**Procedures Testing Checklist - (Sample Checklist)**

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| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Check Point / Defect Statement** | **Check Mark (√) the Appropriate Column** | | | |
| **Yes** | | | **N/A** |
| 01 | Whether start-up procedures have been validated? | |  |  | |
| 02 | Whether query procedures have been validated? | |  |  | |
| 03 | Whether file-mounting procedures have been validated? | |  |  | |
| 04 | Whether updating procedures have been validated? | |  |  | |
| 05 | Whether backup procedures have been validated? | |  |  | |
| 06 | Whether off-site storage procedures have been validated? | |  |  | |
| 07 | Whether recovery procedures have been validated? | |  |  | |
| 08 | Whether terminal operating procedures have been validated? | |  |  | |
| 09 | Whether procedures needed to operate the terminal when the main computer is down have been validated? | |  |  | |
| 10 | Whether procedures needed to capture data when the terminals are down have been validated? | |  |  | |

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| **How to use the Above Checklist:**  1) We record the conditions or observed results by marking a checkmark in either of the 2 - data columns against various check points or defect statements on the checklist.   2) A checkmark in the **“Yes”** column against an item indicates that the checkpoint or the defect statement is True.   3) A checkmark in the **“N/A”** column against an item indicates that the checkpoint or the defect statement is not applicable.  4) The checklist can be customized & additional columns like “Comments” etc. may be added which could provide useful assistance during analysis. |

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