



METER

METER Group, Inc. USA Installation/Operational Qualification AQUALAB Water Activity Meters

This Qualification protocol is solely intended to be used with new or relocated AQUALAB® instruments. It is written to assist the end-user in validation of predetermined specifications. The use of this document does not replace the need for the AQUALAB 4 User's Manual.

Information within the User's Manual is required to complete this IQ/OQ Protocol. If the manual has been misplaced, copies can be obtained from the manufacturer or downloaded from metergroup.com/food. Qualification of instrumentation is a formal process of documenting that an instrument is fit for its intended use and that it is kept maintained and calibrated.

Responsibilities

The instrument qualification carried out onsite is the sole responsibility of the instrument owner/user. However, METER Group, Inc. USA supports their customers in performing the qualification by providing the instrument qualification dedicated documentation and offering a qualification service. In this regard, the following responsibilities are defined:

Performance of Qualification

Execution of the instrument qualification and entire qualification of the installed system covered in this document is performed by a METER Group Inc., USA trained and authorized service personnel when ordered from a customer.

Review and final qualification approval

Final approval for the qualification must be completed after review of the qualification documentation filled out during performance of the qualification procedures (IQ/OQ protocols). The customer representative then signs the approved form.

Installation Qualification (IQ)

Installation qualification is documented proof that the instrument was received as designed and specified by the manufacturer, that it is properly installed in the selected environment, and that this environment is suitable for the operation and use of the instrument. The IQ section therefore describes and documents the instrument installation in the pre-determined environment. Further, the IQ verifies and ensures that all ordered parts and documentation are in place and that all supplied items are in working order and condition.

Operational Qualification (OQ)

The operational qualification serves as proof that the equipment operates as designed and intended, as well as fulfills acceptance criteria defined and stated in the Operational Qualification documentation. These criteria are defined and are based on the equipment technical specifications of the manufacturer.

Performance Qualification (PQ)

Performance qualification is documented proof that an instrument consistently performs according to the specifications appropriate for its routine use. Monitoring of equipment during routine operation is essential for ensuring that the ongoing performance is within specifications. The performance qualification, execution and frequency are solely under responsibility of the user. Performance validation should be designed to meet the specifications and accuracy for a given application.

Equipment familiarization and operator training records

All equipment users are to be instructed in basic operation, functionality, instrument parameters, as well as on basic hardware features of the installed system including routine maintenance and cleaning procedures. Please contact METER Group Inc., USA to learn about available training and seminars. Authorized support specialists perform the qualification services offered by METER Group, Inc. USA.

The IQ/OQ will not commence without acknowledgement of METER Group, Inc. USA's Terms and Conditions, your signature, and date below. Please fill out this form as completely as possible.

I agree to METER Group, Inc. USA's Service terms, Payment terms, and Terms and Conditions

Signature _____

Date _____

Name/Title _____