1. **Purpose**
	1. The purpose of this procedure is to provide guidance to assure a schedule is available to the technicians prior to the start of the day.
2. **References**
	1. **NA**
3. **Precautions**
	1. **NA**
4. **Frequency**
	1. A Schedule should be made everyday before the EOD for the following day.
5. **Responsibility**
	1. The coordinators are responsible for making a schedule and updating it as needed.
	2. Department Managers are to act as backup to the coordinators.
6. Making a Schedule
	1. Log-in to InspectAll
	2. Enter the job number of the job that needs to be scheduled. 
	3. Click on the job report
	4. Click the Calendar button
	5. Click Add
	6. Select the user, start & end time, and any notes they might need.
	7. Click Create Schedule.
	8. Repeat steps 6.2 – 6.7 for all technicians.
7. **Revision Changes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVISION #** | **DCO #** | **EFF. DATE** | **Location of Changes** | **SUMMARY OF CHANGES** |
| **0** |  | 07/05/2022 |  | New Instruction |
| 1 |  |  |  |   |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |