SIGNATURE CONTROL		
DEVELOPED	**REVISED**	**AUTHORIZED**
Areli Roque Cruz NUMBER	Felipe Reyes Ascencio NUMBER	Diego Cruz Martínez NUMBER
COMPANY	COMPANY	COMPANY
Quality Control Manager STAND	Operations Manager STAND	General Manager STAND

CONSERFLOW S.A. DE C.V.CHANGE CONTROL		
DESCRIPTION OF THE CHANGE	**REVISION**	**DATE**
The translation of this PCC-13 procedure is included in the SGI, the English version is integrated with the same control data as the Spanish document. Modification of associated formats for managing the English Spanish version.	02	03.MAY.23
Integration of the Reference Documents, Definitions and Responsibilities section	01	13.AGO.22
Issuance of the Procedure.	00	13.JUN.22

OBJECTIVE OF THE PROCEDURE

Establish the protocol of the factory acceptance tests (FAT) for the verification of the design and operations

SCOPE OF THE PROCEDURE

Verify the design of theproject through the visual and dimensional inspection of it, as well as the execution of the functional tests of instruments and mechanical equipment, according to the approved engineering for construction (APC), prior to the validation of the quality documentation related to the procurement and manufacture of the equipment and parts that compose it. The FATs contemplate only activities set out in this document.

REFERENCE DOCUMENTS

DEFINITIONS

FAT (Factory Acceptance Test): It is the process of accepting a computer in the factory. It consists of a set of ordered, protocolized and registered tests carried out by the manufacturer of an equipment, once the manufacture is finished and before its shipment to the client's facilities.

Range: In measurement, the range is the range of values of a certain variable that is capable of measuring a certain precision instrument.

Visual inspection (VT) is the most widely used non-destructive method in all material manufacturing industries. It is based on the observation of discontinuities visible to the naked eye. It allows control at all stages of the manufacturing or maintenance process of the facilities.

RESPONSIBILITIES

Director of Operations:

- Verify that the test conditions are in accordance with the requirements.
- Verify that the tests are done according to this procedure.

Construction Supervisor:

- Conduct and direct test preparation activities
- Monitor that the conditions are in compliance.
- Carry out activities in accordance with safety, health and environment.

Quality Control Inspector:

- Perform the relevant visual inspection
- Verify the documentation that is in accordance with the physical.
- Carry out the documentation required in this procedure.
- Carry out activities in accordance with safety, health and environment.

CONDUCT OF THE PROCEDURE		
Responsible	**Activity**	**Records**
Construction Supervisor / Operations Director / Quality Control Manager	**1. RECOMMENDATIONS** The Factory Acceptance Tests (FAT) are non-destructive, so all the recommendations of the test area must be followed, such as: • No smoking. • Delimit the areas assigned for these tests. • Use the appropriate tools and equipment for the tests which must have their current calibration certificates (Described during the tests in Appendix B, the certificates will be attached at the end of this document). • Use personal protective equipment within the facility. During the development of the tests you will have the support of an Engineer, who will attend any eventuality.	
Construction Supervisor / Operations Director / Quality Control Manager	**2. GUIDELINES** Factory Acceptance Testing (FAT) will be applied to the project following the guidelines in this document: • Each of the sections should be tested individually by recording the results in this document. • At the beginning of the tests, those involved must fill out the *Registration of participants in the tests (PCC-13/F-01)* form. • In order to record the execution of each test, it is required to place the initials of the executor and witness in the column "Passing Result YES / NO". • The purpose and method for each test of instruments and equipment shall be clearly described. Passing / Non-Passing, is the acceptance criterion that will be indicated for each test. • For validation of the tests, each section will be signed by the Test Engineer assigned by the Quality Control area and the customer's representative.	Test Participant Registration (PCC-13/F-01)
Quality Control Manager	**3. DOCUMENTARY REVIEW OF THE PROJECT** Verify that all design engineering, certificates and test reports are updated and correspond to the project, refer to the *format of List of Reference Documents (PCC-13/F-02),* previously carried out, the review must comply with: • Verify that the plans and documents required for the execution of the FAT correspond to the last revision and are approved.	List of reference documents (PCC-13/F-02)

