



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2020-051"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Quality"/>
Date of Discovery:	<input type="text" value="06/23/20"/>	Date of Incident:	<input type="text" value="06/23/20"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
N/A	N/A

**Description of Non-conformance:**  
Case files of one DNA analyst were not reviewed during the 2020 internal audit.

**Additional Information/Follow-Up:**  
The FBI QAS 2011 Audit Document contains a section called "Instructions to Audit Team Leaders and Auditors" which states that "A review of case reports for the laboratory shall include a number of case files randomly selected for each DNA analyst."  
  
During the 2020 internal audit program one DNA analyst was inadvertently omitted from the case file review conducted.



**Actions Taken:**

Two case files were selected and reviewed for the analyst that was omitted from the 2020 FBI QAS internal audit. There were no concerns found in these two case files.

In addition, two Quality Specialists queried the cases completed within the audit scope from the Porter Lee laboratory information management system (LIMS) and verified that no other DNA analysts were omitted.

**Summary of Root Cause Analysis:**

Note: Incidents are documented for tracking purposes and trend analysis. Root Cause Analysis is not required for incidents.

N/A

Section Manager: Erika Ziemak

Date: 08/13/20

Division Director: Peter Stout

Date: 08/13/20

Incidents or Corrective Actions that involve the Biology/DNA section are reviewed by the Technical Leader and CODIS Administrator.

Technical Leader: N/A

Date: N/A

CODIS Administrator: N/A

Date: N/A

Quality Director: Erika Ziemak

Date Closed: 08/13/20