# Quality Assurance Plan for Project Name

**Prepared by:** **Date:**

1.0 Draft Quality Assurance Plan

1.1 Introduction

1.2 Purpose

1.3 Policy Statement

1.4 Scope

2.0 Management

2.1 Organizational Structure

2.2 Roles and Responsibilities

2.2.1 Technical Monitor/Senior Management

2.2.2 Task Leader

2.2.3 Quality Assurance Team

2.2.3 Technical Staff

3.0 Required Documentation

4.0 Quality Assurance Procedures

4.1 Walkthrough Procedure

4.2 Review Process

4.2.1 Review Procedures

4.3 Audit Process

4.3.1 Audit Procedures

4.4 Evaluation Process

4.5 Process Improvement

5.0 Problem Reporting Procedures

5.1 Noncompliance Reporting Procedures

6.0 Quality Assurance Metrics

Appendix

Quality Assurance Check List Forms