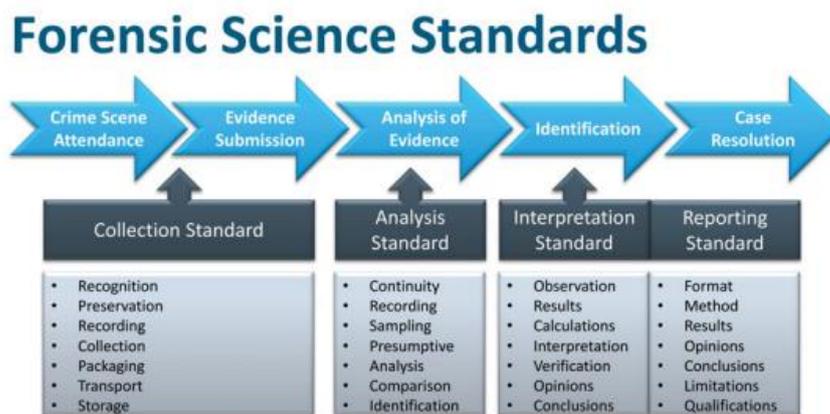
# Introduction

## Design

Forensic Foundations' Proficiency Tests are designed to address the following points

- Relevance to forensic science laboratories;
- Limitation of any potential context information;
- Knowledge of the 'ground truth' of samples;
- Importance of consistency between tests; and
- Cost affordability for the laboratories.

An additional feature of Forensic Foundations' Proficiency Tests is that they test the end-to-end forensic examination process. The AS 5388 Forensic Analysis series of Standards describes the forensic examination process from collection to reporting. The following figure<sup>1</sup> illustrates the inter-relatedness of all steps in this process and was used as the basis of the Standards' development. The figure is also used as the basis in the development of Forensic Foundations' Proficiency Tests. Thus, all Forensic Foundations' Proficiency Tests commence with item collection and/or receipt and all the subsequent examination / analysis steps, culminating in the reporting, therefore reflecting actual forensic casework. NATA states 'PT samples/items should be handled in the same way as routine casework as far as practicable. The facility's routine test procedures must be used.'<sup>2</sup>



All Forensic Foundations' Proficiency Tests are ISO 17043 compliant. These requirements include a mechanism for participating laboratories to request a review and/or lodge an appeal regarding the evaluation of their performance. With respect to this test, a request for review:

- from Australian laboratories should be forwarded to ANZPAA|NIFS for transmission to Forensic Foundations; or
- From all other laboratories should be forwarded directly to Forensic Foundations.

The Final Reports of the 2018 round of Proficiency Tests will be publicly available via Forensic Foundations web site. Participating laboratories may use the report as outlined in their respective laboratory policies.

<sup>1</sup>James Robertson, Karl Kent & Linzi Wilson-Wilde (2013) The Development of a Core Forensic Standards Framework for Australia, Forensic Science Policy & Management: An International Journal, 4:3-4, 59-67

<sup>2</sup>NATA (2018) ISO/IEC 17025 Application Document. Legal (including Forensic Science) – Appendix

## **Document Examination 2018-5**

Eight laboratories were involved in this round of testing. One laboratory did not submit a report.

The manufacture, distribution, assessment and reporting of this proficiency test has provided, and will provide, the basis for continuous improvement for both Forensic Foundations and the participating laboratories.

In addition to interpreting the results from specimen and questioned samples, testing generic issues such as receipt, triage and continuity of items for examination also formed part of the overall process.

In order to remove contextual bias in the interpretation, the participants were given no information regarding the source of the reference specimen documents.

## **Laboratory Responses**

### **Continuity, receipt and description of items**

#### **Laboratory 67561**

The facility did not include information concerning the receipt or continuity of the items in their report however they did indicate that further information was available in their case files (report 2018/295 section 5.3). The items themselves were described and identified as expected. The test identification number (67561) was also included in the report.

#### **Laboratory 16473**

The facility included in their report a written description of the samples as they were received, including photographs of the items both as received and once the packaging was removed. The report did not include any reference to the serial numbers of the packaging (serial numbers were not legible in the photographs attached to the report) or the identification number of the test (16473). The description included in the report enabled the individual items to be identified.

#### **Laboratory 90421**

The facility included in their report a written description of the samples as they were received, including photographs of the items both as received and once the packaging was removed. The report did not include any reference to the serial numbers of the packaging (serial numbers were not legible in the photographs attached to the report) or the identification number of the test (90421). The description included in the report enabled the individual items to be identified.

