DEPARTMENT OF FORENSIC SCIENCE
TECHNICAL AND ADMINISTRATIVE REVIEW FORM

Month/Year _____ **FS Lab #:** _____ **Examiner** _____

REPORT

Yes	No	N/A		
☐	☐	☐	1)	Is the report's format and wording in accordance with Department & Section guidelines?
☐	☐	☐	2)	Are the spelling and grammar correct?
☐	☐	☐	3)	Has information from the RFLE been correctly transcribed (e.g., names, agency case numbers)?
☐	☐	☐	4)	Is the significance of associations clearly communicated and properly qualified in the report?

ADMINISTRATIVE AND EXAMINATION DOCUMENTATION

☐	☐	☐	5)	Are packaging descriptions and conditions properly documented?
☐	☐	☐	6)	Are case items properly designated?
☐	☐	☐	7)	Is the evidence properly described?
☐	☐	☐	8)	Is the examination documentation neat and of sufficient detail?
☐	☐	☐	9)	Are all pages of documentation properly identified in accordance with Department policy?
☐	☐	☐	10)	Are the notes and any corrections recorded in accordance with Department policy?
☐	☐	☐	11)	Are Section-required interactions with others documented (e.g., verification, 2nd sizing)?
☐	☐	☐	12)	Are the applicable work sheets properly utilized in accordance with Section protocols?
☐	☐	☐	13)	Have appropriate photographs/negatives/digital images been prepared, labeled and included?
☐	☐	☐	14)	Are mathematical calculations and data transfers accurately recorded?
☐	☐	☐	15)	For Forensic Biology, has the chain of custody been reviewed per FBI Quality Assurance Standards?

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FINDINGS & CONCLUSIONS

☐	☐	☐	16)	Have appropriate tests been performed?
☐	☐	☐	17)	Are the appropriate additional samples requested?
☐	☐	☐	18)	Have all of the examinations requested in the RFLE been addressed either on the report or on an MFR?
☐	☐	☐	19)	Are results/conclusions fully supported by the examination documentation?

REVIEWER'S COMMENTS (All questions above marked 'No' will be explained)

_____

RESOLUTION (Each Reviewer's comment must be addressed by the Examiner)

_____

_____ Reviewer Signature / Date

_____ Examiner Signature / Date