

# 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