** QUALITY ASSURANCE AUDIT CHECKLIST TEMPLATE**

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| **Ref No.** | **AUDIT QUESTION** | **SCORE** (1-5) | **MEETS STANDARDS** | **OPPORTUNITIES FOR IMPROVEMENT** | **MINOR CONCERNS** | **MAJOR CONCERNS** | **NOTES** | **RECOMMENDATIONS** |
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|  | **TOTAL SCORE** |  |   |   |   |   |   |   |
|  | **AVERAGE SCORE** |  |   |   |   |   |   |   |

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