

Summary - Documenting IQ, OQ, PQ Protocol Test Results for Equipment, Facility and Computer

It is not good practice for the tester just to simply record a check mark (Pass/Fail), initials, or write “as expected” (or similar notation of acceptance) as the actual results without providing evidence of the result of the test step. Mark pass or fail especially when a reference or a numeric result should be recorded. Alternative documentation methods (e.g., the use of test keywords, codes, measured values or attachment references like screen prints, reports, etc.) may be utilized as long as the methodology is defined and provides unambiguous results.

Re-writing the entire text and measured values identified in acceptance criteria as the “actual results”. It is not good practice for the tester just to simply record a check mark (Pass/Fail), initials or write “as expected” (or similar notation of acceptance) as the actual results without providing evidence of the result of the test step. It is allowable to mark pass or fail as long as evidence is provided, especially when a reference or a numeric result should be recorded. Without an actual observed value or a screen shot, the assurance that the actual result was observed is limited. For critical steps, printed evidence should be included in the test results. For non-critical steps, it is not necessary to capture a screen if a test is incidental to proving a user requirement. However, where evidence cannot be produced during the execution of a critical function step, the test step result may be recorded in the Actual Results column.

It is good practice and required for a tester to sign/initial, date, and record the protocol number, test procedure number, step number on each page of a report or screen print. This is to help ensure that all pages remain traceable to tests. If the generation of a lengthy report is being tested, it is acceptable to only document the first page of the report.

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