Analysis and Evidence Quality Assurance (QA) Report

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| **Name of product:** |  |

# Product details & QA planning

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| **Role** | **Name & contact details** | | | | | | |
| **Project SRO** |  | | | | | | |
| **Project Manager** |  | | | | | | |
| **Senior analyst (G5)** | *[Name, team]* | | QA plans approved? *(select)* |  | Date: | *[planned or actual]* | |
| Analytical Clearance given? *(select)* |  | Date: | *[planned or actual]* | |
| **Approving body** | *[Name of approving body (person/board/panel/group)]* | | Approval given? *(select)* |  | Date: | *[planned or actual]* | |
| **Product type:** | *[E.g. Impact Assessment; Evidence Statement etc.]* | | DECC Shares link: | |  | | |
| **Analytical disciplines** | | **Expertise needed?** *(select)* | **Lead contact & QA engagement approach**  Including amount, scope, type, and timing of input  *(or details of why not needed)*  *Mutual agreement must be obtained from the start* | | | | **QA input agreed with provider?** |
| Commercial | |  |  | | | |  |
| Statistics | |  |  | | | |  |
| Engineering | |  |  | | | |  |
| Science | |  |  | | | |  |
| Operational Research (*modelling*) | |  |  | | | |  |
| Economics | |  |  | | | |  |
| Social Research & Customer Insight | |  |  | | | |  |
| **Other reviewers (if applicable)** | |  |  | | | |  |
| *E.g. external academic expert* | |  |  | | | |  |
| *E.g. OGD reviewer* | |  |  | | | |  |

# Approval: Record of decision

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| *Please attach or link here evidence (confirmatory email/meeting minutes) of approval decision and caveats/recommendations, clarifications, and follow-up actions undertaken.* |
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# Clearance statement *(to be completed by Senior Analyst)*

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| *Please provide a recommendation with supporting explanation to the Approving Body on the overall fitness for purpose of the analysis and evidence. This should make clear any important outstanding risks and issues raised through the review process. Please explain briefly the QA process that this product has undergone.* |
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# QA reports *(to be agreed with reviewers)*

***Note:*** *Please use a new table for each reviewer.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & contact details:**  *(of reviewer)* |  | **Date agreed:** |  |
| **Review scope:**  *What has, and has not been reviewed. What QA has been requested from the reviewer?* |  | | |
| **Review findings:**  *An assessment of the quality of the work, within the scope set out above. All issues and risks should be explained.*  *For detailed sets of review findings, please summarise here and attach a copy of the full set of comments* | *Please summarise here and attach further details where appropriate.* | | |
| **Fitness for purpose:**  *An assessment of whether the product is fit for purpose, within the scope described above.. Where appropriate, please include caveats which need to be resolved before the product is fit for purpose.* | *Please summarise here and attach further details where appropriate.* | | |
| **Follow-up actions taken:**  *Details of how the concerns listed above have been managed. Where disagreement exists, or no actions have been taken, this should be explained.*  *(to be completed by the project team)* | *Please summarise here and attach further details where appropriate.* | | |