

## Installation Qualification (IQ)

The validation procedures must be accomplished with the agreement of the customer. This certificate of IQ validation must be signed and stamped by both the customer and the performer of the validation. It will then be handed to the customer.

### Identification of the instrument and accessories

Indicate the model as shown on the front panel of the instrument. Indicate the code (cat. no.) as shown on the invoice. Indicate the serial number as shown on the back of the instrument. Indicate the supply voltage as shown on the adapter.

|                           |  |
|---------------------------|--|
| <b>Instrument (model)</b> |  |
| <b>Code (see invoice)</b> |  |
| <b>Serial number</b>      |  |
| <b>Power supply (V)</b>   |  |

Verify if the accessories below were supplied with the instrument and indicate it in one of the last two columns.

| Accessories (model) | Description                                     | Quantity | Yes | No |
|---------------------|---|----------|-----|----|
| AK7312              | Serial printer RS232 cable                      |          |     |    |
| Power adapter       | AC/DC power adapter 6V, at least 1A             |          |     |    |
| Document            | Preferred DIP switch settings for Consort meter |          |     |    |
| Printer's manual    |   |          |     |    |
|                     |   |          |     |    |
|                     |   |          |     |    |
|                     |   |          |     |    |
|                     |   |          |     |    |

### Identification of the location, customer and users

Indicate all required data. The validation will only be valid for below location!

|                   |  |
|-------------------|--|
| <b>Customer</b>   |  |
| <b>Address</b>    |  |
| <b>Division</b>   |  |
| <b>Department</b> |  |
| <b>Room</b>       |  |
| <b>Users</b>      |  |

### Required installation conditions

Check if all steps below have been accomplished.

|  | Yes | No |
|--|-----|----|
| The packing material has been removed.   |     |    |
| There are no mechanical damages of the cabinet.  |     |    |
| The instrument has been installed on the functioning place.                            |     |    |
| The ambient temperature of the room is 0...40° C.                                      |     |    |
| The relative humidity of the room is 0...95%, non condensing.                          |     |    |
| The mains voltage is 210...250 VAC (or 120...130 VAC), 48...62 Hz.                     |     |    |
| The customer accepts responsibility for providing an appropriate earthed mains supply. |     |    |
| Place the paper into the printer according the instructions of the manual              |     |    |
| Connect the instrument to the mains by means of the supplied power adapter             |     |    |

### Result of the validation

|   |           |            |           | Yes        | No |
|---|-----------|------------|-----------|------------|----|
| The unit has been installed according to the manufacturer's instructions. |           |            |           |            |    |
| Date:   | Supplier: | Signature: | Customer: | Signature: |    |
|   |           |            |           |            |    |

## Operational Qualification (OQ)

The OQ validation can only be performed after the IQ validation. The validation procedures must be accomplished with the agreement of the customer. This certificate of OQ validation must be signed and stamped by both the customer and the performer of the validation. It will then be handed to the customer.

### Identification of the instrument and accessories

Indicate the model as shown on the front panel of the instrument. Indicate the code (cat. no.) as shown on the invoice. Indicate the serial number as shown on the back of the instrument. Indicate the supply voltage as shown on the adapter.

|                    |  |
|--------------------|--|
| Instrument (model) |  |
| Code (see invoice) |  |
| Serial number      |  |
| Power supply (V)   |  |

### Identification of the location, customer and users

Indicate all required data. The validation will only be valid for below location!

|            |  |
|------------|--|
| Customer   |  |
| Address    |  |
| Division   |  |
| Department |  |
| Room       |  |
| Users      |  |

### Present situation

|                                       | Yes | No |
|---------------------------------------|-----|----|
| The instrument has been installed.    |     |    |
| The IQ validation has been performed. |     |    |

### Functional testing of the printer

Check if all steps below have been accomplished.

|   | Yes | No |
|---|-----|----|
| Slide the power switch of the printer to OFF.   |     |    |
| Slide the power switch of the printer to ON while pressing the ONLINE button and release the button after a list of the current settings starts printing out. |     |    |
| Read the document " <i>Preferred DIP switch settings</i> " for Consort meters and verify the settings of the printer.   |     |    |
| When required to change the settings, read the section " <i>Setting the DIP Switches</i> " of the printer's manual.   |     |    |
| Set the DIP switches according to the Preferred settings for Consort meters following the instructions from the printer's manual.                             |     |    |
| Wait until the message "Dip SW setting complete!" is printed.   |     |    |
| Slide the power switch of the printer to OFF.   |     |    |
| Tear off the list with the DIP switch settings and attach it to this validation.  |     |    |
| Connect the supplied RS232 cable between the printer and the Consort meter.   |     |    |
| Verify the baud rate of the Consort meter <u>to be the same</u> as set in the DIP switch settings of the printer.   |     |    |

### Result of the validation

|   | Yes       | No         |
|---|-----------|------------|
| If all steps of this protocol result in a favourable answer, then the instrument is operational according to the manufacturer's instructions. |           |            |
| Date:   | Supplier: | Signature: |
|   |           |            |
|   | Customer: | Signature: |
|   |           |            |

## Performance Qualification (PQ)

The PQ validation can must be performed immediately after the OQ validation. The validation procedures must be accomplished with the agreement of the customer. This certificate of PQ validation must be signed and stamped by both the customer and the performer of the validation. It will then be handed to the customer.

### Identification of the instrument and accessories

Indicate the model as shown on the front panel of the instrument. Indicate the code (cat. no.) as shown on the invoice. Indicate the serial number as shown on the back of the instrument. Indicate the supply voltage as shown on the adapter.

|                    |  |
|--------------------|--|
| Instrument (model) |  |
| Code (see invoice) |  |
| Serial number      |  |
| Power supply (V)   |  |

### Identification of the location, customer and users

Indicate all required data. The validation will only be valid for below location!

|            |  |
|------------|--|
| Customer   |  |
| Address    |  |
| Division   |  |
| Department |  |
| Room       |  |
| Users      |  |

### Present situation

|   | Yes | No |
|---|-----|----|
| The instrument has been installed.                              |     |    |
| The IQ validation has been performed.                           |     |    |
| The OQ validation has been performed not later than 1 hour ago. |     |    |

### Performance testing of the serial printer

Check if all steps below have been accomplished.

|   | Yes | No |
|---|-----|----|
| Verify the correct set-up from the meter, the printer, the paper and the communication cable as described in the IQ and OQ validations. |     |    |
| Power and switch on the meter.  |     |    |
| Slide the power switch of the printer to ON.  |     |    |
| When in measurement mode, have the meter to print its measurements.   |     |    |
| Verify whether the measurements are printed on the printer.   |     |    |
|   |     |    |

### Result of the validation

|   |           |            |           | Yes        | No |
|---|-----------|------------|-----------|------------|----|
| If all steps of this protocol result in a favourable answer, then the instrument is operational according to the manufacturer's instructions. |           |            |           |            |    |
| Date:   | Supplier: | Signature: | Customer: | Signature: |    |
|   |           |            |           |            |    |