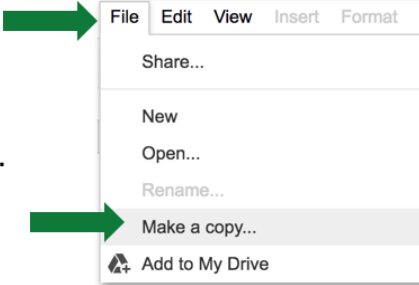


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**QUALITY CONTROL
STATEMENT TEMPLATE**

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Template begins on page 2.



QUALITY CONTROL STATEMENT

Project Name

PROJECT ID

VERSION 0.0.0

00/00/0000

QUALITY CONTROL STATEMENT

Provide a high-level overview of your quality control statement 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.

1. QUALITY STATEMENT STANDARDS

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

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	Include the specifications, characteristics, cycle time, cost, resources, reduction of imperfections and bugs, and degree of uniformity, effectiveness, dependability, etc.
QUALITY CONTROL STEPS	Include steps in the process that relate to your organization's operating practices or procedures.
QUALITY CONTROL RESPONSIBILITIES	Include the sponsors, management, and resources that you have to consider during the quality control process.
QUALITY CONTROL DOCUMENTED STANDARDS	Include the applicable quality control practices, procedures, and instructions.
QUALITY CONTROL TESTING	Include the quality control testing criteria that you'll use at various stages. Criteria include the inspection, audit programs, etc.
QUALITY CONTROL CHANGE PROCESS	Include how you will document and communicate changes/improvements to the quality control process.
QUALITY CONTROL KPIs	Include the details concerning the key performance indicators (KPIs) that you'll use for measuring the effectiveness of the quality control objectives.
ETC.	

3. 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.	

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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