

Quality Assurance Vocabulary — Lesson 2 STUDENT WORKSHEET

A2 Level | Medical Devices & Drugs Production

Name: _____

Date: _____

★ New Words

procedure	a set of actions done in a particular order to complete a task — "Follow the procedure carefully to complete the task."
documentation	written papers that give information or proof — "We must keep good documentation for every batch."
calibrate	to check and adjust a machine so it measures correctly — "Please calibrate the machine every month."
batch number	a code that shows which batch a product came from — "Check the batch number to find out which batch this is."
traceability	the ability to follow a product's history from start to end — "Traceability means you can follow a product's history."
non-conformance	when a product does not meet the required standard — "If a product fails, we call it a non-conformance."
corrective action	something you do to fix a problem so it does not happen again — "We take a corrective action to fix a problem permanently."
audit	an official check of a company's work and records — "The team will audit the records next week."
hygiene	keeping clean to stop germs and protect health — "Workers must follow good hygiene rules in the factory."
packaging	the material used to wrap or contain a product — "Check the packaging before you send the product."
batch release	giving official permission for a batch to be sold or used — "The manager must sign the batch release."
quarantine	to keep something separate until it is checked and approved — "Put the faulty product in quarantine."

1 True or False

Read the sentence. Write True or False.

1. A 'procedure' is a set of actions done in order. _____
2. 'Documentation' means spoken information only. _____
3. To 'calibrate' a machine means to check and adjust it. _____
4. 'Traceability' means you cannot follow a product's history. _____
5. An 'audit' is an official check of records. _____
6. 'Quarantine' means to sell a product immediately. _____

2 Multiple Choice

Circle the correct answer.

1. We must ____ the scale every month.
calibrate audit quarantine
2. Every batch has a ____ so we can trace it.
batch number procedure hygiene
3. If a product fails, we call it a ____.
procedure non-conformance packaging
4. We take a ____ to fix a problem permanently.
corrective action audit hygiene
5. The manager will check the ____ before signing.
documentation packaging quarantine
6. Workers must follow good ____ rules in the factory.
hygiene traceability batch release

3 Matching

Match the word (1-6) with its meaning (A-F). Write the letter.

- | | |
|-------------------------|--|
| 1. audit ____ | A. to keep something separate until it is checked and approved |
| 2. packaging ____ | B. when a product does not meet the required standard |
| 3. batch release ____ | C. the ability to follow a product's history from start to end |
| 4. quarantine ____ | D. an official check of a company's work and records |
| 5. traceability ____ | E. giving official permission for a batch to be sold or used |
| 6. non-conformance ____ | F. the material used to wrap or contain a product |

4 Gap Fill

Write the correct word in each gap: *calibrate, documentation, quarantine, procedure, batch number*.

1. Please _____ the machine before you use it.
2. We must keep good _____ for every batch.
3. The faulty product must go into _____.
4. Follow the _____ carefully to complete the task.
5. Check the _____ to find out which batch this is.

5 Sort the Words

Put each word in the correct box: Documents & Records, Actions, Quality Ideas.

Documents & Records

Actions

Quality Ideas

Word bank: calibrate, audit, quarantine, procedure, documentation, batch number, traceability, hygiene

6 Word Order

Put the words in the correct order to make a sentence.

1. machine / the / calibrate / Please / .

2. documentation / the / complete / must / We / .

3. records / the / audit / will / team / The / .

4. quarantine / in / product / the / Put / .

7 Right or Wrong

Is the underlined word used the right way, or the wrong way?

1. Please CALIBRATE the machine every month. _____

2. AUDIT means to hide company records. _____

3. TRACEABILITY means you can follow a product's history. _____

4. NON-CONFORMANCE means the product meets every standard. _____

5. HYGIENE helps stop germs and protect health. _____

6. QUARANTINE means to sell a product to customers immediately. _____

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★ New Words

procedure	a set of actions done in a particular order to complete a task — "Follow the procedure carefully to complete the task."
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quarantine	to keep something separate until it is checked and approved — "Put the faulty product in quarantine."

1 True or False

Read the sentence. Write True or False.

- | | |
|--|--------------|
| 1. A 'procedure' is a set of actions done in order. | True |
| 2. 'Documentation' means spoken information only. | False |
| 3. To 'calibrate' a machine means to check and adjust it. | True |
| 4. 'Traceability' means you cannot follow a product's history. | False |
| 5. An 'audit' is an official check of records. | True |
| 6. 'Quarantine' means to sell a product immediately. | False |

2 Multiple Choice

Circle the correct answer.

- We must ___ the scale every month.
calibrate audit quarantine
- Every batch has a ___ so we can trace it.
batch number procedure hygiene
- If a product fails, we call it a _____.
procedure **non-conformance** packaging
- We take a ___ to fix a problem permanently.
corrective action audit hygiene

Quality Assurance Vocabulary — Lesson 2 **TEACHER ANSWER KEY**

A2 Level | Medical Devices & Drugs Production

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5. The manager will check the documentation before signing.
packaging quarantine
6. Workers must follow good hygiene rules in the factory.
traceability batch release

3 Matching

Match the word (1-6) with its meaning (A-F). Write the letter.

- | | |
|---------------------------|--|
| 1. audit -> (D) | A. to keep something separate until it is checked and approved |
| 2. packaging -> (F) | B. when a product does not meet the required standard |
| 3. batch release -> (E) | C. the ability to follow a product's history from start to end |
| 4. quarantine -> (A) | D. an official check of a company's work and records |
| 5. traceability -> (C) | E. giving official permission for a batch to be sold or used |
| 6. non-conformance -> (B) | F. the material used to wrap or contain a product |

4 Gap Fill

Write the correct word in each gap: calibrate, documentation, quarantine, procedure, batch number.

- | | |
|---|-----------------|
| 1. Please _____ the machine before you use it. | (calibrate) |
| 2. We must keep good _____ for every batch. | (documentation) |
| 3. The faulty product must go into _____. | (quarantine) |
| 4. Follow the _____ carefully to complete the task. | (procedure) |
| 5. Check the _____ to find out which batch this is. | (batch number) |

5 Sort the Words

Put each word in the correct box: Documents & Records, Actions, Quality Ideas.

Documents & Records

procedure
documentation
batch number

Actions

calibrate
audit
quarantine

Quality Ideas

traceability
hygiene

6 Word Order

Put the words in the correct order to make a sentence.

1. machine / the / calibrate / Please / .
-> **Please calibrate the machine.**
2. documentation / the / complete / must / We / .
-> **We must complete the documentation.**
3. records / the / audit / will / team / The / .
-> **The team will audit the records.**
4. quarantine / in / product / the / Put / .
-> **Put the product in quarantine.**

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7 Right or Wrong

Is the underlined word used the right way, or the wrong way?

1. Please CALIBRATE the machine every month.
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Right
Wrong
Right
Wrong
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