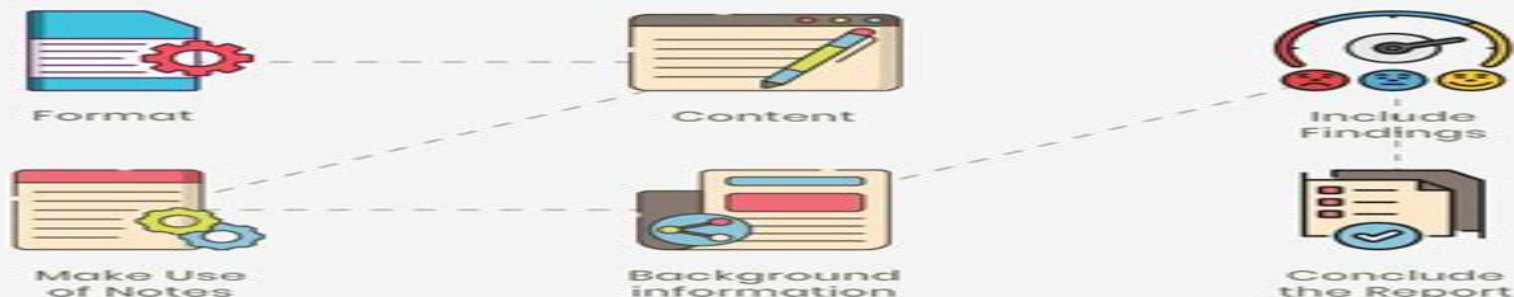


# 6

Steps to  
Make a

# QUALITY REPORT

A quality assurance professional in a business or an organization should know how to write a quality report. Because this report helps to improve the quality of its products or service and to prevent it from the cost of poor quality.



## 1 Format

The relevance of the report tells the format of the quality report meets the needs of the people.

## 2 Content

Attributes of the content of quality reports are accuracy, clarity, consistency, transparency, unambiguity, and language.

## 3 Make Use of Notes

In making notes, you can also draft a sample outline of your quality report.

## 4 Background information

This is to make your intention across and can be understood by anyone in the business.

## 5 Include Findings

This will indicate whether your quality report is effective or not.

## 6 Conclude the Report

Write your recommendations and suggestions to improve the process you observe.

# Observe And Report Good Quality

**Roman Wölfel**



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