**System Name**

***Validation Protocol – OQ or PQ***



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**V.1.0**

**24 March 2015**

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**System Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Software Version Tested: \_\_\_\_\_\_\_\_\_**

**Test Script Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Protocol Version**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Test Script Description:

Enter the descriptions of the test in the protocol

# Test Logistics:

Start of Test Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End of Test Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Test Station: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Tester & Verifier Log

|  |  |  |  |
| --- | --- | --- | --- |
| **Tester/Verifier Printed Name** | **Tester/Verifier Signature** | **Tester/Verifier Initials** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Prerequisites:

Enter the prerequisites for protocol test

# Data Setup

| Data Setup 1: | | | | |
| --- | --- | --- | --- | --- |
| Step | Description/Action | Tester  Initial/Date | Verifier  Initial/Date | Comments / Data Collection |
|  | *[Insert appropriate data setup instructions]* |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **End of data setup 1** | | | | |

# Test Cases

| Test Case 1: | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Step | Description/Action | Expected Result | Actual Result | Pass,  Fail? | Tester  Initial/Date | Verifier  Initial/Date | Comment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **End of Test Case 1** | | | | | | | |

| Test Case 2: | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Step | Description/Action | Expected Result | Actual Result | Pass,  Fail? | Tester  Initial/Date | Verifier  Initial/Date | Comment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **End of Test Case 2** | | | | | | | |

***[Create the appropriate number of Test Case tables.]***

# Test Results Review

This section should briefly describe the outcome of the testing and identify any issues encountered during the testing process. If no issues were encountered, the tester can simply state that the protocol has passed without error. If issues were encountered, the individual responsible for managing the testing effort should resolve those issues and re-execute the test.

|  |  |  |  |
| --- | --- | --- | --- |
| Step | Tester Comments | Reviewer Comments | Resolution |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

# Revision History:

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Version Number** | **Document Revision Date** | **Revisions Made By:** | **Revision Summary**  *(Reference section[s] changed)* |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

# Approvals

## Pre-execution:

Signature(s) below indicate agreement with of the contents of the Validation Protocols as an accurate description of the test needed to demonstrate that the system is functioning as intended and fulfills requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Document Prepared by: | | | |
| Function | Name | Signature | Date |
|  |  |  |  |

Signatures below indicate approval to test the system per the steps identified in this Validation Protocol.

|  |  |  |  |
| --- | --- | --- | --- |
| Pre-Execution Approval of Testing: | | | |
| Function | Name | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Post-execution:

Signature(s) below indicate that the system testing was performed per the instructions of this Validation Protocol and the results obtained were as noted within this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Protocol Executed by: | | | |
| Function | Name | Signature | Date |
|  |  |  |  |

Signature below indicates approval of this Validation Protocol and the associated results.

|  |  |  |  |
| --- | --- | --- | --- |
| Post-Execution Approval of Testing: | | | |
| Function | Name | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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