Calibration

Calibration is the act of ensuring that a testing instrument used in measurement will produce accurate results. Calibration is comparison between a standard measurement and the measurement using the test instrument.

Testing Instruments

Each testing instrument used in the Pressure Vessel module have calibration, which needs to be registered with following data as Calibration Report Number, Last Calibration Date, Calibration By, and Calibration Due Date.

To add a testing instrument, do the following steps,

1. Click **Testing Instruments** in the **Calibration**

   The **Testing Instruments** page opens.

image_1651049013109.png

Figure 1.1: Testing Instruments page

Add a Testing Instrument

If you want to add a testing instrument, do the following steps,

1. Click image_1651049069577.png (**ADD** button) in the **Testing Instruments** See Fig 1.1.

   The page shows a new box to add the details of a testing instrument.

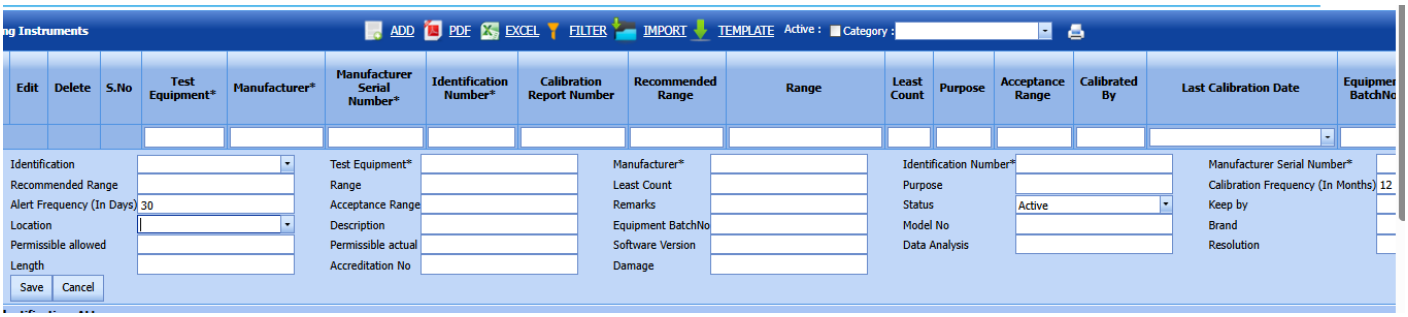


image_1651049107445.png **Note**: The fields notified with the symbol (*) are mandatory. You must enter the relevant details in that fields before saving.

2. In the **Category** box, select the category name from a drop-down list.

3. In the **Test Equipment** box, enter the test equipment name.

4. In the **Manufacturer** box, enter the manufacturer name of the test equipment.

5. In the **Asset Tag Number** box, enter the asset tag number of the test equipment.

6. In the **Serial Number** box, enter the serial number of the test equipment.

7. In the **Recommended Range** box, enter the recommended range of the test equipment.

8. In the **Purpose/Model** box, enter the model of the test equipment.

9. In the **Calibration Frequency (In Months)**box, enter the calibration frequency of the test equipment.

10. In the **Alert Frequency (In Days)**box, enter the alert frequency of the test equipment.

11. In the **Acceptance Criteria** box, enter the acceptance criteria detail.

12.Select **location** from the location dropdown

13. In the **Remarks** box, enter your remarks if any.

14. In the **Status/Condition** box, select the status/condition of the test equipment.

15.Enter **range**

16.Enter all the other fields

Click **Save**.

The testing equipment is successfully added.

Add Calibration Data for a Testing Instrument

Once you have added the testing instrument, you can add the calibration data for the added testing instrument.

image-1651049255472.png

1. Click Image not found or type unknown (Add icon) for the respective testing instrument. See Fig 1.1.

The **Calibration** window opens.

image-1651049273087.png

Image not found or type unknown

image-1651049291182.png

2. Click Image not found or type unknown (**ADD** button) in the **Calibration** window.

The window shows a new box to add the calibration data.

image-1651049336785.png

Image not found or type unknown

3. In the **Calibration Report Number** box, enter the calibration report number.

4. In the **Calibration Date** box, select the calibration date.

5. In the **Calibration By** box, enter the name of a person who has done the calibration.

6. In the **Calibration Issued To** box, enter the name of a person to whom the calibration details to be issued.

7. In the **Calibration Due Date** box, select the calibration due date.

8. In the **Calibration Issued Date** box, select the calibration issued date.

9. In the **Location** box, enter the name of the location where the calibration has done.

10. In the **Contact Number** box, enter the contact number of the person who has done the calibration.

11. Click **Save**.

The calibration data is added successfully.

Edit a Testing Instrument

If you want to edit any existing testing instrument in the **Testing Instruments** page,

1. Click (Edit icon) of the respective testing instrument. See Fig 1.1.

The **Testing Instruments** page shows the details of the selected test instrument.

image-1651049475386.png

Image not found or type unknown

2. Edit the details where you want.

3. Click **Save**.

Delete a Testing Instrument

If you want to delete any specific testing instrument from the list of added testing instrument, you

image-1651049520675.png

can use Image not found or type unknown (Delete icon) provided in the **Delete** field of the **Testing Instruments** page. To know how to delete, see the topic, “**Delete Any Client**”.

Export Testing Instruments List

You can export a list of testing instruments added in the **Testing Instruments** page in the pdf and

pdf.png

excelimg.png

excel formats by using Image not found or type unknown (**PDF** button) and Image not found or type unknown (**Excel** button). To know how to export, see the topic, “**Export Clients List**”.

View an Equipment Master List

image-1651049604971.png

If you want to view an equipment master list, click Image not found or type unknown (Print icon) provided in the upper side of the **Testing Instruments** page.

Filter a Testing Instrument

If you want to filter any specific testing instrument in the **Testing Instruments** page,

image-1651049654447.png

- you can use the category wise filter box Image not found or type unknown provided in the upper side of the **Testing Instruments** To filter the testing equipment, select the category from the drop-down list

  image-1651049779588.png

- You can also use Image not found or type unknown (**FILTER** button) located on the **Testing Instruments** To know how to filter using the **Filter** button, see the topic, “**Filter Any User Account**”.

Import Multiple Testing Instruments

If you want to import multiple testing instruments together, do the following,

image-1651049917756.png

1. Click Image not found or type unknown (**TEMPLATE** button). See Fig 1.1.

An excel worksheet will be downloaded with a predefined template to enter the details of test instruments.

image-1651049940642.png

Image not found or type unknown

2. Enter the required test instrument details in the respective columns of the excel worksheet.

3. Once you have added the testing instrument details in the excel worksheet, save the excel worksheet on your computer.

image-1651049977748.png

4. Click Image not found or type unknown (**IMPORT** button). See Fig 1.1.

A new box opens for importing the excel worksheet saved on your computer.

image-1651049994692.png

Image not found or type unknown

image-1651050013701.png

5. Click Image not found or type unknown (**Browse** button) to select the excel worksheet to be uploaded.

6. Select the excel worksheet you want to upload from your computer.

image-1651050047167.png

7. Click Image not found or type unknown (**Upload** button) to export the testing instrument details that are included in the excel worksheet.

The details of the testing instruments in the worksheet will be displayed in the **Testing Instruments** page.

View a Calibration History Card

image-1651050092895.png

To view a calibration history card, click Image not found or type unknown (Print icon) of the respective testing instrument, which is provided in the **Report** column of the **Testing Instruments** page.

Revision #9
Created 27 April 2022 08:39:19
Updated 28 May 2026 09:03:46 by Shybin