



Houston Forensic Science Center

INTEROFFICE MEMO

To: Dr. Peter Stout, Chief Executive Officer
Dr. Amy Castillo, Chief Operating Officer
Ashley Henry, Client Services Case Management Manager

From: Quality Division

Date: 9/10/2024

Re: 2024 CSCM Internal Audit Report

The 2024 HFSC CSCM Internal Audit was performed to review evidence tasks performed by the Client Services and Case Management Division. This audit was conducted over a one-week period from August 19-23, 2024. The audit scope was December 2023 through July 2024.

Dates	CSCM
Audit Dates	August 19-23, 2024
Audit Scope	December 2023 – July 2024
Audit Lead:	Callan Hundl
Audit Team	Kambrie Grafe, Ashley Lankford, Kathleen Terris, Allison Blas, Mary Hall, Amanda Napp

The purpose of the audit was to verify compliance with the HFSC Quality Manual, sectional standard operating procedures and training programs, the AR 3181 Accreditation Requirements for the Management and Operation of Property and Evidence Control Units standard. The 2024 CSCM internal audit team was comprised of the individuals listed in the table above.

Nonconformances

No nonconformances were identified for the CSCM section during this internal audit.

Opportunities for Improvement

No opportunities for improvement were identified for the CSCM section during this audit.

Recommendations

No recommendations were noted for the CSCM section during this audit.