



# **FIREARMS & TOOLMARKS UNIT (FTM)**

FPM/WS/L4/001	Case Processing Worksheet	Issue on	20-10-2020	Revision	5.0
---------------	---------------------------	----------	------------	----------	-----

Case ID: \_\_\_\_\_ Analyst: \_\_\_\_\_

Chain of Custody (Write Store Name if Transferred from/to Store)				
No of Parcels/ Items #	Received From (Name & Initials)	Received by (Name & Initials)	Time & Date	Purpose

  

Technical & Administrative Review			Results	
Review Start Date:				
Have all the corrections/ additions initialed and dated by analyst?				
Have all the names spelled correctly / no clerical errors?				
Have the analyst and reviewer signed, titled and initialed the results?				
Do the examinations conform to FTM Procedure Manual?				
Have the appropriate examinations been performed?				
Has the report been checked for grammatical errors?				
Has the digital record of the case been verified?				
Is the wording of each test conclusions in the report consistent with the FTM Procedure Manual?				
Does the supporting data support the scientist conclusion?				
Does each page in case file has case number?			<b>Analyst</b> (Sign, Date)	
Review Completion Date:			<b>Verification:</b> <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <b>Verifier:</b> (Name, Sign, Date & Time)	
Soft Data Location:	Sign of the Analyst:		Reviewer: (Name, Sign, Date & Time) (Technical & Administrative)	

Case Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_