



Installation and Operational Qualification Test Datasheet # 02 for Infrared Ray Dryer

Identification No.:	Document Number:
Effective Date:	Revision No.: 00

Test ID #2: Document Verification

Target:	Required documents are available
Necessary materials:	None
Preconditions:	None

Test ID	Test Description
1	Check if SOPs are available at least as draft version. Record the title, document number, version and date in the “Comments” section of this test sheet or add a copy of the cover page to this test sheet.
2	Check if calibration certificates for GMP-critical instrument/sensor are available. Add a copy to this test sheet.

Test ID	Acceptance criteria:	Acceptance criteria fulfilled? (Y/N)
1	SOP for “Operation” is available at least as draft. Title, document number, version and date are noted in the “Comments” section or a copy of the cover page is added to this test sheet.	
1	SOP for “Cleaning” is available at least as draft. Title, document number, version and date are noted in the “Comments” section or a copy of the cover page is added to this test sheet.	
1	SOP for “preventive maintenance” is available at least as draft. Title, document number, version and date are noted in the “Comments” section or a copy of the cover page is added to this test sheet.	

Measures after test execution:	NA
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Comment Ref. No.	Comment	Deviation Ref. No.

Checked by (Signature/ date)	Verified by (Signature/ date)	
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