



Equipment Validation Checklist

Bart Mayer

Complete

Score	22 / 25 (88%)	Flagged items	3	Actions	1
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Equipment ID: FLT-0298

Equipment Name/Model:

Toyota Electric Forklift / 8FBE20U

Validation Date: 14.07.2025

Validated by: Bart Mayer

Location:

810 Glacier Ave, Capitol Heights,
MD 20743, USA
(38.8778022, -76.9213171)

Flagged items & Actions

3 flagged, 1 action

Flagged items

3 flagged, 1 action

Equipment Validation / Design Qualification (DQ)

Has the Factory Acceptance Test (FAT) or equivalent been completed?

No

FAT documentation was not provided by vendor; noted as deviation (DEV-FLT-001).

Equipment Validation / Installation Qualification (IQ)

Are initial calibration and setup logs documented and approved?

No

Setup checklist was completed but not signed; logged as deviation (DEV-FLT-002).

[FLT-0298-Setup-Log.pdf](#)

Equipment Validation / Operational Qualification (OQ)

Do safety interlocks, emergency stops, and alarms function properly?

No



Photo 1

To do | Priority: Medium | Due: 25.07.2025 12:00 PST | Created by: SafetyCulture Staff

Controls are hard to move

Hi Norwich, please ensure that no controls on this forklift are stuck.

Other actions

0 actions

Equipment Validation		3 flagged, 1 action, 21 / 24 (87.5%)
Design Qualification (DQ)		1 flagged, 4 / 5 (80%)
Has the User Requirements Specification (URS) been reviewed and approved?	Yes	
Is vendor documentation available and compliant with applicable standards?	Yes	
Has the Factory Acceptance Test (FAT) or equivalent been completed?	No	
FAT documentation was not provided by vendor; noted as deviation (DEV-FLT-001).		
Are all materials and components compatible with intended processes?	Yes	
Does the design meet safety, functionality, and compliance expectations?	Yes	
Installation Qualification (IQ)		1 flagged, 4 / 5 (80%)
Is the equipment installed at the designated location per the layout plan?	Yes	
Are environmental conditions (temperature, humidity, airflow) within spec?	Yes	
Are required utilities (power, gas, air, water) connected and functional?	Yes	
Have installation instructions from the manufacturer been followed?	Yes	
Are initial calibration and setup logs documented and approved?	No	
Setup checklist was completed but not signed; logged as deviation (DEV-FLT-002).		
FLT-0298-Setup-Log.pdf		
Operational Qualification (OQ)		1 flagged, 1 action, 4 / 5 (80%)
Are all control systems and interfaces functioning as intended?	Yes	
Do safety interlocks, emergency stops, and alarms function properly?	No	



Photo 1

To do | Priority: Medium | Due: 25.07.2025 12:00 PST | Created by: SafetyCulture Staff

Controls are hard to move

Hi Norwich, please ensure that no controls on this forklift are stuck.

Are all operational parameters tested against specification limits?	Yes
Have deviations or non-conformities been recorded and addressed?	Yes
Is operator training and OQ sign-off complete?	Yes
Performance Qualification (PQ)	4 / 4 (100%)
Has the equipment been tested using actual materials or production conditions?	Yes
Are test results within acceptable limits for process or product output?	Yes
Are repeatability and reproducibility confirmed over multiple runs?	Yes
Have trends or anomalies been noted and investigated?	N/A
No anomalies observed. Batch records are available for review.	
Is performance consistent with documented SOP expectations?	Yes
Document and Review Validation	5 / 5 (100%)
Have all validation records (DQ, IQ, OQ, PQ) been completed and signed?	Yes
Are deviations documented with corrective/preventive actions (CAPA)?	Yes
Is the validation report reviewed and approved by QA/Compliance?	Yes
Are traceability and document control procedures followed?	Yes

Is the checklist archived per record retention policies?

Yes

Validation Status:

Passed with Conditions

Once the stuck controls are lubricated, the equipment is safe to be used.

Summary of Deviations (if any):

See attached summary.

[FLT-0298-Deviations.pdf](#)

Corrective Actions Taken:

See attached corrective actions.

[FLT-0298-CorrectiveActions.pdf](#)

Final Review and Approval

Validation Lead Signature:

Bart Mayer

Bart Mayer
18.07.2025 16:26 PST

Date Signed:

18.07.2025

Quality Assurance Signature (if applicable):

Tom Douglas

Tom Douglas
18.07.2025 16:28 PST

Date Signed:

18.07.2025

Regulatory/Compliance Review (if applicable):

NA
18.07.2025 16:25 PST

Media summary



Photo 1

File summary

[FLT-0298-Setup-Log.pdf](#)

[FLT-0298-Deviations.pdf](#)

[FLT-0298-CorrectiveActions.pdf](#)