SAPFED REGULATIONS

	QUALITY CONTROL CHECKLIST	
#	TASK	Y/N
	INTRODUCTION	
1.	Polygraphist is a qualified polygraphist	
2.	A functional polygraph instrument was used to conduct the polygraph examination.	
2.1	Finger plates/attachments to monitor electro-dermal activity	
2.2	Pneumographs to monitor respiratory activity	
2.3	Cardiograph to monitor cardio-vascular activity	
2.4	Activity sensor attachment to monitor movement and possible counter-measures	
2.5	Audio-video recording to record the entire polygraph examination	
	PRE-TEST PROCEDURE	
3.	Signed consent was obtained from the examinee	
4.	The examinee's mental and physical suitability to undergo the process was confirmed	
5.	Instrument and examination process explained to examinee	
6.	A validated testing technique was used	
6.1	State technique used:	
6.2	Correct sequence of questions	
6.3	Correct number of R and C questions	
6.4	Suitable prefixes and time-bars where appropriate	
6.5	Suitable grammar and clear question construction	
6.6	Balanced focus on both relevant and comparison questions (two issues)	
6.7	Adequate focus on establishing 'psychological set'/ 'differential salience' and focus on flight, fight and freeze concept	
	IN-TEST PROCEDURE	
7.	Suitable testing venue	
8.	Acquaintance procedure/ test conducted	
9.	Correct procedures followed while collecting charts for evaluation	
9.1	Minimum of three charts	
9.2	AV recording of adequate quality	
9.3	Adequate time between questions presented	
9.4	Clear and correct question transmission	
9.5	Free of disturbances and disruptions	
10.	**POST-TEST PROCEDURE**	
10.1	Correct scoring procedures and cut-offs used	
10.2	Correct conclusion/findings	
10.3	Findings discussed with examinee	
10.4	Examinee given opportunity to respond	
11.	**GENERAL**	
11.1	Examinee treated respectfully	
11.2	Examinee treated fairly	
11.3	Overall a valid and properly conducted polygraph examination	
12.	**COMMENTS:**	