

## Inspection/Calibration Items

### Overview:

The Inspection/Calibration feature is used to list all the items that require regular inspection and/or calibration within a company. These inspections may be in line with internal policy and procedures as well as Workplace Health and Safety legislation. Once all items are entered into the system, the user can quickly see when an item was last inspected and/or calibrated, when it is due again, and who is responsible to ensure these inspection/calibrations are completed.

### To access the 'Inspection/Calibration Items'

From the OPTO ribbon, select the 'Quality' tab, and then **click** on the 'New Insp/Cal' icon to open the window.

### Details Tab

Enter a code for the item in the **Calibration ID** field, **press <TAB>** and enter a description (See example below). Enter information in the **First Calibrated** and **Frequency** field, **press <TAB>** and the **Next Calibration** field fills automatically.

The screenshot shows a software window titled "Inspection/Calibration Items - <New Entry>". The window contains several input fields and checkboxes. A red rectangular box highlights a specific section of the form containing the following fields: "First Calibrated" with the value "18/07/2018", "Frequency" with the value "12", "Next" with the value "18/07/2019", and "Days to GO" with the value "0". Above these fields are "Calibration" (a dropdown menu showing "TE57") and "Description" (a text box containing "Test Description"). To the right of the description are radio buttons for "Month", "Days", and "Year", and checkboxes for "Active", "Inspection Req", and "Asset". Below the highlighted fields are "Last Calibration" and a checkbox for "Based on Last Calibration Date". The main body of the window is divided into sections: "Make", "Model", "Serial No", "Division", "Area", "Location", "Responsible Position" (with sub-fields for "Position Code", "Position Description", and "Current Responsible Employee"), "Doc ID", and "Notes".

Tick the **Active** box and other relevant boxes. Enter the details of the item into the **Make**, **Model**, and **Serial No.** fields. Enter a division code in the **Division** field if relevant. Continue and **click** in the **Department** and **Location** fields and select options from the **<F2>** pop-up lists as necessary.

**Click** in the **Position Code** field **press <F2>** and select the 'Responsible Position' for the pop-up list and **click OK**, **press <TAB>** to generate the fields. **(This is the person responsible for ensuring the item undergoes the necessary inspections/calibration by required date).**

The **Doc ID** section is linked to the document feature of the 'QMS'. To attach a document to this record, **click** in the **Doc ID** field, **press <F2>** and select the relevant document from the pop-up list and **click OK, press <TAB>** to display information. In the **Notes** field the user can make notes or instructions in relation to the item for future reference. **Press <F9>** to save the record.

Inspection/Calibration Items - <New Entry>

Calibration: TE57, Description: Test Description, Frequency: 12, Next: 18/07/2019, Days to GO: 0, Asset:

Details | Inspect History | Attachments

Make: Test, Model: Test 1.0, Serial No: 1.0, Division: 1 (COMPANY ONE), Area: 100 (Administration), Location: [Empty]

Responsible Position: Position Code: 1001 (Managing Director), Current Responsible Employee: Robert JONES

Doc ID: HT1027 (Test Document)

Notes: NOTES FOR CALIBRATION ITEM WITH THE ID - TE57

### Inspection History Tab

The 'Inspection History' tab is where all the information regarding the inspections and/or calibrations is kept. The dates entered on the 'Details' tab for the **Date Calibrated** and **Next Calibration** fields will automatically appear in the **Inspection Details** field. Each time you renew these dates the new dates will over-write the previous dates in this area. The user continues to complete the other columns as necessary.

Inspection/Calibration Items

Calibration: TE57, Description: Test Description, Frequency: 12, Next: 16/07/2018, Days to GO: -367, Asset:

Details | **Inspect History** | Attachments

Print | Update

	Inspect ID	Cycle	Inspection Details	Entered	Comp
1	HT1027	12	IT'S A TEST	16/07/2018	Yes
2					
3					
4					

## Attachment Tab

This tab lists all the documentation regarding the 'Responsible Position' employee whose details appear on the 'Details' tab. To link documents to this window, **click** in the **Description** column and type in a brief description of the documents, **press <TAB>** to advance to the **Filename** column and **press <F2>** and browse your computer to find the appropriate document. **Click** on the document name to highlight and **click** on 'Open'. The file path is now linked to the 'Inspection/Calibration' item, **press <F9>** to save. To access these documents, **click** on the 'View Attached Files' button (circled below).

	Description	Filename
1	TEST DOCUMENT	L:\OPTO_DOCUMENTATION\OPTO_HF\Opto Help Files\Ready for Review\TEST DOCUMENT.docx
2		
3		
4		