



# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### Breath Alcohol Unit Standard Operating Procedures Manual

## **TECHNICAL REVIEW OF CERTIFICATES OF INSTRUMENT ACCURACY**

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## **10. TECHNICAL AND ADMINISTRATIVE REVIEW OF CERTIFICATES OF INSTRUMENT ACCURACY (CoIA)**

### 10.1. Procedure

- Completed, signed CoIAs and their supporting documentation will be technically and administratively reviewed by the Breath Alcohol Unit's Technical Leader, or designee, prior to issuance.
- Exceptions to this policy will occur when the Technical Leader's CoIAs require review. This review will be conducted by another, qualified breath alcohol scientist.
- Technical and Administrative review are an in-depth review of the administrative and examination documentation used as a basis for the certification in the CoIA. The review shall ensure that the certification is proper and supported by the supporting documentation. Manual calculations and data transfers will be checked as part of this review process. The reviewer will check the scientist's electronic calendar to ensure that the next calibration is scheduled correctly.
- Reviews shall not be conducted by the author or co-author(s) of the examination records or Certificate of Instrument Accuracy.
- Technical review encompasses a review of all examination documents including test printouts and calibration worksheets.
- Administrative review is the proofreading of the CoIA and may be a part of the technical review process. An administrative review will check for such things as typographical or grammatical errors, misspellings and incorrect dates/serial numbers.

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- 10.2. Any errors to test printouts will be corrected, initialed and dated.  
Corrected printouts will be scanned and saved in the Breath Alcohol folder of the share drive.
- Any errors to CoIAs will be corrected and re-saved in the Breath Alcohol folder of the share drive.
- 10.3.  
The technical and administrative reviews will be electronically documented in LIMS.