

QUALITY CLOSE OUT REPORT

Project Name:	
Project Number:	
Date of Practical Completion:	

Scope of Work Summary

Provide a brief summary of the scope of work that was completed.



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Issues Related to Quality	
Provide details related to any quality issues.	
Non-Conformances	
Are all items and materials used in this project and tested in accordance with the contract documents?	
Quality	
What are the key findings of external audits?	
What are the key findings of internal audits?	

Rework

Provide details of any major rework performed.

Concessions

Provide the list of any concessions granted.



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Provide details of any major design changes.

Technical Details

Provide details of any major design changes.

Comments

Provide details of any other comments that may be relevant.

Approval

Company Representative

Name	Signature	Title

Manager

Name	Signature	Title