

# Quality Assurance – Daily Report

Format No.:

Quality Assurance Report # \_\_\_\_\_

Date: \_\_\_\_\_

Incoming Raw Material Quality				
Sr.	Material Description	Supplier	Quality issue	Actions / Planning

Incoming Bill of Material Quality				
Sr.	Material Description	Supplier	Quality issue	Actions / Planning

Product Development – Quality Requirements			
Sr.	Description	Criteria	Remarks

Customer Complains				
Sr.	Nature of Complain	Customer	Root Cause Analysis	Action Plan

Others

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Quality Assurance Engineer

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Quality Assurance Manger