	CHF Audit - Gun Entries
	Instructions: Please answer the questions for each Gun record provided by your auditor.
e	ease enter the LEADS number of the gun record being reviewed.
	1). Documentation: Does supportive documentation exist for this entry and is it available 24/7?
	Yes No
	2). Timeliness: Compare the police report date/time and the CHF entry's date/time (DTE and TME). Was this entered as soon as there was adequate information to make the entry? (Note regarding Stolen Gun entries: T are times when a lost/stolen gun entry is delayed due to the fact that the owner does not have immediate account the SER. With that in mind, if this gun record is a <u>lost/stolen</u> gun entry, was this entry made as soon as the SE was provided by the owner?)
	Yes No
	3). Completeness: Compare this entry to its supportive documentation. Do the identifiers in the entry match t in the case report (correct gun MAK code used, SER was entered accurately, CAL and TYP are correct, etc.)?
	Yes No
	4). Accuracy: Was this entry checked for accuracy and completeness by a second party within 24 hours of entr
	Yes No
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1). Documentation: Does supportive documentation exist for this entry and is it available 24/7?

Yes

No

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Yes

No

3). Completeness: Compare this entry to its supportive documentation. Do the identifiers in the entry match those in the case report (correct gun MAK code used, SER was entered accurately, CAL and TYP are correct, etc.)?

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