

Incident / Corrective Action Plan Form Internal Audit: BCCL-23-1760

Incident/Corrective Action Number: 2024-13

Date of Discovery: June 17 - 25, 2024

Incident Date(s): March 21, 2024 - April 3, 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, one finding of which was clerical in nature surrounded BCCL-23-1760. The analyst failed to check off which balance they used on the worksheet. However, the balance was selected as part of the findings in LIMS.

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: The error 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

Proposed Corrective Action(s): N/A

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Timeframe for Corrective Action(s): N/A

Raysh M. Bayler / Seized Drugs
Applicable Analyst / Discipline

8/26/2024
Date

Alvin Wirt
Lab Quality Manager

29 Aug. 2024
Date

Debra Jones
Laboratory Director

29 Aug 2024
Date