

# Subcontractor Quality Assurance Improvement Plan

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Subject: Quality Assurance Improvement Plan

Dear [Subcontractor Name],

As part of our commitment to deliver high-quality services and products, we have identified a need for improvements in the quality assurance practices of your team. This letter serves as a formal communication to outline the necessary steps for enhancing quality assurance processes in line with our project standards.

## 1. Areas for Improvement

- Inadequate documentation of quality control measures.
- Insufficient training for staff regarding quality assurance protocols.
- Failure to regularly perform quality assessments of materials and processes.

## 2. Proposed Action Plan

1. Develop a comprehensive quality control manual by [Insert Date].
2. Conduct quality assurance training for all staff by [Insert Date].
3. Implement monthly quality assessments to monitor compliance and progress.

## 3. Review Timeline

We propose a follow-up meeting on [Insert Date] to review the progress of the improvement plan and make any necessary adjustments.

We believe that by working together, we can improve the quality standards of our projects. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]