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|  | **Title:** Installation Qualification (IQ) |
| **Study title:** *Give study title to which this applies* |
| **System name:** *Give system name to which this applies* |

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| 1. **Software identification**
 |
| *Name and version:* |  |
| 1. **Software location (*Where is it installed?)***
 |
| *On local system (PC/Laptop*) ☐ | *Device id:* |
| *Linked to the network*  ☐ | *Comment:* |
| *Hosted on the server* ☐ | *Server name:* |
| 1. **Data storage *(Where will the data generated by this software be stored?)***
 |
| *On local system (PC/Laptop*) ☐ | *Location path:* |
| *Linked to the network*  ☐ | *Location path:* |
| *Hosted on the server* ☐ | *Server name:* |
| 1. **Documentation**
 |
| *Is there a user manual for this software available?* | *Yes* ☐ *No* ☐*Comment:* |
| *Where the user manual is stored?* | *Location path:* |
| 1. **Software installation *(Instructions followed for installation of the software)***
 |
| *Steps:* | *Appendix attached:*☐*Comments:* |
| 1. **Installation verification *(Tests performed to verify installation was done correctly)***
 |
| *Steps:* | *Appendix attached:*☐*Comments:* |
| 1. **Configuration settings**
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| 1. **Other remarks**
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1. **Approvals**

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| --- | --- | --- | --- | --- |
|  | **Name** | **Role** | **Signature** | **Date** |
| **Author** |  |  |  |  |
| **Reviewed By** |  |  |  |  |
| **Approved By** |  |  |  |  |