

SHIFT HANDOVER PROTOCOL - ASSEMBLY LINE

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NaviFloor Robotics, Inc.

Effective Date: January 15, 2024

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1. PURPOSE AND SCOPE

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1. This Shift Handover Protocol ("Protocol") establishes the mandatory proce

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2. This Protocol applies to all personnel involved in assembly line operations

2. DEFINITIONS

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1. "Shift Handover" refers to the formal transfer of operational responsibility

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2. "Critical Systems" means the proprietary LiDAR calibration stations, terra

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3. "Production Documentation" includes digital logs, quality control reports,

3. HANDOVER PROCEDURES

- - 2 -

1. Pre-Handover Requirements

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1.1. Outgoing shift supervisor shall prepare the Shift Status Report minimum

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1.2. All workstations must complete current production cycle or reach design

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1.3. Quality control checkpoints must be cleared of all pending inspections.

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2. Documentation Requirements

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2.1. Complete digital handover form in MES system, including:

- a) Production metrics and units completed
- b) Quality incidents and resolutions
- c) Equipment status and maintenance issues
- d) Pending tasks and priorities
- e) Material inventory status

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2.2. Update LiDAR calibration logs and terrain-mapping validation records.

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2.3. Document any deviations from standard operating procedures.

4. CRITICAL SYSTEMS VERIFICATION

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1. Joint Inspection Requirements

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1.1. Outgoing and incoming supervisors shall jointly inspect:

- a) LiDAR calibration equipment status
- b) Terrain-mapping validation stations
- c) Robot navigation testing zones
- d) Safety system status
- e) Environmental control parameters

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1.2. Verify all automated testing sequences are in proper state.

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2. System Status Documentation

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2.1. Complete Critical Systems Checklist in Company's digital platform.

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2.2. Record any anomalies or maintenance requirements.

5. SAFETY AND COMPLIANCE

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1. Safety Systems Verification

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1.1. Confirm all emergency stops are operational.

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1.2. Verify safety barrier systems and interlocks.

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1.3. Check environmental monitoring systems.

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2. Regulatory Compliance

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2.1. Review any incidents affecting regulatory compliance.

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2.2. Ensure all required safety logs are current.

6. COMMUNICATION REQUIREMENTS

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1. Verbal Communication

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1.1. Conduct face-to-face briefing between shift supervisors.

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1.2. Hold team huddle with incoming shift personnel.

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2. Digital Communication

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2.1. Update shift communication log in Company's MES.

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2.2. Distribute shift summary to designated management personnel.

7. EXCEPTIONAL CIRCUMSTANCES

- - 8 -

1. In the event of production anomalies, equipment malfunctions, or safety c

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1.1. Document all relevant details in incident report.

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1.2. Implement appropriate contingency procedures.

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1.3. Notify designated emergency contacts if required.

8. QUALITY ASSURANCE

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1. The Quality Control Manager shall:

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1.1. Review handover documentation weekly.

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1.2. Conduct monthly audits of handover compliance.

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1.3. Report findings to Operations Management.

9. PROTOCOL MAINTENANCE

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1. This Protocol shall be reviewed annually by Operations Management.

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2. Updates require approval from:

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Chief Operations Officer

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Quality Control Manager

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Safety Compliance Officer

10. COMPLIANCE AND ENFORCEMENT

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1. Compliance with this Protocol is mandatory for all relevant personnel.

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2. Violations may result in disciplinary action up to and including termination

AUTHORIZATION

This Protocol is authorized and approved by:

Richard Torres

Chief Operations Officer

NaviFloor Robotics, Inc.

Date: _

[Quality Control Manager Name]

Quality Control Manager

NaviFloor Robotics, Inc.

Date: _12 -

REVISION HISTORY

Version 1.0 - January 15, 2024 - Initial Protocol

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