Quality Control Inspector	• Verify that all certificates and test reports correspond to the instruments and equipment installed. **4. VISUAL INSPECTION OF THE SYSTEM** The Quality Control Inspector must prepare *the Visual Inspection Checklist format (PCC-13/F-03),* the quality area must assign the Inspectors to perform the verification according to the nature of the project. The Quality Control Inspector when carrying out the verifications with the visual inspections must record the results in the aforementioned format, he must also place his name and signature and date in each verification carried out.	Visual Inspection Checklist (PCC-13/F-03)
Quality Control Inspector	**5. VERIFICATION OF SYSTEM DIMENSIONS** Each dimension of the System shall be verified for correlation between manufacturing and engineering design of the system, and shall be recorded in the *System Dimension Checklist (PCC-13/F-4) format.* The Quality Control Inspector when carrying out the verifications of the dimensionings must record the results in the aforementioned format, he must also place his name and signature and date in each verification carried out.	System Dimension Checklist (PCC-13/F-4).
Quality Control Inspector	**6. FUNCTIONAL TESTS OF INSTRUMENTS AND EQUIPMENT.** Functional tests of instruments and equipment must be carried out using the minimum ranges and go in an increase of 25% passing until reaching the maximum range, to perform this test test equipment with their respective calibration certificates in force will be used. Instrument and equipment ranges shall be recorded *Instrument Range Checklist (PCC-13/F-05),* this list may be consulted prior to testing for proper fit and shall be completed during testing.	Instrument Range Checklist (PCC-13/F-05)
Quality Control Inspector	**7. FINDS** If findings are found during the tests that can be resolved in a short time, they will be documented and corrected immediately in the *Report of Findings (PCC-13/F-06).* If the finding cannot be corrected in a short time, it will be agreed whether to make the correction or if the test is continued, leaving the correction of the finding for a later date. In order to determine the course of action to be taken on the defects and/or failures found, the findings will be classified into three levels: ✓ **Level 1 (Minor):** can be corrected at a later date and then retested. FATs can continue. ✓ **Level 2: (Medium):** Must be corrected and validated with the sequence of predecessor tests. FATs from this area are stopped	Report of Findings (PCC-13/F-06).

Quality Control Manager	until the finding is corrected, however, other tests may continue as long as it is not related to the problem area. ✓ **Level 3 (Major):** This is severe and may cause cessation of all FATs until the finding is corrected. This may mean that FATs are suspended until a new date. For the correct execution of the FAT, the necessary resources must be available, such as adequate tools, trained personnel, technical documents, basic spare parts, software, equipment for configuration and auxiliary services. **8. ACCEPTANCE OF THE FAT** At the end of the FAT tests, a *Letter of Acceptance (PCC-13/F-07)* and/or conformity must be issued, even if there are pending findings to be closed. The letter of acceptance must be signed by the customer's representative who has witnessed the FAT tests.	Letter of Acceptance (PCC-13/F-07)

FORMATS ASSOCIATED WITH THE PROCEDURE

CODE	REGISTRATION	LEVEL OF REVISION	RETENTION TIME
PCC-13/F-01	*Registration of participants in the tests*	01	3 years in physical / digital without expiration
PCC -13/F-02	*List of reference documents*	01	3 years in physical / digital without expiration
PCC -13/F-03	*Visual Inspection Checklist*	01	3 years in physical / digital without expiration
PCC -13/F-04	*System Dimension Checklist*	01	3 years in physical / digital without expiration
PCC -13/F-05	*Instrument Range Checklist*	01	3 years in physical / digital without expiration
PCC -13/F-06	*Report of Findings*	01	3 years in physical / digital without expiration
PCC -13/F-07	*Letter of acceptance*	01	3 years in physical / digital without expiration