PROTOCOL #	***IOQ-EQU-001***
TITLE:	**WALK-IN COLD ROOM (ID# COLD ROOM 1 (DIP)) INSTALLATION / OPERATIONAL QUALIFICATION PROTOCOL**

COMPANY NAME:	XXXXXXXXXXXX LLC.
SITE:	DUBAI-DIP WAREHOUSE
ID NUMBER:	COLD ROOM 1 (DIP)
LOCATION:	DUBAI-DIP WAREHOUSE

PROTOCOL WRITTEN BY		
NAME	**SIGNATURE**	**DATE**
Name: xxxxxxxxxxxxxxxxx **Title:** xxxxxxxxxxxxxxxxxxxxxxx **Company:** xxxxxxxxxxxxxxxxxxxx		

PROTOCOL APPROVAL		
NAME	**SIGNATURE**	**DATE**
Name: xxxxxxxxxxxxxxx **Title:** xxxxxxxxxxxxxxxxx **Company:** XXXXXXXXXXX LLC.		
Name: xxxxxxxxxxxxxxxxxxxxxxx **Title:** xxxxxxxxxxxxxxxxxxxxx **Company:** XXXXXXXXXXX LLC.		

CHANGE HISTORY			
NAME	**REASON FOR CHANGE**	**REVISION**	**ISSUED DATE** (yyyy-mm-dd)
xxxxxxxxxxxxxxxx	New document	0	2014-02-14
	Minor correction as per client's request	1	2014-02-19

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1. IDENTIFICATION OF THE QUALIFICATION TEAM

In order to identify the persons who have participated in the execution of this qualification, a specimen of their signature and initial is shown below, beside their name and title.

Name	Title	Signature	Initial

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2. DEFINITIONS AND ACRONYMS

In order to facilitate the comprehension of terms and acronyms used in this document, a brief technical definition is shown below.

Terms	Definitions
Auxiliary Equipment	Equipment mostly used in conjunction with the equipment to be qualified but not included in the qualification package.
Change Parts	Parts to fit different size / format or application.
Component	Any major piece, part or assembly of the main equipment or sub-equipment that does not have its own power supply and could not operate as a standalone unit (valves, switches, etc.).
Controller	A device that interprets a mechanical, digital or analog signal, generated by a sensor, to control an equipment or component.
Controller, critical	A controller for which control have a direct impact on the quality of the product or proper operation of the equipment.
Controller, non-critical	A controller for which control have no direct impact on the quality of the product or proper operation of the equipment.
Deviation	For IQ: Any discrepancy between the installation specifications and the actual (as found) installation. For OQ: Any discrepancy between the protocol and the actual performed test, test function methodology, testing equipment, testing material etc.
Instrument	A device that interprets a mechanical, digital or analog signal generated by a sensor, and converts it into engineering units (°C, % RH, mA, etc.) through scaling.
Instrument, critical	An instrument for which measurements have a direct impact on the quality of the product or proper operation of the equipment.
Instrument, non-critical	An instrument for which measurements have no direct impact on the quality of the product or proper operation of the equipment.
Key Operating Parameters	Parameters that must be maintained to process or produce products with consistent quality attributes and those that may have an impact on the proper operation of the equipment.
Main Equipment	Major equipment to be qualified.
Sensor	A mechanical device (pressure switch, bimetal temperature switch, etc.), a digital or analog transducer (limit switch, pressure sensor, temperature sensor, etc.) that generates an electrical or mechanical signal to an instrument or a controller in order to be interpreted.
Sensor, critical	A sensor for which detection has a direct impact on the quality of the product or proper operation of the equipment.

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Terms	Definitions
Sensor, non-critical	A sensor for which detection has no direct impact on the quality of the product or proper operation of the equipment.
Sub-equipment	Piece of equipment, part of major equipment that possesses its own power supply that could usually operates as a standalone unit (pump, conveyor etc.).
D	Deviation
ID	Identification
IQ	Installation Qualification
IOQ	Installation / Operational Qualification
N/Ap.	Not Applicable
N/Av.	Not Available
N/Sp.	Not Specified
NIST	National Institute of Standards and Technology
OQ	Operational Qualification
PM	Preventive Maintenance
PQ	Performance Qualification
QA	Quality Assurance
QC	Quality Control
S/N	Serial number
SOP	Standard Operating Procedure

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3. SCOPE

The Installation / Operational Qualification protocol is a comprehensive document, which will be used to guide the executants, in the verification of the proper installation and operation of the walk-in cold room (ID number: **Cold Room 1 (DIP)**) located into the warehouse of Dubai DIP.

4. OBJECTIVE

The purpose of this Installation / Operational Qualification is to:

- Briefly describe the equipment, its major components and their roles.
- Verify that the walk-in cold room (ID number: **Cold Room 1 (DIP)**) is properly installed according to the manufacturer and XXXXXXXXXXX LLC. specifications thus permitting operation as per design specifications.
- Ensure that appropriate identification and documentation are in place.
- Ensure that the physical characteristics are compatible with planned equipment utilization.
- Ensure that appropriate operation procedures and training program are in place.
- Ensure that appropriate calibration (if necessary) and maintenance program are in place.
- Ensure that all features of the equipment described are functioning in the proper manner as required to perform all operations associated with its use. Specific tests are designed to verify that the equipment operates within all applicable design.

Detailed technical information can be found in the technical documents supplied by the manufacturer (refer to Section 12.1: Documentation for Installation).