

SAPFED REGULATIONS

QUALITY CONTROL REVIEW - TIME-FRAME		
Sec	TASK	Days
E3.1	On receipt of a request to review a polygraph examination finding the President or Vice-President shall within three (3) days scrutinise the request and if the matter warrants further investigation or attention, instruct the Director: Ethics and Standards (DES) or another Director if required to deal with the matter.	3
E3.2	The Vice-President shall within two (2) days acknowledge receipt of the request in writing to the requesting party. If the request is a complaint the complainant shall be informed that the matter is receiving further attention.	5
E3.3	The DES or investigating Director tasked with the review will contact the polygraphist(s) in question telephonically and in writing. They may be requested to submit all charts, audio-video (AV) recordings, reports and other relevant documents or information relating to the examination under review via email, by hand or courier within five (5) days.	5
E3.4	The DES shall then remain in contact with all parties and conclude the review within (5) days or as soon as possible thereafter.	5
E3.5	Once the review has been completed with the aid of the 'Quality-Control Check-list (see Appendix 1)', the DES shall submit a written review report to the President and Vice-President for consideration and approval within three (3) days. If the DES identifies serious discrepancies in the charts, reports, documentation or examination results that bring the credibility of the polygraph examination and accuracy of the findings into question, this shall be brought to the attention of the President and Vice- President.	3
E3.6	The polygraphist in question shall be provided with a copy of the review report and invited to give an explanation within five (5) days.	5
E3.7	Once feedback has been received from the polygraphist in question the President and Vice- President will review the matter and recommend remedial action within five (5) days.	5
E3.8	The President or Vice-President shall within three (3) days submit a final report to the complainant, all interested parties and the polygraphist(s) in question spelling out the remedial action taken.	3