

APPENDIX C: Investigator Kit Contents Checklist

Purpose of this tool

This tool is designed as a checklist to ensure that the investigator's 'kit' contains all the necessary materials. It aims to gather all required documentation and resources in one place, so they are ready and available when needed.

Who Uses this tool

- Incident investigator(s)
- Any additional workers involved in an incident investigation

How to Use this tool

Use this checklist when creating or checking the contents of the investigator's kit.

Investigator Kit Contents Checklist

Investigation policy and procedures

Investigation forms (paper or electronic)

Note taking materials e.g., paper, pens, pencil, computer, tablet

Witness forms and/or computer template

Clip board as needed

Camera

Tape measure / ruler

DO NOT ENTER tape and/or signage for securing the scene if required

Masking or scotch tape to tape DO NOT ENTER sign

Flashlight or cell phone flashlight

Plastic bags or containers

Personal protective equipment e.g., disposable gloves

Communications checklist

- Whom to notify regarding not to disturb the scene e.g., security, supervisor, workers, visitors etc.
- Other required notifications

Investigation carrying case, bag or backpack (yellow/orange may be a preferred colour)

Access to a phone and key contacts