#### **Laboratory 86790**

The facility included in their report a written description of the samples as they were received, including photographs of the items both as received and once the packaging was removed. The report included the case number (2018-5) and reference to the origin of the sample (Eastern Australian Police Service) but did not include any reference to the serial numbers of the packaging (serial numbers were not legible in the photographs attached to the report) or the identification number of the test (86790). The description included in the report enabled the individual items to be identified.

### **Laboratory 49026**

The facility included in their report a written description of the samples as they were received, including photographs of the items as received. The report did not include any reference to the serial numbers of the packaging (serial numbers were not legible in the photographs attached to the report) or the identification number of the test (49026). The description included in the report enabled the individual items to be identified.

### **Laboratory 55205**

The facility included in their report a written description of the samples as they were received, including photographs of the items both as received and once the packaging was removed. The report included the serial numbers of the packaging, case number (2018-5) and reference to the origin of the sample (Eastern Australian Police Service) but did not include the identification number of the test (55205). The description included in the report enabled the individual items to be identified.

### **Laboratory 39947**

The facility included in their report a written description of the samples as they were received, including photographs of the items both as received and once the packaging was removed. The report did not include any reference to the serial numbers of the packaging (serial numbers were not legible in the photographs attached to the report) or the identification number of the test (39947). The description included in the report enabled the individual items to be identified.

NOTE: The result sheet provided with the samples was included as part of the information returned to Forensic Foundations. This included a summary of the findings, the serial numbers of the packaging, the Test ID (39947) and the test number (5/2018).

The facility also commented in the attached notes that it would normally ask for a minimum of 3 copies of each comparison document and if the report were to be submitted to the court, additional comparison materials would have been requested.

### **Laboratory 54624**

No report submitted.

## Case Analysis and Interpretation

When describing our analysis of participant responses, the following terms are used:

- The *'Russell Gibbs document'* refers to the version of the Employment Terms and Conditions received from Russell Gibbs.
- The *'Brian Sampson document'* refers to the version of the Employment Terms and Conditions received from Brian Sampson.
- The specimen documents are described according to the serial number of the machine from which they have been sourced.

### Laboratory 67561

The facility determined that features present on pages 1 – 3 of the Russell Gibbs document and page 1 and 3 of the Brian Sampson document were consistent both with each other, and with the samples produced on the Konica Minolta MFD serial number A5C1041018719. The facility correctly concluded that these documents shared a common source.

The facility also determined that features present on page 2 of the Brian Sampson document had been created on a different machine (printer / photocopier) to pages 1 and 3 of the Brian Sampson document. The facility correctly concluded that page 2 of the Brian Sampson document was produced on the Fuji Xerox MFD, serial number 522915.

The facility further concluded, correctly, that page 2 of the Brian Sampson document had been altered, identifying the font used and that there were print misalignment issues, described as: *"The entries 20 days per year and 10 days per year on page two of the Brian Sampson document (Q22) are in a different font (Calibri 14pt or similar) to the rest of the text on this document (Verdana 11 pt or similar). Additionally, both of these entries are misaligned relative to the other text on the page, and to each other. Based on this it is my opinion that these entries are inserted additions."*

### Laboratory 16473

The facility concluded that the pages 1 – 3 of the Russell Gibbs document and pages 1 and 3 of the Brian Sampson document were 'identical or of the same product' as the samples produced on the Konica Minolta MFD serial # A5C1041018719 and the samples produced on the Konica Minolta Laser MFD serial # A5C1041018857. It is correct that these pages were produced on the Konica Minolta MFD serial # A5C1041018719, however the evidence does not support that they were produced on the Konica Minolta Laser MFD serial #A5C1041018857.

The facility concluded that page 2 of the Brian Sampson document was 'identical or of the same product' when compared with the samples produced on the Fuji Xerox MFD, serial # 522915. It is correct that page 2 of the Brian Sampson document was produced on the Fuji Xerox MFD, serial # 522915.

The facility further concluded, correctly, that page 2 of the Brian Sampson document had been altered, and a different font was used, described as: *"The printed word on page 2 of QD-2 experienced an alteration of the content on the columns "Paid Holidays" and "Sick Leave/Personal Days", shown by the use of different fonts (design and size) (see the arrows on the attached picture l.b)."*

## Laboratory 90421

The facility provided a detailed description of each page of the questioned documents.

The facility concluded that the pages 1 – 3 of the Russell Gibbs document and pages 1 and 3 of the Brian Sampson document were 'identical or from the same printing technique' as the samples produced on the Konica Minolta MFD serial # A5C1041018719. It is correct that these pages were produced on the Konica Minolta MFD serial # A5C1041018719.

