QUALITY CONTROL POLICY TEMPLATE
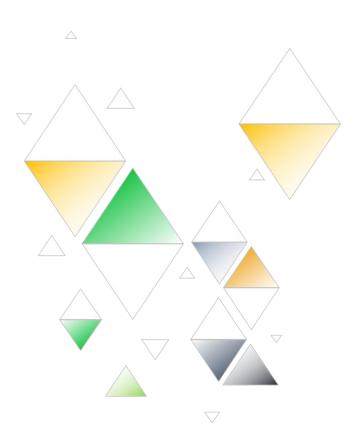
QUALITY CONTROL POLICY

Project Name

PROJECT ID

VERSION 0.0.0

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DOCUMENT CONTROL

FILE NAME		DOCUMENT ID
DOCUMENT OWNER	**ISSUE DATE**	**LAST SAVED DATE**

VERSION HISTORY

VERSION	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

DOCUMENT APPROVALS

ROLE	NAME	SIGNATURE	DATE
Project Sponsor			
Project Review Group			
Project Manager			
Quality Assurance Manager			
Procurement Manager (if applicable)			
Communications Manager (if applicable)			
Project Office Manager (if applicable)			
Other (if applicable)			

TEMPLATE GUIDE

HOW TO USE THIS TEMPLATE

This quality control policy template guides you through the sections of a quality control policy. You may add, remove, or edit sections to suit your needs. This template includes sample tables that contain content suggestions for your policy. You can customize any section in this template, including tables, text, etc.

QUALITY CONTROL POLICY OVERVIEW

Provide a high-level overview of your quality control policy for your project, product, or service. You might include the following:

- **Quality Control Objectives:** These include the specifications, characteristics, cycle time, cost, resources, reduction of imperfections and bugs, and degree of uniformity, effectiveness, dependability, etc.

- **Quality Control Steps:** These include steps in the process that relate to your organization's operating practices or procedures.

- **Quality Control Responsibilities:** These include the sponsors, management, and resources that you have to consider during the quality control process.

- **Quality Control Documented Standards:** These include the applicable quality control practices, procedures, and instructions.

- **Quality Control Testing:** This includes the quality control testing criteria that you'll use at various stages. Criteria include the inspection, audit programs, etc.

- **Quality Control Change Process:** This refers to how you will document and communicate changes/improvements to the quality control process.

- **Quality Control KPIs:** Here, you include the details concerning the key performance indicators (KPIs) that you'll use for measuring the effectiveness of the quality control objectives.

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1. QUALITY STANDARDS

Provide details regarding any product or industry quality control standards that apply to your quality control policy.

For example, applicable industry standards might include the International Organization for Standardization's (ISO) quality standards, etc. Or, your plan might have to account for certain quality criteria that your company or client requires.

2. QUALITY OBJECTIVES

Provide details regarding the quality control objectives for the overall project or product's deliverables. Be as specific as you can. Include your criteria for measuring success. You can use a separate quality metrics table to enter the detailed metrics for each deliverable.

METRIC / SPECIFICATION	MEASURE
QUALITY CONTROL OBJECTIVES	
QUALITY CONTROL STEPS	
QUALITY CONTROL RESPONSIBILITIES	
QUALITY CONTROL DOCUMENTED STANDARDS	
QUALITY CONTROL TESTING	
QUALITY CONTROL CHANGE PROCESS	
QUALITY CONTROL KPIs	
ETC.	

3. QUALITY ROLES AND RESPONSIBILITIES

Enter the roles and responsibilities that you'll need for the quality control process.

ROLES	RESPONSIBILITIES
QUALITY ASSURANCE MANAGER	
PROJECT MANAGER	
DEVELOPER(S)	
QUALITY ASSURANCE TEAM MEMBER(S)	
ETC.	

4. DELIVERABLES AND PROCESSES SUBJECT TO QUALITY REVIEW

Provide a list of the project or product's quality control deliverables. Also include a list of the processes that you will undertake to review quality.

DELIVERABLE OR PROCESS TO REVIEW	DETAILS OF QUALITY REVIEW
Requirements Analysis	
Test Planning	
Test Design	
Test Execution and Defect Reporting	
Retesting and Regression Testing	
User Acceptance Testing (UAT)	
Release Testing	
Etc.	

5. QUALITY CONTROL MILESTONES

Provide details regarding how and when you will check quality.

QUALITY CONTROL PROCESS	MILESTONES	OWNER	DOCUMENTATION

APPENDICES

Provide any additional information related to your quality control process, including quality control process forms, diagrams, policy documents, etc.

APPENDIX	ITEM	LOCATION

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