

Handout (H1:PM4)

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

QA ACTIVITIES - 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** |  |  |  |  |  |