# SOP Compliance Master Template

## Three-Tier Quality Gate System for Content Implementation

\*\*Document Type\*\*: Quality Control Framework (TASK-003)

\*\*Implementation Phase\*\*: Phase 1 (Days 1-2)

\*\*Responsible Agent\*\*: Quality Controller

\*\*Date Created\*\*: 8 September 2025

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## QUALITY GATE 1: TECHNICAL ACCURACY REVIEW

### Technical Specification Verification Checklist

#### Power & Performance Specifications

* [ ] \*\*Generator Power Ratings\*\*: kW and kVA specifications verified against manufacturer data
* [ ] \*\*Fuel Consumption Rates\*\*: Consumption rates verified at 25%, 50%, 75%, and 100% loads
* [ ] \*\*Runtime Calculations\*\*: Fuel tank capacity and runtime calculations mathematically accurate
* [ ] \*\*Load Bank Specifications\*\*: Testing capacities align with generator ratings
* [ ] \*\*Hybrid System Integration\*\*: Solar and battery specifications technically compatible
* [ ] \*\*Environmental Performance\*\*: Emission data verified against Tier 4 Final standards

#### Australian Standards Compliance

* [ ] \*\*AS/NZS 3000:2018\*\*: Electrical installation references accurate and current
* [ ] \*\*AS 60439.1\*\*: Switchgear standard references verified
* [ ] \*\*AS 1940:2017\*\*: Fuel storage compliance requirements accurate
* [ ] \*\*Work Health and Safety\*\*: WHS regulations properly referenced
* [ ] \*\*Environmental Standards\*\*: Australian environmental compliance verified

#### Safety System Verification

* [ ] \*\*Emergency Shutdown\*\*: Safety system descriptions technically accurate
* [ ] \*\*Fire Suppression\*\*: Fire protection systems properly specified
* [ ] \*\*Earthing Systems\*\*: Grounding requirements per Australian standards
* [ ] \*\*Protection Systems\*\*: Overcurrent and undervoltage protection verified
* [ ] \*\*Noise Level Compliance\*\*: Sound emission data verified at specified distances

\*\*Gate 1 Approval Criteria\*\*: 100% technical accuracy verification with supporting documentation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## QUALITY GATE 2: SOP COMPLIANCE REVIEW

### Source Citation and Verification Checklist

#### Statistical Claim Verification

* [ ] \*\*Industry Statistics\*\*: All industry data cited with credible sources and dates
* [ ] \*\*Performance Claims\*\*: Efficiency and performance data properly sourced
* [ ] \*\*Market Data\*\*: Australian market information cited with appropriate sources
* [ ] \*\*Cost Savings Claims\*\*: Financial benefits supported by verified calculations
* [ ] \*\*Environmental Benefits\*\*: CO₂ reduction and efficiency claims properly documented

**Required Citation Format:**

```

\*\*Source:\*\* [Organisation Name - Report Title](URL) - Date

```

#### Content Quality Standards

* [ ] \*\*Australian English\*\*: 100% compliance with British English spelling and terminology
* [ ] \*\*Technical Terminology\*\*: Consistent use per established glossary
* [ ] \*\*Brand Voice\*\*: Consistent professional authority throughout content
* [ ] \*\*Content Length\*\*: 4,500+ words with comprehensive technical coverage
* [ ] \*\*Section Structure\*\*: All required sections present and properly formatted

#### Professional Presentation Standards

* [ ] \*\*Headers and Navigation\*\*: Clear content structure with proper heading hierarchy
* [ ] \*\*Technical Accuracy\*\*: All specifications verified against industry standards
* [ ] \*\*Integration Elements\*\*: Cross-pillar references accurate and functional
* [ ] \*\*Call-to-Action\*\*: Professional consultation offers appropriately positioned
* [ ] \*\*Contact Information\*\*: Accurate and professional contact details

\*\*Gate 2 Approval Criteria\*\*: 100% SOP compliance with complete citation verification

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## QUALITY GATE 3: PUBLICATION READINESS REVIEW

### Final Publication Checklist

#### Content Completion Verification

* [ ] \*\*Word Count\*\*: Minimum 4,500 words achieved with comprehensive coverage
* [ ] \*\*Technical Sections\*\*: All technical specifications complete and accurate
* [ ] \*\*Application Scenarios\*\*: Industry-specific use cases properly documented
* [ ] \*\*Integration Elements\*\*: Cross-pillar integration elements functional
* [ ] \*\*Schema Markup\*\*: Complete structured data implementation verified

#### Cross-Pillar Consistency Verification

* [ ] \*\*Technical Terminology\*\*: Consistent terminology across all pillars per glossary
* [ ] \*\*Brand Voice\*\*: Unified professional voice maintained throughout
* [ ] \*\*Specification Alignment\*\*: Technical specifications consistent across pillars
* [ ] \*\*Integration References\*\*: Cross-pillar references accurate and functional
* [ ] \*\*Customer Journey\*\*: Consistent messaging throughout customer journey flow

