

pc: _____
Auditor: _____

DATE: ____/____/____

List 4: for L&N Errors

Assess the whole list, then take up the largest reads first.

F/N all reads.

- 0 WAS IT THE FIRST ITEM ON THE LIST?** _____
(If so, indicate and give pc his item.)
- 1 DID YOU FAIL TO ANSWER THE LISTING QUESTION?** _____
(Find out what listing question. Clear that list question, noting whether it reads. If so, list it, find the item and give it to the pc.)
- 2 WAS THE LIST UNNECESSARY?** _____
(Indicate the BPC and indicate that it was an unnecessary action.)
- 2A DID THE QUESTION HAVE NO CHARGE ON IT?** _____
(Indicate.)
- 2B WERE YOU ASHAMED TO CAUSE AN UPSET?** _____
(L1 after list corrected.)
- 2C WERE YOU AMAZED TO REACT THAT WAY?** _____
(L1 after list corrected.)
- 2D THE QUESTION HAD ALREADY BEEN LISTED BEFORE?** _____
(Indicate then rehab.)
- 2E YOU HAD NO INTEREST IN THE QUESTION?** _____
(Indicate that the auditor missed that it didn't read.)
- 3 WAS THE ACTION DONE UNDER PROTEST?** _____
(Handle by itsa earlier-similar itsa.)
- 4 IS A LIST INCOMPLETE?** _____
(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 from it by nulling with Suppress, the nulling question being "On [item] has anything been suppressed?" for each item on the overlong list. Give the pc his item.)
- 6 HAS THE WRONG ITEM BEEN TAKEN OFF A LIST?** _____
(Put in Suppress and Invalidate on the list and null as in 5 above. Find the right item and give it to the pc.)
- 7 HAS A RIGHT ITEM BEEN DENIED YOU?** _____
(Find out what it was and clean it up with Suppress and Invalidate then give it to the pc.)
- 8 HAS AN ITEM BEEN PUSHED OFF ON YOU THAT YOU DIDN'T WANT?** _____
(If so, find it and get in Suppress and Invalidate on it. 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?** _____
(Find out what it was and clean it up with Suppress and Invalidate then give it to the pc.)
- 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. Re-null 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. 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.")
- 14A NO ITEMS WERE YOURS?** _____
(If so, indicate to the pc none of the items were his. Do not try to find whose they were.)
- 14B WERE EARLIER LISTING ERRORS RESTIMULATED?** _____
(Indicate and correct earlier lists, then check the current list.)
- 14C HAD THIS LIST ALREADY BEEN HANDLED?** _____
(Indicate.)
- 15 HAS A RELEASE-POINT BEEN BYPASSED ON LISTING?** _____
(If so, indicate the overrun to the pc, rehab back.)
- 16 HAS A RELEASE-POINT BEEN BYPASSED 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 Int 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 the What, When, Where, All, and "Who nearly found out?")
- 21 HAS AN ITEM BEEN BYPASSED?** _____
(Locate which one.)
- 22 WAS A LISTING QUESTION MEANINGLESS?** _____
(If so, find out which one and indicate it to the pc.)
- 23 HAS AN ITEM BEEN ABANDONED?** _____
(If so, locate it and get it back for the pc then 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 to the pc again.)
- 29 HAS AN ITEM BEEN FOUND PREVIOUSLY?** _____
(If so, find out what it was again and give it to the 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.)

- 30A **WAS THE LISTING QUESTION NOT UNDERSTOOD?** _____
(Get it defined and re-check the question for a read. If unreading, indicate that an uncharged question was listed because it read on a misunderstood.)
- 30B **WAS A WORD IN THE QUESTION NOT UNDERSTOOD?** _____
(Get it defined and re-check the question for a read. If unreading, indicate that an uncharged question was listed because it read on a misunderstood.)
- 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.)
- 31A **DID THE AUDITOR SUGGEST ITEMS TO YOU THAT WERE NOT YOURS?** _____
(Indicate that it was illegal to do so. Correct the list, removing these.)
- 32 **WAS NULLING CARRIED ON PAST THE CORRECT 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 bypassed charge. Find and correct the earlier out-list.)
- 36 **HAS AN EARLIER WRONG ITEM BEEN RESTIMULATED?** _____
(If so, find when and indicate the bypassed charge. Find and correct the earlier out-list.)
- 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. Handle the ARC break. Correct the list if it's a list ARC break.)
- 39 **HAS THE LIST CORRECTION BEEN OVERRUN?** _____
(If so, rehab.)
- 39A **WAS THE LIST DONE WHILE YOU ALREADY HAD AN** _____
ARC BREAK? _____
PRESENT TIME PROBLEM? _____
WITHHOLD? _____
- 39B **COULDN'T YOU UNDERSTAND WHAT WAS BEING DONE?** _____
(If so, indicate it to the pc.)
- 39C **COULDN'T YOU UNDERSTAND THE AUDITOR?** _____
(If so, indicate it to the pc.)
- 39D **DIDN'T THE AUDITOR ACKNOWLEDGE YOU?** _____
(If so, indicate it to the pc.)
- 40 **IS THERE SOME OTHER KIND OF BYPASSED CHARGE?** _____
(If so, find what and indicate it to the pc.)
- 41 **WAS THERE NOTHING WRONG IN THE FIRST PLACE?** _____
(If so, indicate it to the 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.)