

Internal Audit: Evidence Receiving and Case Management

Auditor(s): _____ Date started: _____

Evidence Receiving:

1. Audit of incoming and outgoing evidence storage locations completed. All Items accounted for and properly sealed? Y / N
2. Memo to Director detailing audit; scan lists used as part of the audit. Y / N
3. Long Term Storage: Chose 5 random items from long term storage:
List Case Number, item number and storage location:

Evidence in correct location in LIMS Y / N

Evidence properly sealed Y / N

4. Overall organization of evidence neat, sealed? Y / N
5. Refrigerator and Freezer temperature logs maintained. Y / N
6. Staff using PPE as appropriate? Y / N

Case Management:

1. Are records maintained for FOIA's? Y / N
2. Are Records maintained for Discoveries? Y / N

Notes: