

	Nonconformity Record Pitt County Sheriff's Office Forensics Services Unit <i>Issued by the Quality Manager</i>	Effective Date:	Ver:
		2018/04/01	2
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NCR	19-005
<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)	11/14/2019

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

Language in 2005 QM section 5.1.1 Chain of Custody did not clearly state all systems and documents that track internal transfers of test item. New 2017 Standard in 7.4.1.1 c and d require all internal transfers to be documented.

SECTION III – The person identifying the NCR:

Name	Frank Shaw	Date	11/14/2019
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SECTION IV – Basic fact-finding. You may use additional paper, if necessary.

Upon review of documents it was found that the language in Chain of Custody under 2005 standard QM Section 5.1.1 procedure only indicated use of Records Management System for every internal transfer. Currently the lab uses RMS, the FS1 request form and case file documentation to track and document internal transfers.

Quality Manager/Technical Leader	Wallace Moore			Date	11/14/2019
Further Action Requested?	Yes	X	No		

Explanation: Quality Manual update to 17025:2017 will include the following in Section 7.4 Procedure (Chain of Custody); The Pitt County Forensics Services Unit utilizes the Records Management System, the FS1 Form, and internal Case File documentation to record all internal transfers of Test Item from the time of receipt. This NCR was closed on 11/18/2019.