



PEDIATRIC BLOOD AND MARROW TRANSPLANT PROGRAM

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DOCUMENT TITLE:

Unacceptable Supply and Corrective Action Log FRM3

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UNACCEPTABLE SUPPLY AND CORRECTIVE ACTION LOG

Date	Initials	Supply Name	Lot Number	Description of Problem	Corrective Action	Apheresis Coordinator or Designee Initials/ Date	QA Initials/ Date

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PBMT, DUMC
Durham, NC

PBMT-EQUIP-003 FRM3 UNACCEPTABLE SUPPLY AND CORRECTIVE ACTION LOG

INSTRUCTIONS Unacceptable Supply Corrective Action Log

Completed by any staff member upon discovery of an unacceptable supply. If not on a supervisory level, provide what information is possible, then forward to immediate supervisor.

Field	Requirements
Date	Record date that supplies were found unacceptable.
Initials	Initials of person filling in log.
Supply Name Name	Record name of unacceptable supply.
Lot Number	Record lot number of unacceptable supply.
Description of Problem	Describe why the supply is unacceptable.
Corrective Action	Record the corrective action taken (supply discarded, returned to manufacturer, etc).
Apheresis Coordinator/designee Initials and Date	Inform the Apheresis coordinator of the unacceptable supply so they can review and Initial and date appropriate corrective action taken.
QA Initials and Date	Inform QA personnel of unacceptable supply so they can review and initial and date the appropriate corrective action that was taken after Apheresis coordinator/designee reviewed.

Signature Manifest**Document Number:** PBMT-EQUIP-003 FRM3**Revision:** 01**Title:** Unacceptable Supply and Corrective Action Log FRM3

All dates and times are in Eastern Time.

PBMT-EQUIP-003 FRM3 Unacceptable Supply and Corrective Action Log**Author**

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Document Release

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