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For your business to gain your customer's trust, you need to keep the quality of your products and services high and unparalleled. This applies to all manufacturing or production industries, as well as those handling construction projects. Even in the writing industry, content quality is the main priority. Thankfully, our website's templates were written by our competent writers and their content is guaranteed to have excellent quality. If you're tasked with submitting a weekly or monthly quality report, save yourself the hassle and use any of the templates provided on this page. If you're fond of using Microsoft Word to create or edit documents, then you're in luck because these templates are available in MS Word format. With our templates, you will be able to create professional-looking quality assurance reports without having to spend too much time and money. You can also use them to create other types of reports such as project status reports, progress reports, and more.

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Construction Punch List template Punch your way through those punch lists with this powerful template. The best format for any document is one which is interoperable, meaning you don't need to move between formats, which creates admin and manual data entry headaches. What makes this the best QA QC report format is that the doc is digital in nature, meaning it can be filled out online via computer, mobile or tablet, and can also be exported or downloaded as PDF or CSV if required. This means you have the best of all worlds; you don't have to use static Word Docs or Excel Spreadsheets or edit rigid PDFs, but you get the benefits of these trusted formats. This QA QC report template is designed to help you manage your quality assurance process effectively. It includes sections for defining quality objectives, methodologies, roles and responsibilities, record keeping, audits, metrics, and more. It also provides a streamlined, color-coded design so that you can illustrate important information clearly. Edit the slide titles, and list key elements for each segment of your framework. Use this template as part of a quality assurance plan, manual, or presentation for stakeholders. Download a Quality Assurance Agreement Template for Adobe PDF This template provides an example outline of a quality assurance agreement between two parties, such as an organization and a contractor. Use the template to develop an appropriate agreement based on business type and services provided. Enter terms and conditions, legal information, necessary provisions, and supporting documents. The template also includes signature lines with dates at the bottom. Download the Quality Assurance Dashboard Template for Excel Track quality assurance progress and key performance indicators (KPIs) with this dynamic dashboard display. Monitor audit KPIs, such as the status of scheduled audits, number of critical versus low-risk results, and average time to resolution. Enter your planned quality assurance tasks in order to view a monthly roadmap that shows the percent complete for each item. Use the template for a single project or for ongoing quality assurance management.

Download a Quality Assurance Log Template for Excel | Google Sheets This template is perfect for logging quality assurance activities and issues. The log includes columns for listing the reference number, date, the process measured, the name of the quality assurance analyst, results, and action items. For each entry, choose a priority and mark whether the issue or task has been resolved. Use the comments column to track important details and communicate with team members. For related tools, see this collection of quality control templates, including a quality control log template. Download a Call Center Quality Assurance Scorecard Template for Excel | Microsoft Word | Adobe PDF Measure customer service performance with this quality assurance scorecard. Score call center agents on etiquette, call procedures, problem solving and technical skills, and product knowledge. Enter the items you want to evaluate, such as using effective de-escalation skills or following certain call procedures. Add a numbered score to each item to see how the agent measures up to the target score. Download a Quality Assurance Action Plan Template for Excel | Microsoft Word | Adobe PDF Organize your quality assurance action plan in this simple spreadsheet template. Use the results from a quality assurance review to create an action plan that addresses identified issues. Enter the issues, proposed actions, owners, and due dates. Use the Status column to track progress as you carry out the plan. A quality assurance plan template covers key plan components, such as quality standards, procedures, roles, documentation, and auditing. The template is typically formatted as a report but can also be a spreadsheet plan focusing on action items. Learn more about quality assurance and quality management in these guides to quality improvement processes and the continuous quality improvement approach. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Skip to content If you need to write a Quality Assurance Plan as part of the Software Development process, then use the following templates to get started. This template pack includes a 39-page Quality Assurance Plan Template in MS Word, an Audit checklist and Schedule Forms, and 7 Excel spreadsheets. You can use this template to write your first QA plan. It includes helpful explanatory text that walks you through the process of setting up your first QA project. You can change everything in the document — text, images, and tables. There are no special plug-ins, macros, or installation files. Just download the templates and get started. Quality Assurance Plan Definition The Quality Assurance Plan describes the approach to ensuring that software is delivered according to a set of agreed quality guidelines. It ensures that the Project is managed, developed, and deployed correctly. Deliverables are of acceptable quality before delivered to clients. In the Quality Milestones chapter, we've added a nice Note to the text to display some instructional text. Here in the Documentation section, you can see the quality at each checkpoint or deliverable. Identify roles and responsibilities for the quality assurance reviewers. Define who, where and when quality reviews are performed. Apply the Styles, such as those shown in the following screenshots, to ensure a consistent look and feel throughout the document. Examples of Styles for the Body, Bullet lists, Notes, Table text and headers Quality Assurance Plan Purpose Use this Software Quality Assurance Plan to document the process, methods, standards, and procedures for your next software testing project. Use this document as a foundation for managing software quality assurance activities and project activities as documented in the Project Plan. This Quality Assurance Plan will help you: Identify the SQA responsibilities of the project team and the SQA consultants Define reviews and audits and how they will be conducted List the activities, processes, and work products to be reviewed Identify SQA work products Examples of different notes, message, and warning styles you might want to add to your Quality Plan Who is this template for? This template was written for QA Managers, especially those who may be new to this area and are looking for a little direction on how to get started. The forms, checklists, and spreadsheets will also help you get up to speed fast. Table of Contents The Table of Contents of this Quality Assurance Plan template is as follows: 1. Introduction 1.1. Document Overview 1.2. Scope 1.3. System Overview 1.4. Definitions, Acronyms and Abbreviations 1.5. Documentation 1.6. Standards and Guidelines 2. Quality Objectives 2.1. Qualitative Objectives 2.2. Quantitative Objectives 3. Quality Criteria 3.1. User Requirements Analysis Stage 3.2. Functional Analysis/Design Stage 3.3. Implementation Stage 3.4. Test Stage 3.5. Release Stage 4. Task Schedule 5. System Documentation By Phase 5.1. Documents by Phase 6. Configuration Management Plan 6.1. Configuration Items 6.2. System Build 6.3. Software Change and Version Control 7. Quality Criteria 7.1. Tools 7.2. Document Control 8. Quality Assurance Process 8.1. Quality Assurance Plan 8.2. Quality Assurance Review 8.3. Quality Assurance Plan 8.4. Quality Assurance Plan 8.5. Quality Assurance Plan 8.6. Quality Assurance Plan 8.7. Quality Assurance Plan 8.8. Quality Assurance Plan 8.9. Quality Assurance Plan 8.10. Quality Assurance Plan 8.11. Quality Assurance Plan 8.12. Quality Assurance Plan 8.13. Quality Assurance Plan 8.14. Quality Assurance Plan 8.15. Quality Assurance Plan 8.16. Quality Assurance Plan 8.17. Quality Assurance Plan 8.18. Quality Assurance Plan 8.19. Quality Assurance Plan 8.20. Quality Assurance Plan 8.21. Quality Assurance Plan 8.22. Quality Assurance Plan 8.23. Quality Assurance Plan 8.24. Quality Assurance Plan 8.25. Quality Assurance Plan 8.26. Quality Assurance Plan 8.27. Quality Assurance Plan 8.28. Quality Assurance Plan 8.29. Quality Assurance Plan 8.30. Quality Assurance Plan 8.31. Quality Assurance Plan 8.32. Quality Assurance Plan 8.33. Quality Assurance Plan 8.34. Quality Assurance Plan 8.35. Quality Assurance Plan 8.36. Quality Assurance Plan 8.37. Quality Assurance Plan 8.38. Quality Assurance Plan 8.39. Quality Assurance Plan 8.40. Quality Assurance Plan 8.41. Quality Assurance Plan 8.42. Quality Assurance Plan 8.43. Quality Assurance Plan 8.44. Quality Assurance Plan 8.45. Quality Assurance Plan 8.46. Quality Assurance Plan 8.47. Quality Assurance Plan 8.48. Quality Assurance Plan 8.49. Quality Assurance Plan 8.50. Quality Assurance Plan 8.51. Quality Assurance Plan 8.52. Quality Assurance Plan 8.53. Quality Assurance Plan 8.54. Quality Assurance Plan 8.55. Quality Assurance Plan 8.56. Quality Assurance Plan 8.57. Quality Assurance Plan 8.58. Quality Assurance Plan 8.59. Quality Assurance Plan 8.60. Quality Assurance Plan 8.61. Quality Assurance Plan 8.62. Quality Assurance Plan 8.63. Quality Assurance Plan 8.64. Quality Assurance Plan 8.65. Quality Assurance Plan 8.66. Quality Assurance Plan 8.67. Quality Assurance Plan 8.68. Quality Assurance Plan 8.69. Quality Assurance Plan 8.70. Quality Assurance Plan 8.71. Quality Assurance Plan 8.72. Quality Assurance Plan 8.73. Quality Assurance Plan 8.74. Quality Assurance Plan 8.75. Quality Assurance Plan 8.76. Quality Assurance Plan 8.77. Quality Assurance Plan 8.78. Quality Assurance Plan 8.79. Quality Assurance Plan 8.80. Quality Assurance Plan 8.81. Quality Assurance Plan 8.82. Quality Assurance Plan 8.83. Quality Assurance Plan 8.84. Quality Assurance Plan 8.85. Quality Assurance Plan 8.86. Quality Assurance Plan 8.87. Quality Assurance Plan 8.88. Quality Assurance Plan 8.89. Quality Assurance Plan 8.90. Quality Assurance Plan 8.91. Quality Assurance Plan 8.92. Quality Assurance Plan 8.93. Quality Assurance Plan 8.94. Quality Assurance Plan 8.95. Quality Assurance Plan 8.96. Quality Assurance Plan 8.97. Quality Assurance Plan 8.98. Quality Assurance Plan 8.99. Quality Assurance Plan 8.100. Quality Assurance Plan 8.101. Quality Assurance Plan 8.102. Quality Assurance Plan 8.103. Quality Assurance Plan 8.104. Quality Assurance Plan 8.105. Quality Assurance Plan 8.106. Quality Assurance Plan 8.107. Quality Assurance Plan 8.108. Quality Assurance Plan 8.109. Quality Assurance Plan 8.110. Quality Assurance Plan 8.111. Quality Assurance Plan 8.112. Quality Assurance Plan 8.113. Quality Assurance Plan 8.114. Quality Assurance Plan 8.115. Quality Assurance Plan 8.116. Quality Assurance Plan 8.117. Quality Assurance Plan 8.118. Quality Assurance Plan 8.119. Quality Assurance Plan 8.120. Quality Assurance Plan 8.121. Quality Assurance Plan 8.122. Quality Assurance Plan 8.123. Quality Assurance Plan 8.124. Quality Assurance Plan 8.125. Quality Assurance Plan 8.126. Quality Assurance Plan 8.127. Quality Assurance Plan 8.128. Quality Assurance Plan 8.129. Quality Assurance Plan 8.130. Quality Assurance Plan 8.131. Quality Assurance Plan 8.132. Quality Assurance Plan 8.133. Quality Assurance Plan 8.134. Quality Assurance Plan 8.135. Quality Assurance Plan 8.136. Quality Assurance Plan 8.137. Quality Assurance Plan 8.138. Quality Assurance Plan 8.139. Quality Assurance Plan 8.140. Quality Assurance Plan 8.141. Quality Assurance Plan 8.142. Quality Assurance Plan 8.143. Quality Assurance Plan 8.144. Quality Assurance Plan 8.145. Quality Assurance Plan 8.146. Quality Assurance Plan 8.147. Quality Assurance Plan 8.148. Quality Assurance Plan 8.149. Quality Assurance Plan 8.150. Quality Assurance Plan 8.151. Quality Assurance Plan 8.152. Quality Assurance Plan 8.153. Quality Assurance Plan 8.154. Quality Assurance Plan 8.155. Quality Assurance Plan 8.156. Quality Assurance Plan 8.157. Quality Assurance Plan 8.158. Quality Assurance Plan 8.159. Quality Assurance Plan 8.160. Quality Assurance Plan 8.161. Quality Assurance Plan 8.162. Quality Assurance Plan 8.163. Quality Assurance Plan 8.164. Quality Assurance Plan 8.165. Quality Assurance Plan 8.166. Quality Assurance Plan 8.167. Quality Assurance Plan 8.168. Quality Assurance Plan 8.169. Quality Assurance Plan 8.170. Quality Assurance Plan 8.171. Quality Assurance Plan 8.172. Quality Assurance Plan 8.173. Quality Assurance Plan 8.174. Quality Assurance Plan 8.175. Quality Assurance Plan 8.176. Quality Assurance Plan 8.177. Quality Assurance Plan 8.178. Quality Assurance Plan 8.179. Quality Assurance Plan 8.180. Quality Assurance Plan 8.181. Quality Assurance Plan 8.182. Quality Assurance Plan 8.183. Quality Assurance Plan 8.184. Quality Assurance Plan 8.185. Quality Assurance Plan 8.186. Quality Assurance Plan 8.187. Quality Assurance Plan 8.188. Quality Assurance Plan 8.189. Quality Assurance Plan 8.190. Quality Assurance Plan 8.191. Quality Assurance Plan 8.192. Quality Assurance Plan 8.193. Quality Assurance Plan 8.194. Quality Assurance Plan 8.195. Quality Assurance Plan 8