Requalification Tracker

IQ/OQ/PQ Protocol Pack · Template 09 of 09

Site _____ **Owner** _____ **Last reviewed** _____

No regulation sets a single interval: justify each interval and requalify after any significant change. Common practice: stability chambers yearly; cold rooms and warehouses every 1–3 years by risk.

Equipment / area	ID	Type	Last IQ	Last OQ	Last PQ	Interval and justification	Next due	Changes since (CC No.)	Status

Equipment / area	ID	Type	Last IQ	Last OQ	Last PQ	Interval and justification	Next due	Changes since (CC No.)	Status

1 Event-based triggers

Change	Usual scope	Equipment ID	CC No.	Done
Relocation of the equipment	Full IQ, OQ and PQ			☐
Replacement of controller, compressor, evaporator or control sensor	IQ of the new part, then OQ; PQ if performance could be affected			☐
Firmware or software change in the controller or monitoring system	Change control impact assessment; OQ of affected functions			☐
New setpoint or operating range	OQ and PQ at the new condition			☐
Change in load pattern, racking or layout	PQ			☐
Recurring excursions or an alarm trend	Investigation, then targeted OQ or PQ			☐
Major repair, panel or door replacement in a cold room	IQ of the repaired element, then OQ			☐

2 Periodic review record

For continuously monitored, stable equipment, a documented periodic review can justify a longer interval than a fixed calendar repeat.

Equipment ID	Review date	Alarm history	Deviations	Calibration	Maintenance	Outcome	Reviewed by

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