**System Name**

***Installation Qualification (IQ)***



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**V.1.0**

**24 March 2015**

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# Introduction

## Purpose

The purpose of this document is to describe the installation, configuration, and associated verification of <system>.

## Scope

Define the scope of this document. Include hardware, operating system software, database software, application software, peripheral device, etc.

List the elements and associated version numbers within the scope of this document.

| **Component** | **Version** |
| --- | --- |
|  |  |
|  |  |
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|  |  |

# Installer and Verifier Log

|  |  |  |  |
| --- | --- | --- | --- |
| **Installer/Verifier Printed Name** | **Installer/Verifier Signature** | **Installer/Verifier Initials** | **Date** |
|  |  |  |  |
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# Component Verification

Use this section to document purchased system components vs. specification prior to installation.

## Hardware Component Verification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** |  | **Manufacturer** | **Model** | **Serial** |
| 1 | specification |  |  | n/a |
| 1 | Actual |  |  |  |
| 2 | specification |  |  | n/a |
| 2 | Actual |  |  |  |
| 3 | specification |  |  | n/a |
| 3 | Actual |  |  |  |

## Software Component Verification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** |  | **Manufacturer** | **Product** | **Version** |
| 1 | specification |  |  |  |
| 1 | Actual |  |  |  |
| 2 | specification |  |  |  |
| 2 | Actual |  |  |  |
| 3 | specification |  |  |  |
| 3 | Actual |  |  |  |

# Installation Instructions

Use this section to define the steps to install and configure each component identified in the scope section of this document.

## Installation Instructions for [X]

| Section 1.0 Installation of [X] |
| --- |
| Step | Action | Expected Result | Actual Result | Pass,Fail? | TesterInitial/Date | VerifierInitial/Date | Comment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **End of Installation Instructions for [X]** |

## Installation Instructions for [Y]

| Section 1.0 Installation of [Y] |
| --- |
| Step | Action | Expected Result | Actual Result | Pass,Fail? | TesterInitial/Date | VerifierInitial/Date | Comment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **End of Installation Instructions for [Y]** |

# Installation Verification

Use this section to define the steps to verify the installation and configuration each component identified in the scope section of this document.

## Installation Verification for [X]

| Section 1.0 Installation verification of [X] |
| --- |
| Step | Action | Expected Result | Actual Result | Pass,Fail? | TesterInitial/Date | VerifierInitial/Date | Comment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **End of Installation Verification for [X]** |

## Installation Verification for [Y]

| Section 1.0 Installation Verification of [Y] |
| --- |
| Step | Action | Expected Result | Actual Result | Pass,Fail? | TesterInitial/Date | VerifierInitial/Date | Comment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **End of Installation Verification for [Y]** |

# Results Review Summary

Use this section to briefly describe the outcome of the installation and identify any issues encountered during the installation and verification process.

If no issues were encountered, the reviewer can simply state that the protocol has passed without error.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 Approvals

Signature(s) below indicate agreement with of the contents of the Installation Qualification as an accurate description of the steps needed to install and verify the installation of the system

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

Signatures below indicate approval to install and verify the installation of the system per the steps identified in this Installation Qualification.

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

##

## Post-execution Approvals

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

|  |
| --- |
| Installation Qualification Executed by: |
| Function | Name | Signature | Date |
|  |  |  |  |

Signature below indicates approval of this Installation Qualification and the associated results.

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

**\*\*\*END OF DOCUMENT\*\*\***