DQ, OQ PQ FOR COMPUTER SYSTEM

1.0 Define the System

    1.1 Describe the purpose.
- Analytical Use.
- Inventory / Store.
- Archives / Records.
- Management Information.

    1.2 List of all Hardware.

Hardware	Manufacturer Name	Model	S.No.
RAM			
ZDD			
FDD			
HDD			
Mother Board			
Interfaces for LAN, modem, Printer.			
Hard Disc			
Graphic Cards/ Adapter.			
Monitor			
Cables			

    1.3 List all Softwares.

Software	Vendor Name	Version	S.No.
Operating System			
General Softwares			
Specific Softwares			

1.4 List all Operational Parameters.

S.No.	Modules	Function	Limits
1.	**RAM**		
2.	**Hard Disc**		
3.	**Graphic Adapter**		
4.	**Interfaces**		
5.	**Printer /Plotter**		
6.	**CD Writer**		
7.	**Stabilizer**		
8.	**UPS**		
9.	**Scanner**		
10.	**Fax Attachments.**		
11.	**Speaker Attachments.**		
12.	**Modem Attachments.**		
13.	**Operating Systems**		
14.	**General Softwares**		
15.	**Specific Softwares.**		

1.5 Define Requirements to Operator.

S.No.	Designation	Qualification	Experience
1.			
2.			
3.			
4.			
5.			
6.			

1.6 Define Security Requirements.
- Hardware Lock
- Password Access.
- Biometric.
- Hardware Lock + Password Access.

1.7   Check following parameters concerning to DQ

- Purchase Order.
- Certificates and specifications for Vendor.
- Communications between internal users and Vendors.
- Users Manual.
- Maintenance, Calibration, and testing guidelines.
- All Drawings.
- List of Spares Supplied.

1.8   Check following parameters concerning OQ.

- Date of Installation.
- Installation Report.
- Place of Installation.
- Power Supply.
- Safety aspects.
- Calibration Details.
- Functionability of all switches and ancillary devices such as Printer, Modem, LAN, FDD, ZDD.

1.9   Verify following matter concerning PQ

- Security System.
- Operator Qualification.
- Functioning of each module and functioning of the total system over anticipated operating range.

S.No.	Calibration Record	Remarks
1.	**Calibration Record**	State if the system was calibrated for time to time.
2.	**Hardware Maintenance Log**	List Hardware failures.
3.	**Software Maintenance Log**	List Software Failures.
4.	**System Log**	List System failures.
5.	**Operators**	Check Operator Qualification and Experience.
6.	**Module and System Performance Check**	Check function of each module and system at various time intervals. Specify if they were operating in anticipated range.

VALIDATION REPORT:

Prepare Validation Report stating Acceptance Criteria and Observations.

S.No.	Modules	Criteria	Observations

CONCLUSIONS:
- System was valid during its past use.
- System was not valid during its past use and performance may have errors.
- System was not valid and needs improvement.
- System has become outdated and may be dissolved.