**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11546&utm_source=integrated-content&utm_campaign=/content/quality-assurance-templates&utm_medium=Quality+Assurance+Action+Plan+doc+11546&lpa=Quality+Assurance+Action+Plan+doc+11546)QUALITY ASSURANCE ACTION PLAN TEMPLATE**

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| **COMPANY** |  |  |  |  |  |  |  |  |  |
| **DEPARTMENT** |  |  |  |  |  |  |  |  |  |
| **SUPERVISOR** |  |  |  |  |  |  |  |  |  |
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| **ISSUE NO** | **ISSUE DESCRIPTION** | **PROPOSED ACTION** | **CATEGORY** | **PRIORITY** | **ASSIGNEE** | **RAISED BY** | **STATUS** | **DUE DATE** | **COMMENTS** |
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