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Review of the SQAP

Description

The review of the SQAP should check that the plan is being followed and that all the activities described in it are being carried out as planned.

Frequency

Every Month, once the SQAP is approved by the project.

Review checklist

- Check that the following tasks are carried out as defined in the plan:
 - ◆ Documentation tasks
 - ◆ Review tasks
 - ◆ Reporting tasks
- Check the list of responsibilities is up to date.
- Check the description of the SQA procedures is up to date.
- Check the list of metrics is up to date.
- Check the guidelines are up to date.

Output

It is a document that contains a report on the status of the checklist.

Reviews

- October 2010
- November 2010

-- MariaALANDESPRADILLO - 10-Aug-2010

This topic: EMI > SQAPReview

Topic revision: r3 - 2010-11-21 - MariaALANDESPRADILLO



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