Appendix 10.1: QA Log

The following is a sample QA Log template.

NAME OF MODEL	FILE NAMES & FILE PATH LOCATION
NAME OF MODELLER	
NAME(S) OF QA STAFF	

Purpose of model

1.
2.
3.

Have the following items been checked in the QA?

Yes/No/NA Are timing assumptions consistent throughout the model?
Yes/No/NA Are calculations consistent and clearly marked?
Yes/No/NA Have units been provided for all values and clearly marked?
Yes/No/NA Have adequate error checks been built into the model?
Yes/No/NA Other. . . .

Specific areas of the model that the model developer/project team want assurance on:

QA staff notes:

Details of issues found in the QA that need to be discussed with the model developer/project team:

Item number	Date issue identified	File tab/ sheet	Cell reference	Issue Description	Comments	Responses by team/model developer	Action taken	Date issue resolved
1								
2								
3								
4								
5								
6								