Setting up Inspection Parameters

The Inspection Parameters are the codes and their descriptions the user will selected from the pop-up lists when they create or edit an Inspection or Calibration Request within the Quality Management System.

Insp/Cal Type - this code is used to describe the type of investigation required for a piece of equipment or tool.

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To Set-Up the Codes and Descriptions

From the OPTO ribbon, **click** on the 'Quality' tab then select 'Insp/Cal Type' from the drop menu (circled above) to bring up the 'Inspection Type' window. **Click** in the **Code** field and type in a code, **press <TAB>** to advance to the **Description** field and type in a description and **press <F9>** to save.

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	Code	Description	
	1	Calibration Internal	
	2	Calibration External	
	3	Non-Destructive Test	
	4	Visual	
	5	Compliance (WH&S)	
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Repeat this process as necessary to create the Inspection Codes.