

Pre-Review Checklist

Notes	
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	Was the orientation of the items used in the comparison exam(s) stated in the notes?
11	Were the reference items used in the comparison exam(s) stated in the notes?
12	If an identification or subclass association was made: - is the photomicrograph statement in the comparison notes? - was the potential for subclass carryover evaluated and documented?
13	If the comparison result(s) was inconclusive: - were all types of detail (including cycling detail) examined?
14	If a cartridge case or firearm was examined and it was not previously entered into NIBIN, does a NIBIN statement appear in the results?
15	Do notes follow correct technical procedures and is there sufficient documentation in the notes to support the conclusions in the results?
16	Is the Type of Examination Requested correct?
17	Are spelling, grammar, and punctuation correct in the results?
18	Are the methodologies correct in the results?
19	Is the disposition of evidence statement correct in the results?

Cross-Referenced Cases	
20	Are case numbers stated after each item in the notes and results?
21	Photomicrographs: Are all case numbers stated in the header and is the correct case number after the item number shown in the photomicrograph in the header?
Photomicrographs	
22	Is the template present in all photomicrographs?
23	Is the area used for identification circled or marked in the close-up photomicrograph for each representative item for each identification made?
Report	
24	Is the cross-reference cases number(s) included in the top, right corner of the report?
25	Were the Item(s) Submitted, Item(s) Created, and Reporting Results sections copied over correctly from the notes to the report?
26	Is the header and footer information correct in the report and does it match the Request for Examination of Physical Evidence Form?
FA	
27	Communication Logs (Case and Case Record): Was any additional, pertinent information addressed in the examination?
28	Evidence Transfer Receipt: Is it present and correct?
29	Are all of the relative examination requests complete?
30	Simple worksheet: Are all necessary items, including newly generated items (ex. test fires), assigned to the case record and simple worksheet?
31	Simple worksheet: Have applicable worksheet resources been assigned?
32	Has a verification review of all microscopic comparisons been completed?
33	Is the verifier's conclusion the same as the primary analyst's?
34	CROR: Are all required documents present, such as CVs for the caseworker and IBIS technician (if different from caseworker), photomicrographs (overall and close-up of area used for identification on each group identified), worksheet, and Range of Conclusions Document (if items were compared)?
35	CROR: Are all examiner-initiated documents approved?
36	Is the chain of custody accurate?