#### Web Development Readiness

* [ ] \*\*Content Structure\*\*: HTML-ready content with proper heading structure
* [ ] \*\*Image Specifications\*\*: All required images specified with alt text
* [ ] \*\*Internal Linking\*\*: Cross-pillar linking matrix implemented
* [ ] \*\*Meta Information\*\*: SEO meta descriptions and title tags prepared
* [ ] \*\*Schema Implementation\*\*: Complete JSON-LD structured data markup

#### Final Quality Assurance

* [ ] \*\*Proofreading\*\*: Complete editorial review with error-free presentation
* [ ] \*\*Technical Validation\*\*: Final technical accuracy confirmation
* [ ] \*\*Brand Compliance\*\*: Brand voice and messaging consistency confirmed
* [ ] \*\*Legal Compliance\*\*: Australian standards and regulatory compliance verified
* [ ] \*\*Client Approval\*\*: Internal quality standards met for client presentation

\*\*Gate 3 Approval Criteria\*\*: Unanimous approval from all specialists with web development readiness confirmed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## DAILY QUALITY CHECKPOINT PROTOCOL

### Morning Quality Setup (Days 3-13)

* [ ] \*\*Previous Day Review\*\*: Quality issues from previous day addressed
* [ ] \*\*Daily Quality Focus\*\*: Specific quality priorities identified for current day
* [ ] \*\*Resource Allocation\*\*: Quality control resources properly allocated
* [ ] \*\*Collaboration Setup\*\*: Quality communication channels established

### Midday Progress Check (Days 3-13)

* [ ] \*\*Content Quality\*\*: Current content quality verified against standards
* [ ] \*\*Technical Accuracy\*\*: Ongoing technical accuracy maintained
* [ ] \*\*SOP Compliance\*\*: Compliance standards maintained throughout creation
* [ ] \*\*Integration Alignment\*\*: Cross-pillar consistency maintained

### End-of-Day Quality Review (Days 3-13)

* [ ] \*\*Daily Deliverable Quality\*\*: Day's content meets quality standards
* [ ] \*\*Issue Identification\*\*: Quality issues identified and documented
* [ ] \*\*Next Day Planning\*\*: Quality priorities established for following day
* [ ] \*\*Quality Metrics\*\*: Daily quality metrics recorded and tracked

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## SPECIALIST AGENT QUALITY RESPONSIBILITIES

### Content Specialist Quality Requirements

* [ ] \*\*Technical Accuracy\*\*: Verify all specifications against authoritative sources
* [ ] \*\*Industry Compliance\*\*: Ensure Australian standards properly referenced
* [ ] \*\*Brand Voice\*\*: Maintain consistent professional authority
* [ ] \*\*Cross-Pillar Integration\*\*: Verify integration elements with other pillars
* [ ] \*\*Source Documentation\*\*: Provide credible sources for all claims and statistics

### Quality Controller Oversight Requirements

* [ ] \*\*Continuous Monitoring\*\*: Ongoing quality oversight throughout implementation
* [ ] \*\*Gate Reviews\*\*: Comprehensive quality gate assessments
* [ ] \*\*Issue Resolution\*\*: Quality issue identification and resolution coordination
* [ ] \*\*Standards Enforcement\*\*: SOP compliance enforcement across all content
* [ ] \*\*Final Verification\*\*: Final publication readiness assessment

### Integration Specialist Quality Requirements

* [ ] \*\*Consistency Verification\*\*: Cross-pillar terminology and specification consistency
* [ ] \*\*Integration Functionality\*\*: Integration elements functional and accurate
* [ ] \*\*Customer Journey\*\*: Quality customer journey flow throughout all pillars
* [ ] \*\*Technical Alignment\*\*: Integration technical accuracy across all systems
* [ ] \*\*User Experience\*\*: Professional integration element presentation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## QUALITY METRICS TRACKING

### Daily Quality Metrics (Days 3-13)

* \*\*Technical Accuracy Percentage\*\*: Specifications verified against industry standards
* \*\*SOP Compliance Percentage\*\*: Citation and presentation standards compliance
* \*\*Cross-Pillar Consistency Score\*\*: Integration consistency across pillars
* \*\*Content Completion Percentage\*\*: Progress against final deliverable requirements

### Quality Gate Success Metrics

* \*\*Gate 1 Technical\*\*: 100% technical accuracy verification required
* \*\*Gate 2 Compliance\*\*: 100% SOP compliance verification required
* \*\*Gate 3 Publication\*\*: Unanimous specialist approval required

### Final Quality Assessment Criteria

* \*\*Content Quality\*\*: Professional presentation meeting all standards
* \*\*Technical Authority\*\*: Industry expertise demonstrated throughout content
* \*\*Australian Compliance\*\*: Local standards and regulations properly addressed
* \*\*Integration Quality\*\*: Cross-pillar elements functional and consistent
* \*\*Publication Readiness\*\*: Web development implementation ready

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Document Status\*\*: Quality Control Framework Complete

\*\*Implementation\*\*: Active throughout content creation process

\*\*Review Schedule\*\*: Daily checkpoints with formal gate reviews

\*\*Success Criteria\*\*: 100% compliance with three-tier quality gate system