

**VALIDATION PLAN TEMPLATE FOR SINGLE SYSTEM VALIDATIONS –
REPLACE WITH TITLE**

Table of Contents

1.	Purpose and scope.....	4
2.	Background.....	5
3.	References.....	5
4.	Definitions.....	6
5.	Responsibilities.....	6
6.	System definition and description.....	7
7.	Implementation strategy.....	8
8.	System maintenance and support strategy.....	9
9.	Training requirements related to responsibilities.....	9
10.	Validation approach.....	10
	Appendix I: System hardware configurations.....	18
	Appendix II: Software Components.....	18
	Appendix III: Documents that Form the Validation Record and their Approval Requirements.....	19

TECHNICAL REQUIREMENTS FOR THE [INSERT NAME] SYSTEM

TABLE OF CONTENTS

1.	PURPOSE.....	3
2.	SCOPE.....	3
3.	RESPONSIBILITIES.....	4
4.	REFERENCES.....	4
5.	TECHNICAL REQUIREMENTS.....	5

IQ TEMPLATE

TABLE OF CONTENTS

1.	PURPOSE.....	3
2.	SCOPE.....	3
3.	SYSTEM DESCRIPTION.....	3
4.	RESPONSIBILITIES.....	4
5.	REFERENCES.....	4
6.	EQUIPMENT/MATERIALS NEEDED.....	6
7.	PREREQUISITS.....	7
8.	ACCEPTANCE CRITERIA.....	10
9.	GENERAL INSTRUCTIONS FOR EXECUTION OF THE PROTOCOL.....	10
10.	VERIFICATION OF THE INSTALLATION/CONFIGURATION OF THE (NAME) SERVER AND (NAME) OPERATING SYSTEM.....	12
11.	VERIFICATION OF THE INSTALLATION/CONFIGURATION OF.....	18
12.	PROTOCOL REPORT.....	21
	APPENDIX A: TEST INSTRUMENT CALIBRATION.....	22
	APPENDIX B: SIGNATURE LOG.....	23
	APPENDIX C: SUPPORTING DOCUMENTATION.....	24
	APPENDIX D: VARIANCE PROCEDURE AND FORM.....	25

OQ TEMPLATE

TABLE OF CONTENTS

1.	PURPOSE.....	3
2.	SCOPE.....	3
3.	SYSTEM DESCRIPTION.....	3
4.	RESPONSIBILITIES.....	3
5.	REFERENCES.....	4
6.	VALIDATION APPROACH.....	5
7.	SAMPLING PLAN.....	5
8.	EQUIPMENT/MATERIALS NEEDED.....	5
9.	PREREQUISITES.....	6
10.	ACCEPTANCE CRITERIA.....	9
11.	GENERAL INSTRUCTIONS FOR EXECUTION OF THE PROTOCOL.....	9
12.	[TEST SECTION NAME].....	10
13.	PROTOCOL REPORT.....	21
	APPENDIX A: TEST INSTRUMENT CALIBRATION.....	22
	APPENDIX B: SIGNATURE LOG.....	23
	APPENDIX C: SUPPORTING DOCUMENTATION.....	24
	APPENDIX D: VARIANCE PROCEDURE AND FORM.....	25

PQ TEMPLATE

TABLE OF CONTENTS

1. PURPOSE.....3
2. SCOPE.....3
3. SYSTEM DESCRIPTION.....3
4. SAMPLING PLAN.....3
5. RESPONSIBILITIES.....4
6. REFERENCES.....4
7. VALIDATION APPROACH.....5
8. EQUIPMENT/MATERIALS NEEDED.....6
9. PREREQUISITES.....6
10. ACCEPTANCE CRITERIA.....9
11. GENERAL INSTRUCTIONS FOR EXECUTION OF THE PROTOCOL...9
12. [TEST SECTION NAME].....10
13. PROTOCOL REPORT.....23
APPENDIX A: TEST INSTRUMENT CALIBRATION.....24
APPENDIX B: SIGNATURE LOG.....24
APPENDIX C: SUPPORTING DOCUMENTATION.....24
APPENDIX D: VARIANCE PROCEDURE AND FORM.....24

Validation Final Report

Table of Contents

1.	Purpose.....	4
2.	References.....	4
3.	Summary of the Validation Approach.....	5
4.	Analysis of the Validation Process.....	7
5.	Analysis of Validation Results.....	7
6.	Risk Mitigation and Residual Risk.....	11
7.	System Acceptance Criteria.....	13
8.	Conclusion.....	13
9.	Attachments.....	14