



Operational qualification (OQ) test script

Run on a test Confluence space or Jira project with at least two test users. Record the app version (Manage apps) and your site before starting. Attach a screenshot to each test.

App version	
Site	
Executed by	
Date	
Approved by	

Test	Steps	Expected result	Result (pass / fail)	Tester, date
OQ-01 Open a CAPA from a work item	On an existing work item, open the CAPA panel and start a CAPA with a severity.	A CAPA number is assigned, the step is Problem, and a target date is proposed from the severity.		
OQ-02 Containment	Record the immediate containment.	It is saved with the person and the date.		
OQ-03 Root cause guard	Enter “human error” or “training” as the only root cause.	The app warns that this is rarely a root cause and asks for the underlying cause.		
OQ-04 Action plan	Add a corrective action with owner, due date, effectiveness criterion and verification delay. Submit.	The plan waits for approval.		

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OQ-05 Signed approval	A coordinator approves with the signing password.	The approval shows name, date and time, meaning and the fingerprint of the approved plan.		
OQ-06 Change after approval	Change the approved plan.	The approval is withdrawn and the plan must be approved again.		
OQ-07 Actions in Jira	Implement: create the action as a Jira work item.	A linked work item is created. Its Jira status is shown in the CAPA.		
OQ-08 Effectiveness check	Set the verification date in the past.	The CAPA shows the check as due and a reminder comment mentions the owner.		
OQ-09 Not effective	Record the check as not effective.	The CAPA returns to root cause. The failed check stays in the record.		
OQ-10 Signed closure	Record an effective check and close with the signing password.	The CAPA is closed. The evidence PDF contains the six steps, signatures, attachments and audit trail.		
OQ-11 Cancellation	Cancel a CAPA with a reason.	The CAPA is cancelled with its reason. Nothing is deleted.		
OQ-12 Search	Search the register for overdue CAPAs, then use the CAPA fields in Jira search.	Both return the expected CAPAs.		