

Quality Assurance Checklist

This quality assurance (QA) checklist is in table format. Populate the initial 3 columns with contract requirements. Do not alter these entries without modifying the contract. Populate the latter 3 columns with notations on how the Government will perform, document and report inspections. These entries may be changed at any time without recourse to contract modification.

Deliverable	Due Date	Acceptance Criteria	Method of Inspection	Inspection Form	Results Reported to:
1.					
2.					
3.					
4.					
Etc.					

Deliverable: List each performance outcome subject to inspection, acceptance, and payment. A deliverable may be a product (hardware, software, or system), a document, or a service. This list should mirror the contract’s delivery schedule.

Due Date: This may be an actual calendar date, “X” number of days from a stated event (e.g., notice to proceed), a set frequency (for example, daily, weekly, or monthly), or “as required” (for example, when delivery is triggered by a work assignment). This information should mirror the contract’s delivery schedule.

Acceptance Criteria: These define *satisfactory* delivery. They are also called “standards.” They are specified in the contract or incorporated by reference. Because these criteria may be too numerous or detailed to present in this table, you may simply cross-reference the contract section that covers them.

Method of Inspection: Identify who will perform inspection – for example, the COR, assigned subject matter expert, quality assurance representative or evaluator, customer representative, customer, contractor, independent contractor, some other designated party, or a combination of the above.

Identify how inspection will be performed (for example, visual examination, testing, customer complaint, or system reporting). If less than 100% of the delivery will be inspected, state the percentage to be checked and if probability sampling will be used.

Inspection Form: Identify what format will be used to document inspections – for example, a memo to the file, observation sheet, customer complaint form, test record, walkthrough checklist, or peer review report. Each cited form should be prepared prior to contract award or at least prior to the inspection itself.

Feedback: Identify who will be notified of inspection results. Identify whether the notice will be on an “exception basis only” (for example, when the contractor fails) and whether the feedback will include actual inspection data, a summary report of findings and recommendations, or both.