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| **ANNEX I - INSPECTION & TEST PLAN** | **PREPARED BY** | **REVIEWED BY** | **APPROVED BY** |
| (Learning and Development Solutions)Pg. 1 of 1 |  |  |  |

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| Process Activity | **QP Ref.** | **Acceptance Criteria** | **Inspection & Test Method** | **Frequency / Sample Size** | **Records Kept** | **Dept & Person Responsible** |
|  |  |  |  |  |  |  |
| Scripts creation |  | Must be approved by PM | 1. Feedback provided by PM | * 100% | * Backup -> Scripwriting Folder | * PM * Scriptwriters |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Courseware development |  | 1. Must be approved by PM and scriptwriters | 1. Feedback provided by PM and scriptwriters | * 100% | * Back-up -> Development Folder | * Instructional Design Manager * Multimedia Developers * Scriptwriters |
|  |  |  |  |  |  |  |
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| Final course delivery |  | 1. Must be approved by Verztec top management, Verztec internal staff OR external clients (for client projects) | 1. Feedback provided by Verztec top management, internal staff OR external clients | * 100% | * Back-up -> Development –> Beta/Charlie Folder | * CEO * COO * PM |
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