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| **Title:** Computerized System Assessment for <System Name> | Page 1 of  |
| **Document No.** | <Document No.> |

**Computerized System Assessment**

**for**

**<System Name>**

 **APPROVAL PAGE**

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**REVISION HISTORY**

|  |  |  |
| --- | --- | --- |
| **Revision No.** | **Effective Date** | **Reason for Revision** |
|  |  | Initial Document |

# INTRODUCTION:

#

# PURPOSE:

#

# SCOPE:

#

# RESPONSIBILITIES:

#

# REFERENCES:

# DOCUMENT PROCEDURES:

# COMPUTERIZED SYSTEM ASSESSMENT CHECKLIST:

This document consists of check list for below listed items:

1. GENERAL INFORMATION
2. COMPUTERIZED SYSTEM ASSESSMENT

(Tick mark “*✓*” whichever/ wherever is applicable in this document).

**SECTION-A: GENERAL INFORMATION**

|  |  |
| --- | --- |
| **QUESTION** | **RESPONSE** |
| **INSTRUMENT**  |
| 1. Does the system have an instrument? (Respond as Yes/No) |  |
| Answer 2 and 3 if 1 is Yes, otherwise mark as NA |
| 2. Instrument Manufacturer Name and Model No.  | Instrument/Equipment Manufacturer: Instrument/Equipment Model No.:  |
| 3. Brief description of the Instrument/Equipment |  |
| **APPLICATION/SOFTWARE** |
| 4. Does the System have an Application/ Software? (Respond as Yes/No) |  |
| Answer 5 and 6 if 4 is Yes, otherwise mark as NA |
|  5. Application/ Software Name and Application/ Software Version No. | Software Name: Software Version:  |
| 6. Brief description of the Application/ Software |  |

**SECTION-B: COMPUTERIZED SYSTEM ASSESSMENT:**

| **Q. No.** | **Questions (for COMPUTERIZED SYSTEM ASSESSMENT)** | **(√) The Answers** |
| --- | --- | --- |
|  | Does the system have software? | [ ] Yes [ ] No  |
|  | Does the system have hardware? | [ ] Yes [ ] No  |
|  | Dose the system has directimpact in the business processes? | [ ] Yes [ ] No  |
|  | Does the system have SOP/EOP to operate the system? | [ ] Yes [ ] No  |
|  | Are there any trained personnel available in accordance with the operational SOP/EOP? | [ ] Yes [ ] No  |

|  |
| --- |
| **Note:** If all answer is “Yes” on all question, then system shall be Computerized System; else shall not be Computerized System. |
| **Conclusion of Section-B: The system is:**[ ] **Computerized System**[ ] **Non-Computerized System**  |
|  |