The facility concluded that page 2 of the Brian Sampson document was 'identical or from the same printing technique' when compared with the samples produced on the Fuji Xerox MFD, serial # 522915. It is correct that page 2 of the Brian Sampson document was produced on the Fuji Xerox MFD, serial # 522915.

The facility further concluded, correctly, that page 2 of the Brian Sampson document had been altered and a different font was used, described as: *Superimposition of QDB2 & QDA2 showed misalignment between the two (see pictures no. 7 & 8). Black, red, yellow and blue granules were identified on the surface of the paper (see picture no. 9). Difference in font and font size between the words "20 days per year" and "10 days per year" with all letters and numbers on QDB2 (see picture no. 10).*

NOTE there is a typographical error on page 2 of the facilities report, {table - row 2, column 2}: "First page should read second page" to be consistent with column 3&4 (QD{A/B}2). This may be due to translation.

## Laboratory 86790

The facility concluded that pages 1 and 3 of the Russell Gibbs document and pages 1 and 3 of the Brian Sampson document were 'identical', and that 'no linkages' were found between these documents and the specimen documents. It is correct that these pages were from the same source, however it is incorrect that the source could not be identified as these pages had been produced on the Konica Minolta MFD serial # A5C1041018719 for which specimen / comparison documents were provided.

The facility did not report on the relationship between page 2 of the Russell Gibbs documents, pages 1 and 3 of the Russell Gibbs document and pages 1 and 3 of the Brian Sampson document. However page 2 of the Russell Gibbs document was also produced on the Konica Minolta MFD serial # A5C1041018719.

The facility concluded that page 2 of the Brian Sampson document was 'printed on a printer identical to the printer' that has produced the Fuji Xerox MFD, serial # 522915 samples. It is correct that page 2 of the Brian Sampson document was produced on the Fuji Xerox MFD, serial # 522915.

The facility further concluded that page 2 of the Brian Sampson document had been altered. This was described as: *"On QD2 there were additions to the wordings i.e. "20 days per year and 10 days per year" with the same font but different size to the wordings in QD1".* It is correct that the alteration has occurred as described, although a different font style had been used for the altered entries.

NOTE 1: There is a typographical error in the facilities report - See Section III-Examination-B-Comparative Examination Between QD1 and QD2, part 1d, line 4: "QG1" should read QD1.

NOTE 2: Brian Sampson is identified in the facilities report as 'Grem Simpson' and 'Benar Simpson', these may be a typographical error or due to translation.

NOTE 3: The date at the commencement of the report is recorded as '7 January 2018', this should read '7 January 2019'.

#### **Laboratory 49026**

The facility provided a detailed description of each page of the questioned documents.

The facility concluded that the pages 1 – 3 of the Russell Gibbs document and pages 1 and 3 of the Brian Sampson document were 'identical' with the samples produced on the Konica Minolta MFD serial # A5C1041018719. It is correct that these pages were produced on the Konica Minolta MFD serial # A5C1041018719.

The facility concluded that page 2 of the Brian Sampson document was 'identical' to the comparison documents produced on the Fuji Xerox MFD, serial # 522915. It is correct that page 2 of the Brian Sampson document was produced on the Fuji Xerox MFD, serial # 522915.

The facility did not report that the Brian Sampson document had been altered.

#### **Laboratory 55205**

The facility concluded that pages 1 – 3 of the Russell Gibbs document and pages 1 and 3 of the Brian Sampson document were 'of the same printed product', and that no connection could be made between these documents and the specimen documents. It is correct that these pages were from the same source, however it is incorrect that the source could not be identified as these pages had been produced on the Konica Minolta MFD serial # A5C1041018719 for which specimen / comparison documents were provided.

The facility concluded that page 2 of the Brian Sampson document was 'identical' with the Fuji Xerox MFD, serial # 522915 specimens. It is correct that page 2 of the Brian Sampson document was produced on the Fuji Xerox MFD, serial # 522915.

The facility further concluded, correctly, that page 2 of the Brian Sampson document had been altered. This was described as: *The typed numbers on page 2 of QB2 "20 days per year" and "10 days per year" are different to the other typed numbers. The typed letters on page 2 of QB2 "20 days per year" and "10 days per year" are different to the other typed letters".*

#### **Laboratory 39947**

The facility concluded that pages 1 – 3 of the Russell Gibbs document and pages 1 and 3 of the Brian Sampson document were 'identical', and that they were not connected to the specimen documents. It is correct that these pages were from the same source, however it is incorrect that the source could not be identified as these pages had been produced on the Konica Minolta MFD serial # A5C1041018719 for which specimen / comparison documents were provided.

