

# QUALITY PROCEDURES (QP)

## Work Environment Management

### 1. PURPOSE

The purpose of this procedure is to describe the process for determining, providing, and maintaining the work environment needed to achieve conformity to product requirements.

### 2. SCOPE

This procedure applies to all areas where work is performed for product realization.

### 3. DEFINITIONS / ACRONYMS

Work Environment: Conditions under which manufacturing / testing of the product is performed

MS: Management System

QP: Quality Procedure

SuperDCS: Supermicro Document Control System

SuperForm: Supermicro Form

### 4. DEPARTMENT(S) RESPONSIBLE FOR IMPLEMENTATION

Department Managers: Responsible for the management of the work environment required to support product realization.

The Management Representative / ISO Committees Members are synonymously referenced in this procedure have overall authority and responsibility for any MS issue.

### 5. REFERENCE DOCUMENTS

ISO 9001, Clause 7.1.4- Environment for the operation of processes

ISO13485, Clause 6.4.1 - Work Environment

Super Micro Computer, Inc., Management System (MS) Manual

QP-101, Control of Records

QP-103, Competence, Training & Awareness

WIP-1012, ESD Control Procedure

### 6. FORMS AND RECORDS

QMS Form # 100-02 - Master List of Controlled Documents (Date Controlled)

SM Form #245 - ESD Log

SM Form #246 - ESD Maintenance Log

Electronic forms / records are located through the servers in the SuperDCS, SuperForm, and/or equivalent file servers.

### 7. PROCEDURE

#### 7.1 Planning

Requirements for the work environment are clearly communicated to all employees (i.e. ESD

Supermicro® proprietary, confidential, and controlled document. Please do not duplicate without authorization.  
All printed documents are considered uncontrolled. Always refer to SuperDCS for the current revision.

control, control of burn-in chamber room, pest control, etc.).

### 7.2 Requirements

The work environment is controlled and maintained to achieve product conformity.

Supermicro has determined that ESD can impact the quality of the product. ESD is controlled and implemented in accordance with WIP-1012, ESD Control Procedure. Department Managers are responsible for ensuring that all personnel who are required to work temporarily are trained on the ESD program prior to the start of work.

Each respective department is responsible for monitoring pest infestation and notifying the Facilities Department if pest control is necessary. At a minimum, the Facility Department is responsible for periodic pest control. In most cases, pest control will be outsourced to a pest control company.

Supermicro ensures that employees are working in a safe, non-discriminatory, calm, non-confrontational, and stress-free environment.

Department Managers are responsible for ensuring that the proper tools and equipment are provided to the employees who work under extreme physical conditions such as heat, temperature, noise, humidity, etc. (i.e. hi-pot, burn-in rooms).

### 7.3 Records

All records are maintained following QP-101, Control of Records.

### Revision History

Supermicro® proprietary, confidential, and controlled document. Please do not duplicate without authorization.  
All printed documents are considered uncontrolled. Always refer to SuperDCS for the current revision.

QP-122	Revision: E	Issued: 2023-06-16	2 of 3
--------	-------------	--------------------	--------

# QUALITY PROCEDURES (QP)

## Work Environment Management

Rev.	Date	Description of Change	Approved by
C	2016-10-07	Transition to ISO 9001:2015, 14001:2015, 13485:2016.	Sara L.
D	2019-08-06	Changed from Quality Management System (QMS) to Management System (MS. Removed Section 7.4 Risk Analysis. This is covered in QP-123.	Sara L.
E	2023-06-16	Replace Public folder with SuperDCS, minor sentence and grammar corrections.	George K.