Corrective Action Request Form

Type of Incident:

☐ METHOD ☐ INSTRUMENT ☑ ANALYST ☐ CLERICAL ☐ OTHER

Describe the incident(s) (be specific regarding events leading to or causing the problem; "N/A" for strictly preventative actions). Incident date(s): March 5, 2008

During a routine vault audit, one case (L07-1866) was found that did not have the analyst's initials on the seal.

Describe the corrective action taken (how the situation is being addressed; "N/A" for strictly preventative actions):

Deborah Lind was notified and she placed her initials on the seal.

Describe the preventative action taken (what is being done to prevent re-occurrence of the problem or to improve the quality system):

All Deborah's other cases were properly sealed so the problem was isolated to that one case. There is no pattern of noncompliance.

Date of Resolution: March 5, 2008

Routing (check necessary boxes and obtain signatures):

☐ Applicable Analyst: Deborah Lind Date: 3/05/08

☐ CER Technical Leader: Kevin Hall Date: 5 March 08

☐ CER Assistant: Maria Santiago Date: 5 March 2008

☐ QA Manager: Claudia Busby Date: 3-5-08

☐ Laboratory Director: Pamela J. McInnis Date: 5 March 08

Effective date: October 1, 2004