

[organization name]

### Appendix 3 – Quality Plan

Process name:							Process owner:			
Process inputs:										
Activity	Quality characteristics under control (controlled conditions of activity)						Record ID	Note		

- Commented [9A1]:** Write in the names of activities in process by their order of execution.
- Commented [9A7]:** Write in the name and ID of record where measured values are entered.
- Commented [9A2]:** In activities that need control of quality characteristics, e.g. dimensions, humidity, weight, etc. if there is activity of examining product write in subject of examination. For control of condition in which activity is executed, write in the parameters under control, e.g. temperature, pressure, etc.
- Commented [9A4]:** Write in the name or job title of person who conducts activity control, e.g. Operator, Supervisor, etc.
- Commented [9A5]:** In activity where sampling and measurement are performed write in the frequency of sampling and measurement, e.g. once a day, five samples per lot, etc.
- Commented [9A6]:** For example:
  - Internal –
  - External –
- Commented [9A3]:** Write in the name of document for execution of process, e.g. procedures, instruction manuals, etc. Write also standards and laws and regulations regarding product and/or process.

[job title]  
[name]

[organization name]

---

\_\_\_\_\_  
[signature]