

Worksheet 1 (W1:PM4)

***HOW TO PLAN AND IMPLEMENT A QUALITY ASSURANCE PROGRAMME***

***QA ACTIVITIES***

Time: 70 minutes

Instructions:

* Work in groups of three
* On the worksheet provided, for each QA component, list the QA activities that are currently being conducted in your country.
* Identify what the gaps are to implement the QA activity, and list these on the worksheet provided
* Recommend activities to fill these gaps, and suggest what challenges may be encountered.
* Which stakeholders do you need to engage to address implementation of the QA activities in your country?
* Share your findings with the group

WORKSHEET: GROUP 1

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| **QA COMPONENT** | **QA ACTIVITIES** | **IDENTIFY GAPS** | **ACTIVITIES TO FILL GAPS** | **CHALLENGES IN IMPLEMENTING** | **STAKEHOLDERS** |
| **Standardized documentation** |  |  |  |  |  |
| **Equipment maintenance & servicing** |  |  |  |  |  |

WORKSHEET: GROUP 2

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| **QA COMPONENT** | **QA ACTIVITIES** | **IDENTIFY GAPS** | **ACTIVITIES TO FILL GAPS** | **CHALLENGES IN IMPLEMENTING** | **STAKEHOLDERS** |
| **Training & certification** |  |  |  |  |  |
| **On-site supervisory visits** |  |  |  |  |  |

WORKSHEET: GROUP 3

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| **QA COMPONENT** | **QA ACTIVITIES** | **IDENTIFY GAPS** | **ACTIVITIES TO FILL GAPS** | **CHALLENGES IN IMPLEMENTING** | **STAKEHOLDERS** |
| **Procurement & supply chain** |  |  |  |  |  |
| **Implement PT** |  |  |  |  |  |