

Incident / Corrective Action Plan Form

Internal Audit Findings: BCCL-22-1750

Incident/Corrective Action Number: 2023-07

Date of Discovery: May 18, 2023

Incident Date(s): September 29, 2022

Section: Seized Drugs

Reported By: Quality Assurance Manager

Classification: Incident

Incident Type: Clerical

Description of Non-Conformity:

BCCL-22-1750 was found without a laboratory report in the paper case file during the 2023 Internal Audit. During the recent ANAB assessment in early August, it was brought to the attention of the Quality Manager that internal audit findings needed to be addressed as any other nonconformance, regardless of when the nonconformance occurred.

Root Cause Analysis:

Due to the case being an investigative case and not associated with a charge, a laboratory report was not included in the paper case file.

Level of Non-Conformity: N/A

Level of Non-Conformity Determination and its Impact on Casework:

This was no impact to the analysis of the case; the laboratory report simply was not included into the case file.

Preventive Action(s):

1. Print a copy of the laboratory report and place it in the case file.
2. Reinforce to all staff, if a case is analyzed, a laboratory report will be included into the case file.

Proposed Corrective Action(s): N/A

Timeframe for Corrective Action(s): Immediate

Summer Swago
Evidence Technician

10.11.23
Date

Avin Wint
Lab Quality Manager

22 Dec 2023
Date

Derek Sellers
Laboratory Director

11 Oct 2023
Date