**PROJECT QUALITY
ASSURANCE PLAN TEMPLATE**

PROJECT QUALITY ASSURANCE PLAN

COMPANY NAME

Street Address

City, State Zip

webaddress.com

Version 0.0.0

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| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# OVERVIEW

## PURPOSE

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## SCOPE

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# QUALITY OBJECTIVES

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# TOOLS AND METHODOLOGIES

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# ROLES AND RESPONSIBILITIES

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| **ROLE** | **NAME** | **EMAIL** |
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# DOCUMENTATION AND RECORDKEEPING

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| **DOCUMENT** | **DATES** | **NOTES** |
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# AUDITING PLAN

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# METRICS

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# ESCALATION AND CORRECTIVE ACTION

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# TRAINING AND CERTIFICATION

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# SCHEDULE

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# APPROVALS

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** |   | **DATE** |   |
|  |  |  |  |
| **SIGNATURE** |   | **DATE** |   |

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