Analysis and Evidence Quality Assurance (QA) Report

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| **Name of product:** |  |

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| *This template is to provide a record of peer review outcomes, together with clearance and approval decisions. This is to support the Department for Energy Security and Net Zero (DESNZ) QA process.*  *This report should remain with the product in question. When submitting the product to the relevant Assurer, please include a copy of this QA Report as Assurers and Approvers must factor in the analysis and evidence quality, and the quality assurance undertaken, into their decision.* |

# Product details & QA planning

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| **Role** | **Name & contact details** | | | | | | |
| **Project Commissioner** |  | | | | | | |
| **Lead Analyst** |  | | | | | | |
| **Assurer** | *[Name, team]* | | QA plans approved? *(select)* |  | Date: | *[planned or actual]* | |
| Analytical Clearance given? *(select)* |  | Date: | *[planned or actual]* | |
| **Approver** | *[Name of approving body (person/board/panel/group)]* | | Approval given? *(select)* |  | Date: | *[planned or actual]* | |
| **Product type:** | *[E.g. Impact Assessment; Evidence Statement etc.]* | | 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 Assurer)*

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| *Please provide a recommendation with supporting explanation to the Commissioner or Approver 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 Assuring Analysts and reviewers)*

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

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| **Name & contact details:**  *(of Assuring Analyst / Reviewer)* |  | **Date agreed:** |  |
| **Review scope:**  *What has, and has not been reviewed. What QA did the Reviewer request?* |  | | |
| **Review findings:**  *An assessment of the quality of the work, within the scope set out above. Explain all issues and risks*  *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 to resolve before the product is fit for purpose.* | *Please summarise here and attach further details where appropriate.* | | |
| **Follow-up actions taken:**  *Details of management of the concerns listed above.*    *Project Team explain where disagreements exist, or took no action.* | *Please summarise here and attach further details where appropriate.* | | |