

 <p align="center">Preventive Action Request Pitt County Sheriff's Office Forensics Services Unit Issued by the Quality Manager</p>	Issue Date: 2018/04/01	Ver.: 0
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Preventive Action Request

PAR#: 19-001

Preventative Action Request

To initiate a PAR, complete section I and return to Quality Manager.

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 version. Currently the analyst must write the case number on the additional pages of analysis report when printed in order to assure all pages can be linked to the test record. Test- FAR- Forensic Analysis Reports are released electronically therefore comply as one document unless printed.

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 designate person responsible for the request and identify an appropriate response date. The Quality Manager will sign and date this section.

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 easily corrected]
_____ [1 month from date of issue if more involved]

Quality Manager: Wallace Moore

Date: 01-02-19

Section III.

The person responsible for investigating the request will complete section III. This will (1) identify what potential issue, and (2) detail a plan of action. This person will then sign-off, date, and re-submit this form to the Quality manager.

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.

