## 1.    PURPOSE

The purpose of this Installation Qualification (IQ) is to verify for system *Name_____*that: a) all system components (hardware and software) have been installed; b) all components meet the requirements stated in the system specification (or technical requirements), c) all necessary hardware and software configurations are been correctly made.

## 2.    SCOPE

This Installation Qualification is for *Name_____* system, including the application client and server software, the dedicated server (including the operating system and management tools) and disk drives (see System Description, Section 3 of this protocol for a detailed listing). The system is located in room _____ at *Address._____* The system is used by *functions/departments* to *perform these major functions*.

## 3.    SYSTEM DESCRIPTION

*Example:*

### 3.1.    System Overview

The system consists of a ZZZ (brand) 000-MHz server connected to the corporate network. The XXX (brand/version) operating system with service pack X.0 will reside on the server. The database is Brand YYY, version #.## Enterprise Edition. The AAA (Brand) application data will be on disks using RAID (Redundant Array of Inexpensive Drives) technology level #-# (assuming mirroring or disk redundancy used). The EDMS software is EDMS-SYS [Name release.version] from Software_Company. Three instances of the AAA (Brand) Database software will reside on the server(s), one instance each for development, test, and production.

### 3.2.    Detailed description

*Instructions:*

Reference the System Specification, or provide a detailed list of every component of the system with sufficient information to identify it.

For hardware, include every piece of equipment, cable, special cards, etc. that is purchased from a vendor, including preconfiguration options. For hardware, provide the following information: manufacturer, equipment name, model number, version number, and special features. For commodity items like cables and network cards, only identify the nature of the item and any special technical requirements.

For firmware, provide the same info as above, as applicable, but additionally include the version of burned-in code.

For software, include the following as applicable: name of software vendor, name or description of the software, part number, revision and/or version number, and file name.

Be sure to include software configuration parameters, add-on application tools, reporting tools, and other third party tools that together make a system fully functional.

**Database Manuals** *(examples below)*

- *Oracle8 Enterprise Edition, Getting Started for Windows 2000, Release X.05, 2000, Part No. A64416-01, Oracle Corporation*
- *Oracle8 Enterprise Edition, Installation for Windows 2000*
- *NetX Getting Started for Windows 2000*

**Application Manuals** *(example below)*

- *EDMS-SYS Installation Guide V7, Software_Company, 1999, DM-MX-08-11*

### 5.5.    Online Documentation Sets

**Database** *(examples below)*

- *Oracle8 Enterprise Edition Installation for Windows 2000*
- *Oracle8 Database*
- *Oracle8 Enterprise Edition Getting Started for Windows 2000*
- *Getting to know Oracle8 and the Oracle8 Enterprise Edition, Release 8.0*
- *Oracle8 Concepts*
- *Oracle8 Administrator's Guide*
- *Oracle8 Backup and Recovery*
- *Oracle8 Distributed Database Systems*
- *Oracle Server Manager User's Guide*
- *Oracle8 Tuning*
- *Oracle8 Utilities*
- *Oracle8 Reference*
- *Oracle8 SQL Reference*
- *PL/SQL User's Guide and Reference*
- *NetX Getting Started for Windows 2000*
- *NetX Administrator's Guide*

### 5.6.    Application Software Company *(examples below)*

Software Company *(AAA-Brand)* provides an online documentation set that is installable in HTML or PDF format and contains the following references:

- *EDMS-SYS Release Bulletin*
- *EDMS-SYS Installation Guide*
- *EDMS-SYS Basics*
- *EDMS-SYS User Guide*
- *EDMS-SYS Administrator Guide*

## 6.    EQUIPMENT/MATERIALS NEEDED

## 7. PREREQUISITES

### 7.1. Prerequisites

*Instructions:*

See VAL004, or the relevant procedure, that defines the prerequisites. Also refer to the Validation Plan for the system; that plan may include IQ prerequisites.

Include:

- IT procedures needed to maintain the system in a validated state are approved and implemented.

- The completion and approval of all deliverables required by the validation plan prior to executing the IQ.

- IQ protocol approval.

- Completion and approval of an IQ on all prerequisite installations.

- Completion of prerequisite site preparations.

Prior to initiating any verification sections, the following prerequisites must be completed. List and attach appropriate supporting documentation in Appendix C: Supporting Documentation.

Comments/Observations:

Reviewed by: _____ Date:_____