

TOOL MANAGEMENT AND MAINTENANCE GUIDE

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NaviFloor Robotics, Inc.

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1. PURPOSE AND SCOPE

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1. This Tool Management and Maintenance Guide ("Guide") establishes the

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2. This Guide applies to all Company facilities, employees, contractors, and

2. DEFINITIONS

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1. "Critical Tools" means any tools or equipment directly involved in the cal

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2. "Maintenance Records" means the digital or physical documentation of all

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3. "Qualified Personnel" means employees or contractors who have complete

3. TOOL INVENTORY MANAGEMENT

- - 2 -

1. Tool Classification System

- a) Class A: Critical calibration and testing equipment
- b) Class B: Assembly and manufacturing tools
- c) Class C: General maintenance and repair tools

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2. Inventory Control

- a) All tools must be registered in the Company's Tool Management System (
- b) Each tool shall be assigned a unique identifier
- c) Tool location and status must be updated in real-time
- d) Monthly inventory reconciliation is mandatory

4. MAINTENANCE PROCEDURES

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1. Scheduled Maintenance

- a) Class A tools: Calibration every 30 days
- b) Class B tools: Inspection every 60 days
- c) Class C tools: Inspection every 90 days

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2. Calibration Requirements

- a) All calibration must be performed by Qualified Personnel
- b) Calibration records must include:

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Date and time of calibration

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Calibration parameters

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Reference standards used

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Technician identification

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Next calibration due date

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3. Maintenance Documentation

a) Digital records must be maintained in the TMS

b) Physical maintenance logs must be retained for 7 years

c) Documentation must comply with ISO 9001:2015 standards

5. SAFETY AND HANDLING

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1. Storage Requirements

a) Tools must be stored in designated secure areas

b) Environmental conditions must be maintained within specified ranges:

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Temperature: 18-24°C

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Humidity: 30-50%

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Dust-free environment

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2. Safety Protocols

a) Personal protective equipment requirements

b) Tool-specific safety procedures

c) Emergency response protocols

6. QUALITY CONTROL

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1. Quality Inspections

- a) Weekly visual inspections
- b) Monthly performance testing
- c) Quarterly comprehensive evaluation

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2. Non-Conformance Procedures

- a) Immediate removal from service
- b) Documentation of issues
- c) Root cause analysis
- d) Corrective action implementation

7. TRAINING AND CERTIFICATION

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1. Required Training

- a) Initial certification
- b) Annual recertification
- c) Specialized tool-specific training

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2. Documentation Requirements

- a) Training records
- b) Certification status
- c) Competency assessments

8. COMPLIANCE AND AUDITING

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1. Internal Audits

- a) Quarterly compliance reviews
- b) Tool management system audits
- c) Documentation audits

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2. External Audits

- a) Annual third-party certification
- b) Regulatory compliance verification

9. REVISION AND CONTROL

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1. This Guide shall be reviewed annually and updated as necessary.

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2. All revisions must be approved by:

a) Chief Technology Officer

b) Quality Assurance Manager

c) Facilities Director

10. LEGAL DISCLAIMER

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APPROVAL

APPROVED BY:

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Chief Technology Officer

Date: January 15, 2024

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Chief Operating Officer

Date: January 15, 2024

