

As a QA, we will feel relieved once the testing is done. Up next is the moment to let the product we worked so hard for to steal the show (release to prod). Truth to be told, actually the job isn't done yet. There is one little step to go. That is to create a Sign Off Document. So what is this document? to answer the question, we will share the details so you won't feel lost about it.

What Is a Sign Off Document In Software Testing?

In a simple definition, it's a formal way of informing the team that the testing is finished. You'll address the team, stakeholders or relevant party stating that you have positively conducted all the necessary testing actions required to secure the application. Usually, the sign off document should be distributed to Project Manager and Business Analyst, where they need to acknowledge the sign off officially. In the end, the sign off document will act as a green light for the project/release to go live. In other words, it's the QA team's great stamp of approval.

Line Item	Details
Product Name	LMS
Sprint Name	LMS Sprint 1
Release Version	1.0
Engineer Manager	@/adit
Product Owner	@/adit
Quality Assurance	@/adit
Developer	@/adit
Testing Performed	<ul style="list-style-type: none"> • Functional Testing • Regression Testing
Browser Tested	<ul style="list-style-type: none"> • Chrome 13.0.0 • Firefox 14.0.0
Device Tested	<ul style="list-style-type: none"> • Android <ul style="list-style-type: none"> ◦ Xiaomi Redmi note 10 • iOS <ul style="list-style-type: none"> ◦ iPhone 12 pro max
Instances Tested	<ul style="list-style-type: none"> • web.staging.com • web.Canary.com
Test Run	https://ruangguru.testrail.io/index.php?runs/view/10811&group_by=cases:section_id&group_order=asc
New Feature	<ul style="list-style-type: none"> • Add new entry point for admin login • Add new feature to create session by admin
QA Comment	Taking into consideration that there are no critical or major issues present, the

	application is stable as per the scope of release 1.0.0 and ready to be deployed to production
Product Approval	@/Adit

Note: If the application doesn't meet the exit criteria which is mentioned in the test plan, can add the comment to reject the deployment to production