

## **Incident / Corrective Action Plan Form** **Internal Audit: BCCL-23-1659**

**Incident/Corrective Action Number:** 2024-12

**Date of Discovery:** June 17 - 25, 2024

**Incident Date(s):** March 7, 2024 - April 10, 2024

**Section:** Seized Drugs

**Reported By:** Quality Assurance Manager

**Classification:** Incident

**Incident Type:** Clerical

**Description of Non-Conformity:** A number of nonconformances were found during the 2024 Internal Audit, some of which were clerical in nature surrounded BCCL-23-1659. The analysis start date had the incorrect year on one of the worksheet pages, and Exhibit 2.2A-G had an inaccurate description on paper but correct in LIMS but the analysis notes only listed one tablet instead of multiple.

LOG-20-05 Case Documentation and Records

*3.4 Case Documentation Practices*

*3.4.1 Case documents and records shall contain sufficient detail and organization to allow a reviewer to evaluate, interpret and form reasonable scientific opinions.*

**Root Cause Analysis:** All errors appeared clerical and accidental in nature. The analyst could not confirm why they were made besides being accidental.

**Level of Non-Conformity:** N/A

**Level of Non-Conformity Determination and its Impact on Casework:** There was no impact on casework as the case file was complete either on paper or in LIMS. There were only inconsistencies between the two. None of the discrepancies were visible on the report. With the laboratory's transition to paperless, we should no longer see issues of this kind. Corrections that needed to be made to the paper case file were made by the analyst during the case documentation review portion of the 2024 Internal Audit.

**Preventive Action(s):** N/A

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Proposed Corrective Action(s): N/A

Timeframe for Corrective Action(s): N/A

Kayla M. Baylor / Seized Drugs  
Applicable Analyst / Discipline

8/26/2024  
Date

Alicia Winters  
Lab Quality Manager

21 Aug. 2024  
Date

[Signature]  
Laboratory Director

23 Aug 2024  
Date