

Nonconforming Veterinary Biological Investigation (VBI) Files Maintenance of Work Reports

1. Identification of a nonconformance for a VBI file: Lost VBI folder.

Method for correcting: Rebuild file by printing copies of documentation (emails, letters) and recreating the summary sheets from information found in the VBI binder and the Investigation Database.

2. Identification of nonconformance for a VBI file: Incorrect documentation practices.

Method for correcting: Return to investigator for corrections.

A Nonconforming Work Report Form (**QMFRM0013**) should be initiated in these instances, and the original copy filed in the appropriate VBI folder. A copy will also be filed in the Nonconforming Work Report Folder located as the first folder in the Active VBI folders file drawer.