The facility concluded that page 2 of the Brian Sampson document was 'identical' with the Fuji Xerox MFD, serial # 522915 specimens. It is correct that page 2 of the Brian Sampson document was produced on the Fuji Xerox MFD, serial # 522915.

The facility did not report that the Brian Sampson document had been altered.

#### **Laboratory 54624**

Nil response.

## Conclusion and Summary of Test

The aim of this test was to examine the end-to-end forensic examination and analysis process. To minimise extraneous elements influencing the interpretation, limited contextual information was provided to the participating laboratories.

Items were sealed in tamper evident bags and included descriptors (serial Numbers and sample identification) for continuity purposes. A deliberate alteration was made to the collection date on the evidence bags, this was not identified in any of the reports.

The test items comprised of two questioned documents referred to as the Russell Gibbs document (Q1) and the Brian Sampson document (Q2). Each of these documents consisted of three sheets of paper, all of which were created on the same printer.

Page 2 of Q2 was manually altered (in the form of a physical cut and paste) and reprinted on a different printer to that used originally. This altered page 2 replaced the original page 2.

Five sets of specimen pages were provided for comparison purposes. These were sourced from five different printers, two of these having been those used to print the questioned documents.

It is expected that responses to the following propositions (or similarly worded propositions) are provided:

- a) Do documents Q1 and Q2 display similar, or different, information; and
- b) Is, or is there not, evidence of alteration to the Q1 and / or Q2 document; and
- c) Is, or is there not, an association between the Q1 and Q2 documents and the provided specimen printed documents.

In summary, the responses should outline that the evidence supports the following conclusions:

- a) Page 2 of Q1 and Q2 have different printed information; and
- b) Page 2 of Q2 has been altered; and
- c) Page 2 of Q2 has been created on a different printer to that used to produce Q1 and pages 1 and 3 of Q2.
- d) Pages 1 – 3 of Q1 and pages 1 and 3 of Q2 have been generated from a common source with the specimen pages from the Konica Minolta MFD serial # A5C1041018719 printer; and
- e) Page 2 of Q2 has been generated from a common source with the specimen pages from the Fuji Xerox MFD serial # 522915 printer.

Facilities 67561, 55205, 86790, 90421 and 16473 correctly identified that page 2 of Q2 was altered, containing different information to page 2 of Q1 and a different printer was used. Facilities 39947 and 49026 reported that a different printer had been used. The majority of facilities identified which printers (referencing the specimen printed documents provided) had been used to produce the documents.

## Comments to Test Recipients

Only one facility included sufficient information in their report to provide a complete chain of custody: i.e. by including the serial number of packaging as received and a detailed description of the samples and identification of the originating service. It must be noted that a number of facilities referenced their case files which may have included this information (Forensic Foundations did not seek clarification of the information included in these case files).

All facilities correctly identified that page 2 of Q2 (Brian Sampson) was printed using the Fuji Xerox serial # 522915 printer and four facilities identified that the un-altered pages were printed using Konica Minolta serial # AC1041018719 printer. Three facilities incorrectly stated that there was no association between the un-altered pages and any of the specimen documents.

One facility also reported that there was possibly an association between the un-altered pages and specimen S2 (Konica Minolta A5C10411018857).

Five facilities identified that page 2 of Q2 (Brian Sampson) had been altered and what had been altered. Four of these facilities reported that the font/size had been changed and one facility reported the (correct) font and size of both the original documents and the altered section. Two facilities did not report that the document had been altered.

It should be commented that although six of the facilities did not include the Test ID (Facility Identification) as provided by Forensic Foundations in their report, two of them included the Case ID (2018-5) and the originating organisation (Eastern Australian Police Service). One of these also included the serial numbers of the packaging as received. One facility included additional documents referencing this information (including the Test ID). Under normal circumstances where the anonymity of facilities was not a consideration, this information, along with the name of the testing facility and the sample information contained in the report would have been sufficient to identify the samples.

Four facilities did not include any traceable reference to the originating organisation (Eastern Australian Police Service, 2018-5 or Test ID) in their report.

