

WITNESS INTERVIEW AND TESTIMONY CHECKLIST

NO	CHECKLIST	YES	NO	COMMENTS
1.	Identify all potential witnesses			
2.	Arrange interviews promptly			
3.	Conduct interviews in a private setting			
4.	Record witness statements accurately			
5.	Ask open-ended questions			
6.	Allow witnesses to describe events in their own words			

7.	Clarify any inconsistencies in testimony			
8.	Take detailed notes during interviews			
9.	Obtain signatures on written statements			
10.	Maintain confidentiality of witness identities			
11.	Review statements for relevance and accuracy			
12.	Compare witness accounts to identify common factors			
13.	Follow up with additional questions if necessary			

14. Preserve all interview records securely

15. Provide witnesses with a summary of their statements for confirmation

Further Comments & Action

Large empty rectangular area for providing further comments and actions.