

STANDARD OPERATING PROCEDURE		
DEPT.	TEST DEPARTMENT	
TITLE.	SOP TITLE	
TITLE.	SOP TITLE	
SOP NO.	CQA/2024/001	COPY

1. Objective
- test
2. Scope
- test
3. Responsibility
4. Accountability
5. References
6. Abbreviation
7. Definitions
8. General Instructions
9. Procedure

Name		Designation	Signature	Date
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Reviewed By.				
Approved By.				

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# Standard Operating Procedure (SOP) for Changing Tester Person

In order to change the tester person from Vikash Prajapati to another tester, the following steps should be followed:

1. Identify the new tester who will be taking over the testing responsibilities.
2. Inform the project manager about the change in the tester person.
3. Update the project documentation to reflect the new tester's details.
4. Ensure that the new tester is familiar with the project requirements and testing procedures.
5. Coordinate with the development team to hand over any ongoing testing tasks to the new tester.
6. Update the testing schedule and communicate the change to all stakeholders.
7. Monitor the transition period to ensure a smooth handover of responsibilities.

## 10. Cross References

## 11. Annexure

## Document Control Information

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General Information

Document Number	Corporate /2024 /000/R1.0
Title	Change of Testing Person
Short Description	Vikash Prajapati to be posted as Senior Consultant and to revoked as a testing person.
Description	IDK
Last Changed	2024-07-04 17:20:23
Changed By	Gautam Solanki

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