

Quality Assurance Checklist for Project Deliverables

Project Information

Project Name
Deliverable
Date
Reviewed By

QA Checklist

#	Item	Yes	No	N/A
1	Requirements have been fully met			
2	Documentation is complete and up-to-date			
3	All deliverables reviewed for accuracy			
4	Deliverable meets quality standards			
5	Client acceptance criteria satisfied			
6	Peer review conducted			
7	All issues and defects resolved			
8	All supporting materials included			
9	Sign-offs obtained where required			

Comments / Notes

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Final Approval

Approved By
Date
Signature