

Inspection checklist

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An inspection checklist is a warehouse reference list of checks used to describe what must be inspected about a product. It sits in warehouse configuration alongside the other reference lists that support warehouse work.

If you need to...	Go to
Find the list and recognize its columns	Find the inspection checklist
Read an entry before changing it	Understand the checklist list
Add, edit, delete, or export entries	Maintain checklist entries
Resolve a validation or maintenance message	When maintenance goes wrong
Continue into warehouse inspection work	Continue with warehouse inspection work
Work with related inspection references	Base of inspection or Inspection documents

Before you start

You use this page to review or maintain the reference entries that support warehouse inspection work. Access to the route requires a signed-in account. The list can also depend on your company's subscription and permissions, and its visible columns come from the configuration used for your list.

Prerequisites

- Sign in to PAMS.
- Have the inspection object and its description ready before adding or changing an entry.
- Know which inspection base belongs with the entry before you maintain it.

- Confirm that your account can access warehouse configuration and the required action.

Result: You have the access and information needed to find the inspection checklist.

Find the inspection checklist

The inspection checklist page is the reference list headed Products inspection checklist.

It is reached from the warehouse configuration area by selecting **Inspection Checklist**.

Steps

1. Open the warehouse configuration area.
2. Select **Inspection Checklist**.
3. Confirm that the page heading is Products inspection checklist.

Object to Inspect	Description	Inspection base
Scope of supply check	(All accessories and docu...	Docs, Visual
General Workmanship	(Visual Quality, painting, fr...	Docs, Visual
General Dimensional Check		Docs and visual
Equipment Specs on Nam...	(All other data of supplier ...	Docs and visual
Packing Quality		Visual
Immediate Preservation A...		
ZZ-doc-Enter-Inspection-c...		

Count: 7

Result: The inspection-checklist list is on screen.

Understand the checklist list

Each row is a checklist entry. The list presents the entry's inspection object, description, and inspection base so you can recognize the entry before you maintain it.

Column or area	What to use it for
Object to inspect	Identify what the inspection checks. This field is required when the form marks it required.
Description	Read the description of the inspection check.
Inspection base	Read the inspection base associated with the entry.
New	Start a new checklist entry.
Refresh	Refresh the list.
Settings	Open the list settings.
Count	Check the number of entries currently listed.

The list currently displays seven rows and `Count: 7`. The row contents are records in the list, so use the headers and the values in your own list when identifying an entry. The page does not display `DisplayOrder`, `ID`, or `CompanyID` as visible list or form fields.

Result: You can identify a checklist entry from its visible columns and row values.

Maintain checklist entries

A checklist entry records the object to inspect, its description, and its inspection base. Use the action that matches the change you need to make.

If you need to...	Select
Start a new entry	New
Open an existing entry for change	the row edit action when it is available
Remove an entry	the row delete action, then Delete
Close a delete menu	Cancel
Save a form	Save
Export the list	Export

Prerequisites

- You are on the inspection checklist list.
- You know whether you are creating, changing, removing, or exporting an entry.
- For a new or changed entry, you have the inspection object and description ready.

Steps

1. Select the action that matches your task in the following table.

Task	Action
Start a new entry	New
Open an existing entry for change	the row edit action when it is available
Remove an entry	the row delete action, then Delete
Close a delete menu	Cancel
Save a new or changed entry	Save
Export the list	Export

Result: The new/edit form, delete menu, or export controls are open; **Cancel** closes the menu; **Save** or **Delete** submits its action.

Handle access and setup differences

The controls on this page depend on the access and setup applied to your account and company. Use the following conditions to interpret what you see.

What you see	What it means
New is available	Your account can use the new-entry action on this page.
The edit action is available on a row	Your account can edit that row.
The delete action is available on a row	Your account can open the deletion menu for that row.
A field appears in the form	The entry configuration makes that field visible in the form.
A column appears in the list	Your list setup includes that column.

The available choices for **Inspection base** depend on the list setup. Work from the labels and columns that appear on your page.

When maintenance goes wrong

Use the exact message on screen to choose the correction.

Message	What to do
<field caption> is required	Enter a value in the named field, then submit the form again.
This Field Is Required	Enter the required value, then submit the form again.
Just ' _ ' '-' And '.' Characters Accepted	Remove characters other than letters, numbers, <code>_</code> , <code>-</code> , and <code>.</code> , then submit the form again.
Forbidden characters detected. Please remove them and try again.	Remove the forbidden characters from the entry, then submit it again.
Data saved Successfully	The new entry has been saved.
Data updated Successfully	The changed entry has been updated.
Data Deleted Successfully	The entry has been deleted.
Related to Saved data, Can't be deleted	Keep the entry and review the saved data related to it.
Failed to Delete	Do not repeat the deletion until the cause of the failure is resolved.
Must have at least one item	Keep at least one checklist entry in the list.

Continue with warehouse inspection work

After you review or maintain the checklist reference list, continue with the reference list or operational page that matches your next warehouse task.

Prerequisites

- You have finished reviewing or maintaining the inspection checklist reference list.

Steps

- Select the destination that matches your next task.

If you need to...	Open
Review inspection bases	Base of inspection
Review inspection documents	Inspection documents
Record incoming inspection work	Incoming inspection notes
Follow the wider warehouse process	Warehouse fulfillment flow

Result: You have a route from the inspection-checklist reference list to the related warehouse configuration and inspection work.