



**ClearSKai**  
TECHNOLOGIES

*Where the SKai isn't the limit, it's the starting point.*

FINAL QA

# Final QA Checklist

Internal and client-facing QA checklist for final pre-launch review across pages, buttons, forms, responsiveness, SEO, analytics, and handoff.

PREPARED BY

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PREPARED FOR

CLIENT NAME & COMPANY

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PROJECT / BUILD NAME

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CLIENT EMAIL

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QUALITY ASSURANCE

# Final QA Checklist

Use before Launch Approval to catch issues before the client signs off.

- |   |   |
|---|---|
| <input type="checkbox"/> All primary pages reviewed   | <input type="checkbox"/> Navigation links work        |
| <input type="checkbox"/> Footer links work            | <input type="checkbox"/> Buttons route correctly      |
| <input type="checkbox"/> Forms submit correctly       | <input type="checkbox"/> Email notifications received |
| <input type="checkbox"/> SMS notifications received   | <input type="checkbox"/> Mobile layout checked        |
| <input type="checkbox"/> Tablet layout checked        | <input type="checkbox"/> Desktop layout checked       |
| <input type="checkbox"/> Meta titles/descriptions set | <input type="checkbox"/> Open Graph image checked     |
| <input type="checkbox"/> 404 page checked             | <input type="checkbox"/> Privacy/Terms links present  |
| <input type="checkbox"/> Analytics verified           | <input type="checkbox"/> Search Console ready         |

OPEN ISSUES / FIXES NEEDED



## Signatures

**QA REVIEWER**

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE      DATE

      

**CLEARSKAI LEAD DEV**

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE      DATE