# 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

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## 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

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## 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

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## 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

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## 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

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## 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

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## 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

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**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