## PROGRAM PLAN

<b>Program</b>	Document Examination	
<b>Round</b>	2018-5	
<b>Advisory Group</b>		
<b>Program Coordinator /Technical Manager</b>	Dale Parsell Manager, Quality Services Forensic Foundations PO Box 2279 North Ringwood, 3134	
<b>Discipline specific expert(s)</b>	John McGinn & Tonya Trubshoe	
<b>Provider(s)</b>	Test design, data collection, report writing	Initial sample manufacture, test design, data review, report writing
	Forensic Foundations PO Box 2279 North Ringwood, Victoria 3134	Document Examination Solutions Pty Ltd PO Box 7317 Karawara, Western Australia 6152
	Sample distribution to government facilities within Australia & ESR by NIFS 637 Flinders St Docklands	
<b>Aims/Objectives</b>	The aim of the program is to assess the laboratories' ability to examine machine generated documents for signs of alteration and to determine if the printers used to generate the documents can be identified.	
<b>Purpose</b>	To assist the laboratories by ensuring their methods/procedures are performing adequately.	
<b>Program Design</b>		
Number of Rounds	1	
Number and type of samples	2 x questioned documents and 5 x specimen documents. All documents machine generated	
Scenario		
Sample size/ volume	Between them, the two subject documents will be created using at least two home / office printing devices, with one of the documents incorporating some form of alteration. Questioned and sample documents will include numerous features that will allow for examination and identification.	
Range of values/assigned values	The expected answers include identification of source printers and alterations to the printed information	
Traceability/origin of assigned values	See above	
Design and Methods	The documents will contain sufficient detail to allow for a comprehensive examination. See Appendix A1	

Selection Criteria	The devices and the method of alteration will be chosen to allow for a “real life” scenario that requires numerous examinations to form an opinion.
Potential Major Sources of Error	Failure to identify alteration of documents, failure to identify printing devices used to create documents, failure to exclude printing devices not used to create documents, and failure to provide overall opinions.
<b>Participants</b>	
	Forensic Document Examiners
<b>Reporting Criteria, Accuracy</b>	NA
<b>Analysis</b>	Correctly identify altered documents, correctly identify printing devices used to create a document. Examiner should be able to identify a specific printing device using the bitmap dots and sometimes trash marks or device defects if obvious or large. The examiner should also be able to identify broad groups of printing devices.

<b>Pre-testing</b>	
Homogeneity Testing and criteria	Validation samples will be examined prior to shipment to ensure homogeneity. There may be minor variation in the print quality between tests, but this will not affect the ability to examine and form opinions.
Stability Testing and criteria	Printed documents are inherently stable. Retention and validation samples will be produced as per method attached. (See Appendix A1)
<b>Technical Review (internal)</b>	
Participant Instructions	Provide copy of Instructions and evidence of Technical Review
Results Sheet	Provide copy of Results Sheet and evidence of Technical Review
Report	Include copy of Report and evidence of Technical Review

<b>Sample Preparation</b>	
Special Conditions	Nil
Storage requirements	Plastic sleeves in a drawer or cupboard
Distribution requirements	Distributed via Forensic Foundations
Sample checks	See file
<b>Program Dates</b>	
Invitation letter	1 <sup>st</sup> February 2018
Sample distribution	First week October 2018
Results due	7 <sup>th</sup> December 2018
Manufacturing Information to be sent	January 2019 (Delayed due to late orders).

Final report due date	First week February 2019 (Delayed due to late orders)
<b>Statistical Analysis</b>	
Homogeneity Testing	The need for homogeneity testing will be assessed once the results have been submitted. It is not expected that statistical homogeneity testing will be required.
Stability Testing	NA
Data Entry	Include evidence of data entry checks in file
Review by Statistician	NA
<b>Reporting</b>	
Report No:	2018-5
Master copy	Reports folder
Availability	Website

**Program Coordinator: DGP**

**Date: 1/8/2018**

**Result data input by: DGP**

**Data checked by: KAD**

**Statistics and report collated by: DGP**

**Report checked by: KAD**

## APPENDIX A1

### SAMPLE PREPARATION

#### Methodology

Examination of machine generated documents for signs of alteration, and to determine source printers.

#### Subject documents

A 3 page terms and conditions document will be created as a source document, using a B/W laser printer. A copy of this document will be provided as is.

Another copy of the contract will be provided, with a page substitution of one page, which will contain a physical cut and paste alteration and be photocopied using a colour laser MFD.

Single page specimen will be copied or printed on five machines to be provided as specimen for comparison. The machines will include those used to print the contracts and the substituted page, and three other unrelated machines (both laser and inkjet).

#### Production of documents

Source documents, both questioned and specimen, will be printed / copied on various laser and inkjet printers or copiers.

#### Production of substrate

All documents will be printed with standard 80gsm white copy paper. All documents printed using the one machine will contain paper from the same ream.

#### Production of test items

The documents will be printed / copied in the following order:

- Retention sample
- Validation sample
- Test item
- Test item
- Retention sample
- Validation sample
- Test item
- Test item
- Retention sample
- Validation sample
- Test item
- Test item
- Retention sample
- Validation sample
- Test item
- Test item

The validation samples (or a number of them) will be tested before shipment to ensure that there has been consistency in the printing defects / trash marks/ codes etc.

### Test items

1 x printed contract, unaltered

1 x printed contract, one page substituted with a copy of an altered page

1 x specimen page, printed by the same printer that printed the unaltered contract

1 x specimen page, printed by the same printer / copier that printed the substituted page

1 x specimen page, printed / copied by an unrelated printer (x3 different printers).



## Proficiencytesting@forensicfoundations

### Forensic Document Examination 5/2018

Thank you for participating in this Proficiency Test. We hope that you find this test useful and welcome any feedback which can be used in the design of further tests.

In addition to this exercise being a test of your laboratory procedures using controlled items, we also anticipate that it will enable participants to evaluate the quality of their analytical results against those from other laboratories and observe how other laboratories express their opinions or advice to clients. To enable this, we request that participants submit the following:

- An outline of the methodology used; and
- Their opinion in the format that they would provide to court.

Attached you will find the case 'Examination Request and Item Submission' form and the test commences with the receipt of the items followed by your routine processes- item description, examination, analysis and interpretation. The information submitted to the laboratory on the examination request form will direct what testing needs to be undertaken. Please use the attached results sheets. Additional pages may be added if required.

The attached results sheets should be returned to Forensic Foundations by 18<sup>th</sup> January 2019.

Qualitative feedback will be provided to participants. Feedback will be both participant-specific (i.e., whether a particular laboratory "got the right answer") and group specific (e.g., which techniques seemed to perform better than others).

Following the conclusion of the testing participants will be advised of the expected results and details regarding the production of the test.

**APPENDIX C**

<b>PROFICIENCY TESTING @ FORENSIC FOUNDATIONS</b>	
<p><b>EXAMINATION REQUEST AND ITEM SUBMISSION</b></p>	 <p><b>forensic</b> FOUNDATIONS™ ISO 9001 certified</p>

<b>OFFENCE:</b>	Fraud
<b>DATE OF OFFENCE</b>	Unknown but between 5 <sup>th</sup> February and 7 <sup>th</sup> September 2018

**BRIEF STATEMENT OF FACTS**

Brian Sampson was employed by Russell Gibbs. His employment commenced on 5<sup>th</sup> February 2018. Mr Sampson applied for leave, Mr Gibbs disputed Mr Sampson’s entitlement to leave. Their respective copies of the “Employment Terms and Conditions” were compared and found to be different. Both parties allege they have their original copy of the Employment Terms and Conditions, agreed to in February.

**ITEM SUBMITTED FOR EXAMINATION**

Item 1 – Copy of “Employment Terms and Conditions” obtained from Russell Gibbs  
 Item 2 – Copy of “Employment Terms and Conditions” obtained from Brian Sampson  
 Item 3 – Two specimen photocopies each from:

- Konica Minolta laser MFD serial number A5C1041018719 on 11<sup>th</sup> September 2018
- Konica Minolta laser MFD serial number A5C1041018857 on 11<sup>th</sup> September 2018
- Epson Inkjet MFD serial number X467000797 on 11<sup>th</sup> September 2018
- Konica Minolta laser MFD serial number A5C1041018715 on 11<sup>th</sup> September 2018
- Fuji Xerox MFD serial number 522915 on 11<sup>th</sup> September 2018

**EXAMINATION REQUESTED**

- An examination and comparison of the two “Employment Terms and Conditions” documents
- A comparison of the two “Employment Terms and Conditions” documents and specimen photocopies provided, to determine whether there is, or is not, a nexus between any of the documents.

# APPENDIX D



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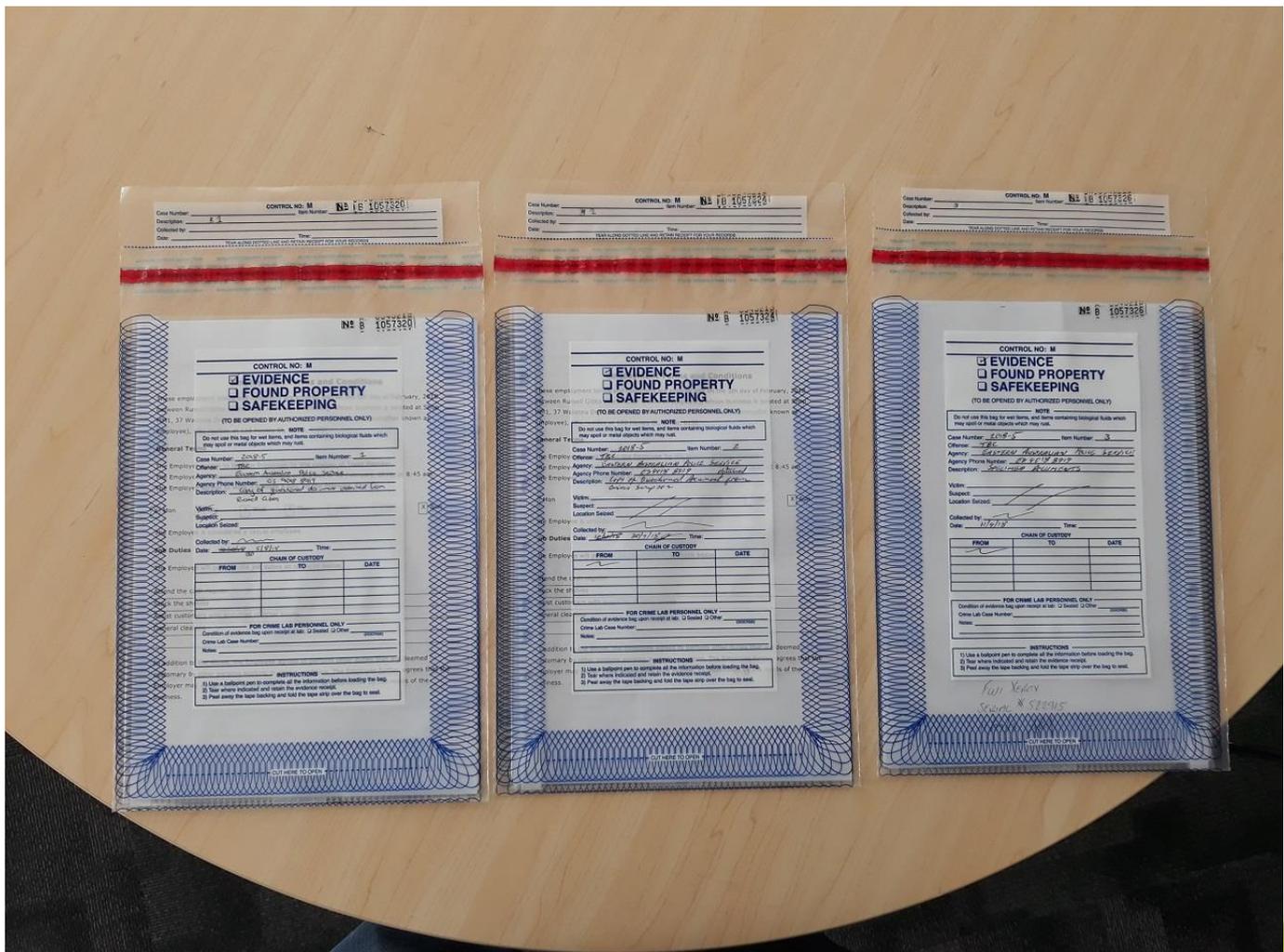
[quality@forensicfoundations.com.au](mailto:quality@forensicfoundations.com.au)  
[www.forensicfoundations.com.au](http://www.forensicfoundations.com.au)

## PROFICIENCY TESTING @ FORENSIC FOUNDATIONS Document Examination 2018-5

### MANUFACTURER'S INFORMATION

#### Packaging

A deliberate alteration of the date of receipt for Items 1 and 2 was made to the packaging (see example below) to examine the thoroughness of the facilities sample receipt process.



## **Questioned documents**

Documents were produced on a range of printers known to have a number of different characteristics such as trash marks, dirt etc which would enable the origin of the questioned documents to be identified by participants using the specimens provided.

### **Q1.**

A three page "Employment Terms and Conditions" document was created using Microsoft word and using Verdana 11 font.

The document was printed using a black and white setting on a Konica Minolta MFD at Officeworks Cannington. 40 copies of this document were printed consecutively.

These documents were printed on 4 September 2018.

Printer used was Konica Minolta, with serial# A5C1041018719.

