During the 2019 Firearms internal audit, the audit team observed that firearms reports did not list the method used (i.e. examination of fired evidence by comparison microscopy or the trigger pull weight determined using a trigger pull gauge).
Summary of Root Cause Analysis:
Note: Incidents are documented for tracking purposes and trend analysis. Root Cause Analysis is not required for incidents.

The Firearms Manager believed that the 'Range of Conclusions - Firearms Analysis' policy posted to the HFSC external website satisfied the intent of the requirement to identify methods used. However, after discussion with a Quality Specialist, the manager realized that the requirement to list the method used on the report was not being met.

Actions Taken:
The Firearms Manager worked with the LIMS Administrator to develop report formats that list the appropriate methods used by the Firearms section based on the type of report issued. The Firearms SOP was also revised to include information regarding methods commonly used in the Firearms section. The revised SOP was issued on October 18, 2019, and the new report formats, listing the methods used, also became effective on October 18, 2019.