

	Nonconformity Record Pitt County Sheriff's Office Forensics Services Unit <i>Issued by the Quality Manager</i>	Effective Date:	Ver:
		2018/04/01	2
Nonconformity Record			Page #: 1 of 1

NCR	19-004
<input type="checkbox"/>	Check if Customer Complaint

**Pitt County Forensic Services
NONCONFORMITY RECORD**

SECTION I

Individual and/or Laboratory	Lab wide
Type of forensic analysis	all
Laboratory and/or Agency Case Number (if known/applicable)	NA
Date of Incident, Analysis, or Report (if known/applicable)	

SECTION II - Please write a *brief* statement of event(s).

A review of the Code of Ethics, the Quality Policy Statement and the Guiding Principles was conducted in January via e-mail however; there is no documentation that this occurred. AR-3125 4.1.3.1, and Section 1 of Pitt County Forensic Services Unit Quality Manual requires review in January. (b) ensure annual review of the document by all personnel and a record be maintained of this review.

SECTION III – The person identifying the NCR:

Name	Chuck McClelland	Date	11/20/2019
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SECTION IV – Basic fact-finding. You may use additional paper, if necessary.

Email records of delivery and read receipts were searched with negative results of evidence of the routing that took place. Management Review Meeting documentation-01/15/2019 showed review and adoption of guiding principles per internal audit along with mandate of all personnel to review in January. However no documentation of employee review in January was noted.

Quality Manager/Technical Leader	Wallace Moore			Date	11/22/2019
Further Action Requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> X	<input type="checkbox"/> No		

Explanation: A specific review confirmation form was created to be signed by all personnel in January of each year. Complete another review in November with sign off and routing as evidence. Change QM Section 1 to include requirement to sign the form during Document review in January. This NCR was closed on 11/27/2019.

Moore, Wally

From: Microsoft Outlook
To: Norville, Robert; Moore, Wally; Mitchell, Scooter; Roberson, William; Wynne, Aubrey; Speight, Dorothy; Shaw, Frank; Fedash, Thomas; Battle, Alexis; Armstrong, Robert; Gregory, Nancy; McClelland, Chuck; Massey, Eric; Hollingsworth, Nathan
Sent: Wednesday, November 27, 2019 11:36 AM
Subject: Delivered: QM Section_1-2017 Quality Policy Statement, Code of Ethics, Guiding

Your message has been delivered to the following recipients:

[Norville, Robert \(robert.norville@pittcountync.gov\)](mailto:robert.norville@pittcountync.gov)

[Moore, Wally \(wally.moore@pittcountync.gov\)](mailto:wally.moore@pittcountync.gov)

[Mitchell, Scooter \(scooter.mitchell@pittcountync.gov\)](mailto:scooter.mitchell@pittcountync.gov)

[Roberson, William \(william.roberson@pittcountync.gov\)](mailto:william.roberson@pittcountync.gov)

[Wynne, Aubrey \(aubrey.wynne@pittcountync.gov\)](mailto:aubrey.wynne@pittcountync.gov)

[Speight, Dorothy \(dcrothy.speight@pittcountync.gov\)](mailto:dcrothy.speight@pittcountync.gov)

[Shaw, Frank \(frank.shaw@pittcountync.gov\)](mailto:frank.shaw@pittcountync.gov)

[Fedash, Thomas \(thomas.fedash@pittcountync.gov\)](mailto:thomas.fedash@pittcountync.gov)

[Battle, Alexis \(alexis.battle@pittcountync.gov\)](mailto:alexis.battle@pittcountync.gov)

[Armstrong, Robert \(robert.armstrong@pittcountync.gov\)](mailto:robert.armstrong@pittcountync.gov)

[Gregory, Nancy \(nancy.gregory@pittcountync.gov\)](mailto:nancy.gregory@pittcountync.gov)

[McClelland, Chuck \(chuck.mcclelland@pittcountync.gov\)](mailto:chuck.mcclelland@pittcountync.gov)

[Massey, Eric \(eric.massey@pittcountync.gov\)](mailto:eric.massey@pittcountync.gov)

[Hollingsworth, Nathan \(nathan.hollingsworth@pittcountync.gov\)](mailto:nathan.hollingsworth@pittcountync.gov)

Subject: QM Section_1-2017 Quality Policy Statement, Code of Ethics, Guiding