



System of Quality Control

COA 202

System of Computer Control

CAR 30(2A) and 30A

Applicant: File Ref: DO:

This checklist is to be used if the applicant proposes to use a computer for the control of activities where the storage of essential information or data is required to meet his or her commitments under CAR 30, and no equivalent hard copy documentation is to be utilised for this purpose.

Use this checklist in conjunction with:

- COA 200: System of Quality Control and Procedures Manual: General.

Yes, No or N/A

Power Supply

Do the procedures address the avoidance of data loss in the event of power interruptions, including:

- Detection of variations in supply voltage
• Provisions to indicate to the user that a power supply interruption has occurred
• Automatic power supply transfer to a backup system in the event of excessive supply variations?

System Back-up

Are there procedures for:

- The production of a daily backup copy of data on a suitable storage medium
- Storage of backup tapes or discs in a secure fire-proof location remote from the installation?

Data Access

- Is the computer system software and data protected from unauthorised access – e.g., passwords?

Trial Period

- Have trial period details been specified?



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Yes, No or N/A

Computer Systems Operations Manual

Besides general operating instructions for the system, does the computer systems operation manual contain:

- A procedure that will ensure that system software cannot be corrupted, where the system permits the periodic dumping of data held on consolidated tapes or discs intended for storage
- A procedure for identifying and isolating any software viruses
- A copy of all hardcopy documents used with the systems
- Full details of any electronics certification procedures employed
- A procedure to ensure that the manual is available to persons authorised to operate the system
- Procedures to ensure software and hardware security?

Remarks:

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Assessment completion date:

Name of person performing the assessment: