

Quality Assurance Plan Template

Document Title

Enter document title

Prepared By

Enter name(s)

Date

1. Purpose

Describe the purpose of this QA Plan.

2. Scope

Define the scope of manufacturing processes covered.

3. Definitions & Abbreviations

List definitions or abbreviations used in this document.

4. Responsibilities

Role/Department	Quality Responsibility

5. Quality Objectives

State measurable quality objectives.

6. Applicable Standards & Specifications

List codes, standards, and specifications referenced.

7. Procedures & Processes

Process/Procedure Name	Description	Reference

8. Inspection & Testing

Inspection Point	Criteria	Method	Responsible

9. Control of Non-Conforming Products

Describe procedures for managing non-conforming products.

10. Records & Documentation

Record Name	Retention Period	Storage Location

11. Training

Outline training requirements for personnel.

12. Continuous Improvement

Describe methods for quality improvement.

13. Approval & Review

Name	Position	Date	Signature