

The Baha Mousa Public Inquiry

Inquiry Chairman: The Right Honourable Sir William Gage

Guidance relating to the format of Witness Statements and their submission to the Inquiry

The Purpose of this Guidance

1. The purpose of this Guidance is to ensure that witness statements provided to the Inquiry:
 - conform to a common standard; and
 - are supplied to the Inquiry in a format which will enable the Inquiry readily to ascertain the matters to which the statement relates.
2. This Guidance should be read in conjunction with the Inquiry's Witness Statement-taking Protocol ('the Protocol') issued under the authority of the Chairman on 12 January 2009, which can be found on the Inquiry's website (www.bahamousainquiry.org), under the heading 'Key Documents'. [Click here](#) to be directed to the Protocol.

Statement Format

3. Witness statements submitted to the Inquiry should be on single-sided A4 size sheets which comply with the following format requirements:
 - Arial font, size 12;
 - Header and footer of not less than 2.54cm and margins not less than 3.17cm to the left and right (normally the default settings for Word); and
 - Line spacing of 1.5.
4. Each page should be numbered sequentially and each paragraph (other than those dealing with the matters set out in paragraphs 5, 6 and 8 below) should be numbered sequentially from the beginning to the end of the statement.

Structure of the Statement

5. A witness statement should commence by setting out the witness's full name and:
 - (a) in the case of a witness who is a serving member of the armed forces, the statement should make clear that the witness is still serving and state their current rank. The witness need not state

their current unit or military role but, if this information is omitted from the draft statement, it must be supplied in a brief separate document to be provided with the draft statement so that the Inquiry can be satisfied that the current unit and role is not relevant to Module 4 of the Inquiry;

- (b) in the case of a witness other than a serving or former member of the armed forces, who is giving evidence in relation to their current or former occupational capacity, the statement should indicate the name of the employing organisation, and the witness's current position or role within that organisation.
6. A witness who is giving evidence in a private capacity, including former members of the armed forces, need not include their home address in the body of the statement, provided that address has previously been notified to the Inquiry.
 7. Thereafter the body of the statement should address the matters set out in any written request issued by the Inquiry under Rule 9 of the Inquiry Rules 2006.
 8. The statement should end with:
 - (a) confirmation that its contents are true;
 - (b) the date on which it has been approved by the statement-maker for submission to the Inquiry in accordance with paragraph 5.2 of the Protocol.
 9. A template document incorporating the above requirements is annexed to this Guidance.

Reference to Supporting Documents

10. Where a witness wishes to refer to a document during the course of a statement the following procedure should be adopted:
 - (a) if the document has not previously been disclosed to the Inquiry by the witness or their employer, the complete document should (wherever possible) be submitted with the draft unsigned statement;
 - (b) if the document has previously been disclosed to the Inquiry, it will be sufficient to quote from the relevant document, identifying by reference to the Unique Reference Number (URN) assigned to the document by the Inquiry the page or pages from which the quotation is taken.

Witness Name: [NAME IN FULL]
Statement No.: [NUMBER]
Exhibits: [REF. NUMBER(S)]
Dated: [DATE]

THE BAHA MOUSA PUBLIC INQUIRY

Witness Statement of [NAME IN FULL]

I, [NAME IN FULL] will say as follows: -

1.
2.
3. Etc

Statement of Truth

I believe that the facts stated in this witness statement are true.

Signed _____

Dated _____