SOP: Validation and Testing of Implemented Changes

This SOP details the process for **validation and testing of implemented changes** to ensure that all modifications meet predefined requirements and function correctly within the system. It includes steps for creating test plans, executing test cases, documenting results, identifying and managing defects, and obtaining final approval. The goal is to confirm that changes do not adversely affect existing processes and that they deliver the intended improvements with compliance to quality standards.

1. Purpose

To provide a structured approach to validate and test all implemented changes, ensuring quality, functionality, and compliance before deployment to production environments.

2. Scope

This SOP applies to all system, software, and process changes that require testing and validation prior to production release.

3. Responsibilities

- **Change Owner:** Initiates and oversees the validation and testing process.
- **Test Team:** Develops and executes test plans and cases.
- **Quality Assurance (QA):** Reviews documentation, results, and defect resolutions.
- **Approver(s):** Grants final approval for release to production.

4. Procedure

1. **Change Documentation Review**
   - Review details of implemented changes and related requirements.
2. **Create Test Plan**
   - Define test objectives, scope, resources, timeline, and responsibilities.
   - Identify test environments and tools required.
3. **Design and Approve Test Cases**
   - Develop test cases based on requirements and risk assessment.
   - Include positive, negative, and regression scenarios.
   - Test cases must be reviewed and approved by QA.
4. **Execute Testing**
   - Perform testing as per approved test cases.
   - Document actual results for each test case.
5. **Document Results**
   - Update test logs and summaries with outcomes.
   - Record any deviations or unexpected outcomes.
6. **Defect Management**
   - Log and prioritize defects for resolution.
   - Retest after defect fixes.
   - Update defect status until closure.
7. **Final Review and Sign-off**
   - QA reviews test documentation and evidence.
   - Obtain sign-off from all stakeholders before deployment.

5. Documentation and Records

Document	Description	Retention Period
Test Plan	Details of test activities and objectives	3 years
Test Cases & Results	Detailed test steps, expected, and actual results	3 years
Defect Logs	Record of all identified and resolved defects	3 years

| Approval Sign-off | Proof of final stakeholder acceptance | 3 years |

6. References

- Change Management Policy
- Quality Assurance Guidelines
- Risk Management Procedure

7. Revision History

Version	Date	Summary of Changes	Author
1.0	2024-06-01	Initial Release	QA Team