## L4B

## FOR ASSESSMENT OF ALL LISTING ERRORS

PC'S NAME_____     DATE_____

AUDITOR_____


1.   DID YOU FAIL TO ANSWER THE LISTING QUESTION?
     (If it reads, find out what question, clear the question
     noting whether it reads, if so, list it, find the item
     and give it to the pc.)

2.   WAS THE LIST UNNECESSARY?
     (If it reads, indicate BPC and indicate that it was an
     unnecessary action.)

3.   WAS THE ACTION DONE UNDER PROTEST?
     (If it reads, handle by itsa earlier similar itsa.)

4.   IS A LIST INCOMPLETE?
     (If reads, find out what list and complete it, give the pc
     his item.)

5.   HAS A LIST BEEN LISTED TOO LONG?
     (If so, find what list and get the item off from it by
     nulling with suppress, the nulling question being:  "On
     _____ has anything been suppressed?", for each item
     on the overlong list.  Give the pc his item.)

6.   HAVE WE TAKEN THE WRONG ITEM OFF A LIST?
     (If this reads, put in Suppress and Invalidated on the list
     and null as in 4. above and find the right item and give to
     the pc.)

7.   HAS A RIGHT ITEM BEEN DENIED YOU?
     (If this reads, find out what it was and clean it up with
     Suppress and Invalidate and give it to the pc.)

8.   HAS AN ITEM BEEN PUSHED OFF ON YOU YOU DIDN'T WANT?
     (If so, find it and get in Suppress and Invalidate on it
     and tell pc it wasn't his item and continue the original
     action to find the correct item.)

9.   HAD AN ITEM NOT BEEN GIVEN YOU?
     (If reads, handle as in 6.)

10.  HAVE YOU INVALIDATED A CORRECT ITEM FOUND?
     (If so, rehab the item and find out why the pc invalidated
     it or if somebody else did it, clean it up and give it to
     pc again.)

11.  HAVE YOU THOUGHT OF ITEMS THAT YOU DID NOT PUT ON THE LIST?
     (If so, add them to the correct list.  Renull the whole
     list and give the pc the item.)

12.  HAVE YOU BEEN LISTING TO YOURSELF OUT OF SESSION?
     (If so, find out what question and try to write a list
     from recall and get an item and give it to the pc.)

13.  HAVE YOU BEEN GIVEN SOMEBODY ELSE'S ITEM?
     (If so, indicate to the pc this was not his item.  Don't
     TRY to find whose it was.)

14.  HAS YOUR ITEM BEEN GIVEN TO SOMEONE ELSE?
     (If so, find if possible what item it was and give it to
     the pc.  Don't try to identify the "somebody else".)

15.  HAS A RELEASE POINT BEEN BY-PASSED ON LISTING?
     (If so, indicate the overrun to the pc, rehab back.)

16.  HAS A RELEASE POINT BEEN BY-PASSED ON THE QUESTION ONLY?
     (If so, indicate the overrun to the pc and rehab back.)

17.  HAVE YOU GONE EXTERIOR WHILE LISTING?
     (If so, rehab.  If Ext Rundown not given, note for C/S.)

18.  HAS IT BEEN AN OVERT TO PUT AN ITEM ON A LIST?
     (If so, find out what item and why.)

19.  HAVE YOU WITHHELD AN ITEM FROM A LIST?
     (If so, get it and add it to the list if that list
     available.  If not put item in the report.)

20.  HAS A WITHHOLD BEEN MISSED?
     (If so, get it, if discreditable ask "Who nearly found
     out?")

21.  HAS AN ITEM BEEN BY-PASSED?
     (Locate which one.)

22.  WAS A LISTING QUESTION MEANINGLESS?
     (If so, find out which one and indicate to the pc.)

23.  HAS AN ITEM BEEN ABANDONED?
     (If so, locate it and get it back for the pc and give it
     to him.)

24.  HAS AN ITEM BEEN PROTESTED?
     (If so, locate it and get the protest button in on it.)

25.  HAS AN ITEM BEEN ASSERTED?
     (If so, locate it and get in the assert button on it.)

26.  HAS AN ITEM BEEN SUGGESTED TO YOU BY ANOTHER?
     (If so, get it named and the protest and refusal off.)

27.  HAS AN ITEM BEEN VOLUNTEERED BY YOU AND NOT ACCEPTED?
     (If so, get off the charge and give it to the pc, or if
     he then changes his mind on it, go on with the listing
     operation.)

28.  HAS THE ITEM ALREADY BEEN GIVEN?
     (If so, get it back and give it again.)

29.  HAS AN ITEM BEEN FOUND PREVIOUSLY?
     (If so, find what it was again and give it to pc once
     more.)

30.  HAS AN ITEM NOT BEEN UNDERSTOOD?
     (If so, work it over with buttons until pc understands it
     or accepts or rejects it and go on with listing.)

31.  WAS  AN ITEM DIFFERENT WHEN SAID BY THE AUDITOR?:
     (If so, find out what the item was and give it to the pc
     correctly.)

32.  WAS NULLING CARRIED ON PAST THE FOUND ITEM?
     (If so, go back to it and get in Suppress and Protest.)

33.  HAS AN ITEM BEEN FORCED ON YOU?
     (If so, get off the reject and suppress and get the
     listing action completed to the right item if possible.)

34.  HAS AN ITEM BEEN EVALUATED?
     (If so, get off the disagreement and protest.)

35.  HAD EARLIER LISTING BEEN RESTIMULATED?
     (If so, locate when and indicate the by-passed charge.)

36.  HAS AN EARLIER WRONG ITEM BEEN RESTIMULATED?
     (If so, find when and indicate the by-passed charge.)

37.  HAS AN EARLIER ARC BREAK BEEN RESTIMULATED?
     (If so, Locate and indicate the fact by itsa earlier
     similar itsa.)

38.  DO YOU HAVE AN ARC BREAK BECAUSE OF BEING MADE TO DO THIS?
     (If so, indicate it to the pc, check the question if reads.
     Get earlier similar itsa.)

39.  HAS THE LIST CORRECTION BEEN OVERRUN?
     (If so, rehab.)

40.  IS THERE SOME OTHER KIND OF BY-PASSED CHARGE?
     (If so, find what and indicate it to pc.)

41.  WAS THERE NOTHING WRONG IN THE FIRST PLACE?
     (If so, indicate it to pc.)

42.  HAS THE UPSET BEEN HANDLED?
     (If so, indicate it to the pc.)

43.  HAS A LIST PROCESS BEEN OVERRUN?
     (If so, find which one and rehab.)

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