Installation Qualification Report

(Ref.VAL-005)

8.   Instrumentation

Attach all items requiring calibration.

Attach calibration reports for all critical items and non critical items requiring calibration with their serial no.

9.   Preventative Maintenance

Record all Preventative Maintenance Programs.

For each piece of equipment attach the maintenance program and maintenance period

10.   Acceptance Tests and Commissioning Overview

Attach copies of the Factory Acceptance Testing report (FAT) and the Site Acceptance Testing report (SAT) as appropriate.

Attach a commissioning report stating the test procedure undertaken during the commissioning of tests.

- Fill out a signature log for all people involved in the acceptance and commissioning tests.
- Detail any issues observed and the resulting actions using a discrepancy form.

List specific product or process non conformities observed and describe the relevant remedies taken to prevent reoccurrence using a discrepancy form

11.   Handover of Specifications

Specifications	File name and no	Completed
User Requirement Specification(s)		
Functional Specification(s)		
Software Design Specification(s)		
Software Module Design Specification(s)		
Hardware Design Specification(s)		
Operators Control Panel Specification(s)		
Mechanical Specification(s)		

12.   Discrepancies

Detail any discrepancies/variations that have been observed between the design/ demand/ functionality specifications and the actual equipment as installed in a Discrepancy Form (**Form-370**).

Discrepancy Forms should be included as attachments.

Number of Discrepancy Forms =

13.   Signature Log

A signature log is to be signed by every person working on verification activities (including commissioning and IQ) associated with the project.

Name	Sign	Date