

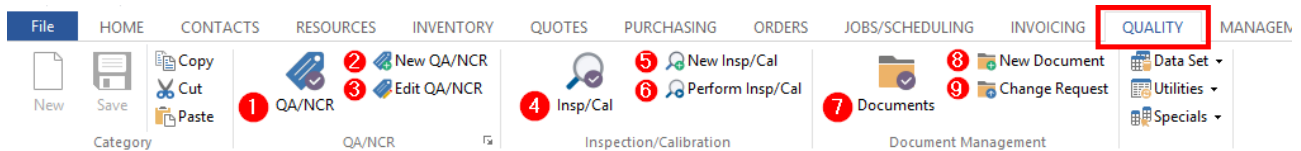
## Quality Management Systems in OPTO

### Overview:

The Quality Management Systems are designed to provide all the tools necessary to tailor a system of processes, assign responsibility for those processes, simplify reporting and manage access to documentation reducing discrepancies. The Quality Management System enables the USER to track documents, customer contact notes, quality issues, employee positions, and routine inspections and calibration of equipment and tools. There are three areas in the QMS module that relate to maintaining information of who, how and when quality will be managed and audited within the system. The fourth area provides an efficient means to track and resolve a quality issue in the company.

### To Access the Quality Management System

From the OPTO ribbon, select the 'Quality' tab (circled below).



The Quality Management System is specially designed for creating and tracking:

- Document Control and Tracking
- Non-conformance Reporting
- Engineering Change Requests
- Management of assets that require inspection/calibration

### In the Quality Management Systems the Following Features are Available (numbered above): -

1. Show All QA/NCR - Allow for a search of a QA/NCR by subject and/or date
2. Create a New QA/NCR - Enables user to raise a quality issue or submit a change request.
3. Edit a QA/NCR - Enables authorised users to action an issue then resolve and finalise it.
4. Show All Insp/Cal - Allows authorised users to view all the items that have been either inspected or calibrated.
5. Create a New Insp/Cal - Allows authorised users to enter items to be inspected or calibrated.
6. Perform an Insp/Cal – Allows authorised users to perform an inspection or calibration.
7. Show all DOCs - Allows authorised users to view all the documents within the QA - Document Control.
8. Create a New Document - Allows users to import a document into the QA - Document Control system
9. Raise DOC Changes - Allows authorised users to select a document you wish to raise a Change Request.