

**Combined Administrative/Technical Review Form
 Firearm Examination Case**

Case Number(s):

Examiner:

Reviewer:

Notes		Yes	No	N/A
1	Are all submitted items properly identified in the notes?			
2	Are the agency item numbers included in the notes?			
3	Were there any discrepancies in the submitted items that required a verification? If so, was a verification completed in FA (may be in another case record)?			
4	Are newly generated items (ex. test fires) listed in the notes and results?			
5	Do the notes have a result statement for all items submitted or created, including those not examined?			
6	If an examination was not performed on an item, do the notes state why?			
7	If a request was made for a full function examination on a firearm, was it completed?			
8	Have any necessary performance checks been completed?			
9	If a GRC search was requested: Has the complete GRC list been added to the CROR, does it match the list in the notes, was a performance check completed for the GRC software, and was "smooth" chosen for the breechface detail of a rifle caliber cartridge case?			
10	If a cartridge case or firearm was examined and it was not previously entered into NIBIN, does a NIBIN statement appear in the results?			
11	Do notes follow correct technical procedures and is there sufficient documentation in the notes to support the conclusions in the results?			
12	Is the Type of Examination Requested correct?			
13	Are spelling, grammar, and punctuation correct in the results?			
14	Are the methodologies correct in the results?			
15	Is the disposition of evidence statement correct in the results?			
Report		Yes	No	N/A
16	Were the Item(s) Submitted, Item(s) Created, and Reporting Results sections copied over correctly from the notes to the report?			
17	Is the header and footer information correct in the report and does it match the Request for Examination of Physical Evidence Form?			

Case Number(s):

Examiner:

Reviewer:

FA		Yes	No	N/A
18	Communication Logs (Case and Case Record): Was any additional, pertinent information addressed in the examination?			
19	Evidence Transfer Receipt: Is it present and correct?			
20	Are all of the relative examination requests complete?			
21	Simple worksheet: Are all necessary items, including newly generated items (ex. test fires), assigned to the case record and simple worksheet?			
22	Simple worksheet: Have applicable worksheet resources been assigned?			
23	CROR: Are all required documents present, such as CVs for the caseworker and IBIS technician (if different from caseworker), Serial Number Restoration Form if applicable, and worksheet?			
24	CROR: Are all examiner-initiated documents approved?			
25	Is the chain of custody accurate?			

Comments (include date the review was completed):

