



Independent Election Commission

Audit and Recount Procedure

Introduction

Presidential and provincial council elections will be held on April 05, 2014. After the completion of polling and counting, all electoral materials will be transferred to provincial offices and result forms will be transferred to National Tally Center in Kabul.

During tallying results, if there is a need for any kind of explanation about the result forms, an audit and recount of ballot boxes will be carried out.

Audit

Audit is an examination of documents and evidence, reports, forms, and ballot boxes that is conducted to ensure accuracy of work. As a result of the audit, it is found out whether or not the existing procedures have been followed correctly. If any error, mistake and or fraud is observed, it will be addressed in accordance with the law, regulations and decisions of the Commission.

Recount

Recount is an action by which all ballots inside a specific ballot box, in a polling station, a polling center, a province and or across the country are counted again. This process ensures that the original results are accurate and if any fraud and mistake is found, the original results will be replaced with the recount results.

Audit and Recount Team

The audit and recount team for each province will be appointed by the IEC. The team is composed of the IEC staff that performs the audit and recount process in the presence of relevant representatives of the IECC in that province. The number of teams depends on the size of provinces. Each team shall be consisted of three staff members as follows:

1. In charge of audit and recount
2. First partner
3. Second partner

The in charge of the audit and recount shall be responsible for supervision and implementation of all processes under the provincial officer. The two partners shall assist in the process.

Persons allowed to be present in Audit and Recount Process

The staff members who are assigned by the IEC and IECC shall be authorized to enter into the audit and recount station. Accredited agents, observers and political parties may also be present in the audit and recount station to observe and monitor the process.

Audit phase

Based on the IEC commissioners' decision, the National Tally Center management team shall determine where and when the audit process will take place.

When the place for the audit process is determined by the NTC management team, they shall:

1. Inform the provincial officer of the issue
2. Send copies of the following documents to provincial officer:
 - A: Audit forms
 - B: Result forms

When the provincial officer is informed of the audit process, he must do the following actions before the beginning of the audit process no later than 24 hours:

1. Informs representatives of the IECC, agents, national and international observers, political parties and coalitions of the imminent audit and recount process.
2. Prepares a suitable place for the audit process
3. Prepares and specifies boxes and other required materials for the audit process

The in charge of the audit process shall perform the following steps:

1. Asks one of the team's members to bring the specified box from the relevant place
2. Puts the box on the table
3. Explains the audit process briefly to the present agents and observers
4. Begins audit of the box according to a check list
5. Completes and signs the audit check list
6. Provides the provincial officer with the audit check list for final approval
7. The provincial officer ensures that the audit process have been carried out according to the procedure and the information recorded on the check list is correct
8. Asks the representative of the IECC and the agents to sign the audit check list
9. Places related materials into the box again
10. Puts a copy of the check list inside the box before sealing it
11. Seals the box
12. Marks the box using the yellow tape (should be pasted around the box) to indicate that it has been audited
13. Asks one of the team's members to take the box to its specified place

The provincial officer shall scan the audit form to be transferred to the NTC management team as soon as possible.

Note: The original check list shall remain with the provincial officer to be safe.

Recount Phase

The recount shall be done due to the following reasons:

1. Inattention to filling out a result form that indicates wrong figures in terms of calculation
2. When the total number of the ballots used exceeds the total number of the ballots allocated to the relevant station and center
3. If the number of votes cast in a female station differs significantly from the number of votes cast in a male station in a center
4. If equal or inappropriate number of votes between two or more candidates have been recorded on a result form that indicates to be unreal
5. If the Commission issues the recount order based on any other factor
6. If the IECC receives a complaint or information and asks for a recount to clarify the issue
7. If a candidate requests for a recount and the IEC and IECC approve the request

When the IECC asks for a recount, it must inform the IEC in writing.

The audit and recount team shall, for the recount purpose, follow all the above mentioned stages and the only difference is that in this phase all ballots shall be recounted completely. The recount shall be done in accordance with the polling and counting procedure.

The provincial officer shall print the result form which has been sent to him by the NTC management team and provide it for the audit and recount team.

After completion of the recount process, the in charge of the team shall correctly record votes of each candidate on the result form. As soon as the provincial officer ensures that the result form and the audit check list have been correctly completed, he shall scan them soon and send them to the NTC management team.

Note for the audit and recount team while using the audit check list

During the audit and recount process, the members of the team shall pay attention to the following points:

1. **Visual observation of ballot box:** The team shall examine the box and correctly record their findings on the relevant section of the check list.
2. **Opening of ballot box:** If any physical sign of tampering with the box is found, it shall be recorded on the relevant section of the check list. Issues to be examined with regard to the seals: if the seals are not yellow and have any other color, if their sizes are different from those ones distributed by the Commission, and if they do not have numbers.
3. **Other disorder signs at ballot boxes:** After completion of the above stage, the contents of the box shall be examined for finding any other disorder exists in the audit check list.

4. **Physical signs of fraud at ballot box:** In order to find out whether there is any difference between the total number of votes recorded on the result form and the number of votes exists in ballot batches, use the result form's copy.

In order to check whether the results recorded for each candidate on the result form is consistent with the number of ballots classified for each candidate, it is not necessary to check all ballots in all batches. Instead, only a few ballots shall be reviewed at the beginning, at the middle and at the end of a ballot batch.

In order to verify whether or not ballots have been folded by voters, the audit and recount team shall randomly choose and examine half of ballot batches in a box. In order to find out how many ballots do not have signs of fold, randomly choose 3 batches from the ones examined and count the number of the ballots that do not have signs of fold and record it on the check list.

In order to verify whether similar marks exist in ballot papers, the audit and recount team shall randomly choose and examine half of the batches in a box. To find out how many ballots have similar marks, randomly choose 3 batches from the ones examined, count the ballots with similar marks and record it on the check list.