

Preventive Action Request

Pitt County Sheriff's Office Forensics Services Unit

Issue	Date:
	2016/07/01

Ver.:

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Preventive Action Request

Plan of Preventative Action:

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Preventative Action Request	PAR#: <u>19-002</u>
To initiate a PAR, complete section I and return to Quality Manager.	
Section I.	
Originator:Bobby Armstrong Date:	03/04/2019
State the nature of potential issue	
It was determined after review of technical procedures, preparation of management report management review meeting, that several Latent technical procedures are infrequently upprocedures are not routinely used and this could cause potential issues with retention of procedures.	tilized. These essential
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: X No preventative action required:	
Person responsible for investigating request:Bobby Armstrong	
Response required by: [2 weeks from date of issue if easily corrected] [1 month from date of issue	e if more involved]
Quality Manager: _QM Wallace Moore Date:03/	04/2019
Section III.	
The person responsible for investigating the request will complete section III. This will (1) identify what potential issue, and (2) detathen sign-off, date, and re-submit this form to the Quality manager.	ail a plan of action. This person will
Potential issue?	
Not performing tasks on routine basis could lead to issues when carrying out these tasks issue when rarely used technical procedures are applied to case work.	. It could be a potential

The Latent Technical Leader will review all Latent technical procedures on a yearly basis (in September) and determine which infrequently utilized Latent procedures require additional assessment. The Latent Technical



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Leader shall then provide supplementary training on these procedures and document the training. The Latent Technical Leader will, then forward the documented completed training to the Quality Manager.

Date: 4-4-19

Section IV.

If Plan 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 operations, the plan is forwarded to the Technical Leader for approval. The Technical Leader will approve the plan or decide on an alternative arrangement. If necessary, the Technical Leader will identify a person to take preventative action on the above plan.

Comments/Suggestions:

Comments/Suggestions:

Quality Manager/Technical Leader:

Person responsible for action: Lt. L.
Target completion date: [2 weeks from section III date if easily corrected] [1 month from section III date if more involved]
Technical Leader/Quality Manager: _QM Wallace L Moore Date:
Section V.
The person responsible for action will complete section V. This person will then sign-off, date, and re-submit this form to the Quality Manager.
Preventative Action Taken:
Sign-off: <u>TL</u> Date: <u>4-4-19</u>
Section VI.
This section is completed by the Quality Manager/Technical Leader.
Follow-up Action
1. Was the action plan effective? Wh
2. Was action taken a temporary or permanent action? Permanent
3. Was action completed and closed?