![SCIEX logo]

Capillary Electrophoresis System

Installation Qualification 1

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Installation Preparation 1

Note: For regulatory and safety information for the capillary electrophoresis system, refer to the *Safety Notices*, *System Overview*, or *Operator Guide*.

Note: Before starting the installation, verify that the customer has completed the checklist in the *Site Planning Guide* or, for some systems, the *Preinstallation Manual*.

Customer Information

Organization			
Address			
City			
Country			
Telephone		Zip/Postal code	
Site planner contact name		Fax	
E-mail address			

System Information

Table 1-1 System Information

Model	
Location	
Serial number	

Table 1-2 Detector Information

(If installed) UV detector serial number	
(If installed) PDA detector serial number	
(If installed) LIF detector serial number	
(If installed) LIF laser serial number	

Table 1-3 Controller Information

Model	
Serial number	
Operating system	

Table 1-4 Software Information

32 Karat software version	
32 Karat software license serial number	
Firmware version	

Pre-Installation Requirements

Before starting the installation, refer to the *Site Planning Guide* or, for some systems, the *Preinstallation Manual*, and verify that the customer has prepared the site for installation.

In Table 1-5, list any requirements that have not been met.

Table 1-5 Nonconforming Requirements

Requirement	Discrepancy	Resolution/Comments

Table 1-5 Nonconforming Requirements (continued)

Requirement	Discrepancy	Resolution/Comments

Installation Qualification 2

Installation Qualification (IQ) confirms that the system and its modules and accessories have been supplied as ordered and that the system is properly installed.

The following table lists the steps to complete a general installation qualification. Follow the steps and then record the results below and in the Installation Qualification Data Log on page 9. Record any corrective actions in Corrective Actions on page 9.

Installation Qualification Checklist

Task	Complete
Order Verification	
1. Obtain the purchase order or shipping document and then record the numbers in the Installation Qualification Data Log on page 9 2. Make sure that all of the ordered items are present and undamaged. If items are missing or damaged, then follow standard SCIEX procedures.	
Instrument Installation	
1. Unpack and install the system using the procedure in the *Service Guide*. 2. Verify the fuse setting for the voltage provided and then install the power cords.	
Instrument Initialization	
Turn on the system and then verify that all systems, modules, and accessories respond properly, including passing all power on self-tests (POST). If the system fails any of the self-tests, then turn off the power and restart it. If the system fails the self-tests again, then notify the customer and implement corrective action. Describe the corrective action in Corrective Actions on page 9. If the system still fails the self-tests, then terminate the installation qualification and notify the Territory Specialist. **CAUTION: Potential System Damage. Make sure that there are no sample trays present in the system. If sample trays are present on the rails during initialization, a collision might occur inside the system.**	

Task	Complete
Safety Information	
Inform the user of the location of the *Safety Notices* document and then note its location in the Installation Qualification Data Log on page 9. **Note:** Some systems do not have a *Safety Notices* document. For those systems the safety information is in the *User Manual, System Overview,* or *Operator Guide*.	
System Documentation	
1. Inform the user of the location of all user documentation and then note its location in Installation Qualification Data Log on page 9. 2. Demonstrate how to access the software Help system.	
Scheduled Maintenance	
1. Inform the user that annual maintenance is recommended. 2. Explain how to obtain emergency service and how to schedule planned maintenance. Note this information in the Installation Qualification Data Log on page 9	
Operator Instruction	
Familiarize the user with the items in Topics for Familiarization on page 12.	

Installation Qualification Data Log   3

Purchase order number	
Location of *Safety Guide* or other safety information	
Location of user documentation	
FSE contact information	

Corrective Actions

If no corrective actions were required, check here and do not complete the following.	

Test name	
Corrective action	
Test name	
Corrective action	
Test name	

Corrective action	
Test name	
Corrective action	
Test name	
Corrective action	

Signoff 4

Organization			
Customer contact name		Date (yyyy-mm-dd)	
Customer contact signature*			
FSE name		Date (yyyy-mm-dd)	
FSE signature			

* Signature required on hard copy only.

Topics for Familiarization — A

Familiarize or review the following with the customer:

- Chemical and biological safety
- Electrical safety
- Windows log in
- Software functions:
  - License
  - System administration
  - Creating, editing, saving, and printing a method
  - Opening data files
  - Creating, editing, and saving a sequence
  - Running a single sample or a sequence
  - Stopping a run
  - Displaying data
  - Creating and viewing custom reports
- Installing a cartridge
- Loading samples
- Changing detectors
- Maintenance procedures

Revision History

Revision	Reason for Change	Date
144867AA	First release of document.	September 1998
144867AB		January 1999
144867AC	Changed document title.	October 1999
144867AD		November 2000
144867AE		November 2011
RUO-IDV-08-5454-A | 144867AF	Re-branded. Applied new template and converted to a PDF form.	May 2017