### **Q2.**

The three page "Employment Terms and Conditions" document created for Q1 was again printed using the same Konica Minolta MFD and settings as for Q1 at Officeworks Cannington.

40 copies of the complete document were printed consecutively.

A copy of page 2, printed on the same MFD, was physically altered in the compensation and benefits section. The entries for Paid Holidays and Sick Leave /Personal Days were altered from n/a to 20 days per year and 10 days per year.

This alteration was made by printing the words "20 days per year" and "10 days per year" in Calabri 14 font, which looks very similar to Verdana, but not the same.

The printed entries were cut out and glued over the n/a entries. No ruler or measurements were used to assist the alignment.

The altered page 2 was photocopied using a colour setting on a Fuji Xerox MFD at the Manning public library. This setting allowed the page to be printed black and white, but a yellow bitmap code to be included.

The photocopied altered page 2 was substituted for the original page 2 for the 40 copies.

These documents were photocopied on 4 September 2018

Printer used was Fuji Xerox, with serial#522915

## **Specimen documents**

### **S1.**

A one page document with blue handwriting listing the printer type (Konica Minolta), serial number (A5C1041018719), date (11/09/18) and initials was photocopied in black and white on the same Konica Minolta laser MFD used to print the QI documents.

This document was photocopied 30 times on 11 September 2018.

### **S2.**

A one page document with blue handwriting listing the printer type (Konica Minolta), serial number (A5C1041018857), date (11/09/18) and initials was photocopied in black and white on an unrelated Konica Minolta laser MFD at Officeworks Cannington.

This document was photocopied 30 times on 11 September 2018

### **S3.**

A one page document with blue handwriting listing the printer type (Epson), serial number (X467000797), date (11/09/18) and initials was photocopied in black and white on an unrelated Epson inkjet MFD at the offices of Document Examination Solutions.

This document was photocopied 30 times on 11 September 2018

### **S4.**

A one page document with blue handwriting listing the printer type (Konica Minolta), serial number (A5C1041018715), date (11/09/18) and initials was photocopied in colour on an unrelated Konica Minolta laser MFD at Officeworks Cannington.

This document was photocopied 30 times on 11 September 2018

### **S5.**

A one page document with blue handwriting listing the printer type (Fuji Xerox), serial number (522915), date (11/09/18) and initials was photocopied in colour on the same Fuji Xerox laser MFD used to print the altered page 2 Q2 documents.

This document was photocopied 30 times on 11 September 2018

**END OF REPORT**

# Document Examination (2018-5) Proficiency Test Feedback

Forensic Foundations prides itself in providing flexible fit-for-purpose forensic programs. The manufacture, distribution and assessment and reporting of this test has provided and will provide the basis for continuous improvement for both Forensic Foundations and the forensic laboratories. To this end we would appreciate your comments to assist us to improve the tests. (either return the form below to Forensic Foundation or complete the survey on-line at <https://www.forensicfoundations.com.au/feedback/>)

Please tick the appropriate box and make any relevant comments.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
1. The test was too basic for our facility	<input type="checkbox"/>				
.....					
.....					
.....					
2. The samples supplied were suitable	<input type="checkbox"/>				
.....					
.....					
.....					
3. The results required were not outlined sufficiently	<input type="checkbox"/>				
.....					
.....					
.....					
4. The final report provided suitable detail	<input type="checkbox"/>				
.....					
.....					
.....					
5. The tests involved should be more challenging	<input type="checkbox"/>				
.....					
.....					
.....					

Please comment briefly on the following:

6. Are there additional aspects which could be included in the test?

.....  
.....  
.....

7. Any additional comments

.....  
.....  
.....

8. Facility (optional)

.....

9. Would you like us to contact you to discuss your feedback?

.....



Forensic Foundations' Proficiency Tests are required to be fit-for-purpose. To assist us to provide the relevant tests, please use the following form to suggest further tests for development.

## Recommendation for Proficiency Test development

Contact	Name	
	Email	
	Phone	
Discipline/ subdiscipline		
Specific issues(s) to be addressed*. Note: The tests can be designed to be multidisciplinary.		
Suggested technical advisor (if known)		
Suggested manufacturer (if known)		

\* All Proficiency Tests will include the end to end process (receipt & continuity, triage, description, examination, analysis, data generation, interpretation, reporting) but one aspect may be of particular interest/focus. This form can be emailed to [quality@forensicfoundations.com.au](mailto:quality@forensicfoundations.com.au) or you can discuss your suggestions on either 03 9018 8919 or 0429 966 012.