

Preventative Action Request	<b>PAR#:</b> 19-001
To initiate a PAR, complete section I and return to Quality Manager.	l
Section I.	
Originator: _Chuck McClelland_ Date:01/02/19	
State the nature of potential issue	
Results report does not have case identifier on all pages and must be written on printed analyst must write the case number on the additional pages of analysis report when print pages can be linked to the test record. Test- FAR- Forensic Analysis Reports are released therefore comply as one document unless printed.	ed in order to assure all
Section II.	
The Quality Manager will assign a unique PAR# (upper right of this form) and record it in the PAR log. The Quality Manager will request and identify an appropriate response date. The Quality Manager will sign and date this section.	designate person responsible for the
Preventative Action Required: _yes No preventative action required:	
Person responsible for investigating request:QM Wallace Moore	
Response required by: 01/09/19[1 week from date of issue if more[1 month from date of issue if more	easily corrected]
Response required by: 01/09/19[1 week from date of issue if more  Quality Manager: [1 month from date of issue if more  Date:	0/-02/19
Section III.	
The person responsible for investigating the request will complete section III. This will (1) identify what potential issue, and (2) det then sign-off, date, and re-submit this form to the Quality manager.	ail a plan of action. This person will

Potential issue?
Results report does not have case identifier on all pages and must be written on printed version. Currently the analyst must write the case number on the additional pages when printed in order to assure all pages can be linked to a test record. Test FAR Forensic Analysis Reports are released electronically therefore comply as one document.

Plan of Preventative Action: \_\_Contacted IT support to add case identifier to FAR Analysis Report, share the PAR with pertinent Staff and reiterate that all printed document must be identified to the test/case record Number and shall have that number on each page.

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	2010
Sig	n-off: Jalla J. Mar. Date:01/02/09
Sec	tion IV
орега	n of Preventative Action pertains to the Quality System, the Quality Manager will approve the plan and take action. If Plan of Preventative Action pertains to tions, the plan is forwarded to the Technical Leader for approval. The Technical Leader will approve the plan or decide on an alternative arrangement. If sary, the Technical Leader will identify a person to take preventative action on the above plan.
Cor	nments/Suggestions:Lab Wide
Per	son responsible for action:QM Wallace Moore
Tar	get completion date: 01/09/19[1 week from section III date if easily corrected][1 month from section III date if more involved]
Тес	hnical Leader/Quality Manager: //elli / Man Date: 01/02/0
	tion V.
The p	erson responsible for action will complete section V. This person will then sign-off, date, and re-submit this form to the Quality Manager.
serv	ventative Action Taken: _Service Request entered to have template modified, circulated this PAR and the vice request to describe issue and reiterate the need for any "printed Documents for test record to be natified such that they could be related back to the case.
Sig	n-off: fallan f Norm Date: 01/08/19
Sec	tion VI.
This s	section is completed by the Quality Manager/Technical Leader.
Fol	low-up Action
1.	Was the action plan effective?
2.	Was action taken a temporary or permanent action?
3.	Was action completed and closed?
Cox	nments/Suggestions: Recived notification from IT that it was modified and review the template for

confirmation and it was suitable.

Quality Manager/Technical Leader: Malloy Man