**QUALITY ASSURANCE ACTION PLAN TEMPLATE**

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| **COMPANY** |   |   |   |   |   |   |   |   |   |
| **DEPARTMENT** |   |   |   |   |   |   |   |   |   |
| **SUPERVISOR** |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
| **ISSUE NO** | **ISSUE DESCRIPTION** | **PROPOSED ACTION** | **CATEGORY** | **PRIORITY** | **ASSIGNEE** | **RAISED BY** | **STATUS** | **DUE DATE** | **COMMENTS** |
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