TBI-Forensic Services Division
Quality System Risk Assessment

Risk Assessment Code: RA:Forensic Chemistry Paperless Case Files 10/06/2022
RA-Unit-Issue-Date

Assessed By: Donna Nelson Date: 10/06/2022

Issue to Assess: Handwritten vs. Electronic Initials & Signatures on Paperless Case Files

Laboratory/Discipline: Jackson Crime Lab / Forensic Chemistry

Policy Referenced: LABQAM 7.5.1 d); DRUGMANUAL 7.3.1.1; 7.3.1.7

Evaluation of Potential Risk:

Lab policies indicate that paperwork generated during the course of business and testing must contain the initials/signatures of scientist/technicians based on the work being performed. A few policies indicate that these must be handwritten. As we transition to paperless documentation, electronic initials and signatures were created for all staff. Case files and other required documentation have been created using these electronic options (secured by PIN). This has been tested during case reviews and it has shown that these electronic equivalents are as effective and secure as handwritten initials/signatures. We now request to have the electronic options available.

Potential Impact on Quality System: Low

Proposed Plan (list RCA and/or CAR codes if they were initiated):

Ensure that all employees initials/signatures are secured by a PIN

Plan Assigned to: SA/FSM Mark Dunlap Date: 10/22/2021

Plan Evaluation Date: N/A

Technical Leader Signature/Date: Brett Trotter Digitally signed by Brett Trotter Date: 2022.10.07 10:23:39 -05'00'

Completion Date: 10/06/2022

CLRS Signature/Date: Donna C. Nelson Digitally signed by Donna C. Nelson Date: 2021.03.09 15:06:42 -06'00'

Quality Assurance Manager/Date: _____