



[Appendix 6-Template of Computerized System Assessment]

Title: Computerized System Assessment for <System Name>

Page
1 of 5

Document No.

<Document No.>

**Computerized System Assessment
for
<System Name>**



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APPROVAL PAGE

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Name	Designation	Department	Signature	Date

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[Appendix 6-Template of Computerized System Assessment]

TABLE OF CONTENTS

1.0 INTRODUCTION4
2.0 PURPOSE.....4
3.0 SCOPE4
4.0 RESPONSIBILITIES4
5.0 REFERENCES.....4
6.0 DOCUMENTATION PROCEDURE.....4
7.0 GxP ASSESSMENT CHECKLIST Error! Bookmark not defined.
8.0 OVERALL ASSESSMENT CONCLUSION Error! Bookmark not defined.

REVISION HISTORY

Revision No.	Effective Date	Reason for Revision
		Initial Document



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1.0 INTRODUCTION:

2.0 PURPOSE:

3.0 SCOPE:

4.0 RESPONSIBILITIES:

5.0 REFERENCES:

6.0 DOCUMENT PROCEDURES:

7.0 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	



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SECTION-B: COMPUTERIZED SYSTEM ASSESSMENT:

Q. No.	Questions (for COMPUTERIZED SYSTEM ASSESSMENT)	(√) The Answers
Q1	Does the system have software?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q2	Does the system have hardware?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q3	Dose the system has directimpact in the business processes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q4	Does the system have SOP/EOP to operate the system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q5	Are there any trained personnel available in accordance with the operational SOP/EOP?	<input type="checkbox"/> Yes <input type="checkbox"/> 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

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