

**Scottish Independence Referendum
Thursday 18 September 2014**

Checklist of equipment for the verification and count

Count documentation and materials	✓
The Referendum Count Collation pack (issued by email on 2 September)	
Verification and count paperwork including spares	
Sign-in sheets	
List of all count staff	
Spare copies of instructions for staff	
Sample entrance passes including samples of Commission and observer badges	
Spare copies of the count information leaflet	
List of ballot boxes, polling stations and presiding officer names and contacts	
Header cards for bundles of ballot papers	
Rejected stamp, Rejection Objected to stamp and ink pads	
Packets for rejected ballot papers, marked with the reason for rejection	
Sacks and seals for counted ballot papers	
Reference materials	✓
The Chief Counting Officer's guidance to verification and count (part E)	
The CCO's guide on adjudicating doubtful ballot papers	
The CCO's doubtful ballot paper placemats	
Electoral law reference books	
Postal voting	
Postal ballot boxes from previous openings and related paperwork	
Postal vote stationery for final postal vote opening	
Provisionally rejected stamp for the final postal vote opening	
Equipment to process AVIs	
Contact details for ERO's office as a contingency	
List of staff assigned for last postal vote opening	
Spare instructions for staff	

General Stationery items	✓
Tools for opening ballot boxes	
Letter openers and scissors	
Pens, pencils, rulers, rubber thimbles, rubber bands, paper clips,	
String, adhesive tape	
Sorting trays for doubtful ballot papers	

Equipment	
Large boxes for the mixing and storage of verified ballot papers	
Laptop computers with power leads	
Calculators and batteries	
Printing and photocopying equipment with toner, ink and paper	
Mobile phones and chargers for contacting the CCO team	
First aid kit	