

A. Purpose:

1. To provide direction in the examination of a tool and toolmarks. The initial examination of a tool will include the completion of a worksheet or notes page. This worksheet or notes page will include the physical description of the tool. It will also serve as a source to document the condition of the evidence as it was received, and any tests or comparisons performed with the tool.

B. Responsibility:

1. It is the examiner's responsibility to conduct a thorough examination of the tool before proceeding to any testing to produce comparative marks for examination.

C. Safety:

1. Personal protective devices such as gloves can be worn at the discretion of the examiner.
2. Eyewear will be worn when making any test marks for comparative analysis.
3. Caution should be used if the evidence being examined may have come into contact with a bio-hazardous material.

D. Procedure:

1. A worksheet or notes utilized for a tool examination must be completed to document in writing, by drawing, or by photo documenting the examination conducted. This may include taking notes about the following:
 - a. The presence of trace material
 - b. The class characteristics of the tool
 - c. The type of tool
 - d. The brand name of the tool
 - e. The size of the tool
 - f. The condition of the tool
 - g. The types of tests conducted (if any)

- h. The medium used for testing

E. References:

1. AFTE glossary
2. AFTE procedures manual
3. Laboratory safety manual

F. Appropriate Appendices:

1. Appendix 1 – Worksheets.

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