

PROCEDURE 20: NOTIFICATION TO CABS CONCERNING CHANGES IN THE FSAB STANDARDS AND INTERNATIONAL ARRANGEMENTS IN WHICH THE FSAB IS INVOLVED

PURPOSE

To describe a process for the FSAB to notify CABS of proposed changes to the FSAB Standards and international arrangements in which the FSAB is involved, and to notify CABS when such proposed changes become effective.

SCOPE

This procedure applies any time that changes are made to the FSAB Standards and any time there are changes to international arrangements in which the FSAB is involved.

OBLIGATIONS OF THE FSAB REGARDING THE STANDARDS

Pursuant to Policy Manual Section 8.2.3, and the Agreement on Terms and Conditions for Forensic Specialties Accreditation Board (FSAB) Accreditation, the FSAB is obligated when changing the Standards to obtain the input of parties with a direct or indirect interest in accreditation (interested parties) and to take that input into consideration before enacting changes to the Standards. Therefore, the following procedure shall be followed:

1. When a proposed change to the Standards has been preliminarily approved by the FSAB Board of Directors, the Administrative Manager:
 - a. shall post the proposed change on the FSAB website with a conspicuous banner along with a request for input on the proposed change within 14 business days of the posting, and
 - b. shall send (U.S. mail or email) to the point of contact for each FSAB accredited CAB a copy of the proposed change and a request for input from the CAB within 14 business days of the date of the communication.
2. All input from interested parties shall be directed to the FSAB Administrative Manager who shall compile the input (response) from all parties grouped by subject matter and promptly deliver it to the FSAB Chair and Secretary.
3. The Secretary shall adjudicate each response along with the Executive Committee and prepare a spreadsheet containing:
 - a. The author of the response,
 - b. The comments of the author
 - c. The response of the Secretary
 - d. Any modification to the proposed Standards because of the adjudication of the response
 - e. The final decision of the FSAB Board of Directors pertaining to each response.
4. The spreadsheet containing the above information (minus the final decision) shall be sent to the Board of Directors, who shall make the final decision on the adjudications and the changes.
5. When the final changes to the Standards are approved by the Board of Directors, the Executive Committee shall determine the date that the changes will become effective,

which shall not be sooner than 45 business days after the CABs have been notified of the change in the Standards.

- a. The Administrative Manager shall promptly post the revised Standards on the FSAB website under a conspicuous banner and send to the president and point of contact of each FSAB accredited CAB a notice of changes and a copy of the changes.
 - i. The Administrative Manager shall note the date of the posting and the notification as a benchmark for the 45-business day required notice.
 - ii. Each form of notification shall contain a notice that the FSAB shall verify during the next surveillance period/reaccreditation cycle that the CAB has carried out any necessary adjustment to its program to comply with the revised Standards.
6. The Administrative Manager shall make the necessary change(s) to the Standards and update the Standards on the FSAB website.

OBLIGATION OF THE FSAB REGARDING CHANGES TO THE INTERNATIONAL ARRANGEMENTS IN WHICH THE FSAB IS INVOLVED.

Pursuant to Policy Manual 8.2.2., the FSAB is obligated to provide information about international arrangements in which the FSAB is involved that make substantive changes to FSAB's relationship with the international arrangement. When such a change occurs, the FSAB shall post on the FSAB website a notice of the change and any impact on FSAB.