

# **RAW MATERIALS INSPECTION GUIDELINES REV 3.0**

## **RAW MATERIALS INSPECTION GUIDELINE**

**Document ID: OPS-RMI-3.0**

**Effective Date: January 15, 2024**

**Revision: 3.0**

**Document Owner: NaviFloor Robotics, Inc.**

### **1. PURPOSE AND SCOPE**

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1. These Raw Materials Inspection Guidelines ("Guidelines") establish the m

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2. These Guidelines apply to all raw materials received at Company facilities

- a) Electronic components and circuit boards
- b) LiDAR and depth-sensing components
- c) Structural materials and chassis components
- d) Motors and actuators
- e) Batteries and power systems
- f) Sensor arrays and navigation hardware

## **2. DEFINITIONS**

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1. "Critical Components" means any raw materials directly affecting the performance

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2. "Inspection Personnel" means qualified Company employees who have co

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3. "Acceptance Criteria" means the documented specifications, tolerances, and

### **3. RECEIVING INSPECTION PROCEDURES**

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1. Initial Receipt

a) All incoming materials shall be quarantined in the designated receiving area

b) Shipping documentation shall be verified against purchase orders

c) External packaging shall be inspected for damage or tampering

d) Materials shall be logged into the Quality Management System (QMS)

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## 2. Documentation Review

- a) Certificate of Conformance verification
- b) Material certification validation
- c) Lot traceability confirmation
- d) Supplier quality documentation review

## **4. TESTING REQUIREMENTS**

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### 1. Critical Components Testing

- a) Full dimensional inspection using calibrated measurement equipment
- b) Electronic component validation using approved test procedures
- c) Performance testing under specified environmental conditions
- d) Compliance with IP67 standards where applicable

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## 2. Non-Critical Components Testing

- a) Statistical sampling per AQL Level II
- b) Visual inspection for defects
- c) Basic functionality testing as specified in component-specific procedures

## **5. QUALITY STANDARDS**

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### 1. Acceptance Criteria

- a) Zero defects for Critical Components
- b) AQL 0.65% for Non-Critical Components
- c) 100% compliance with specified tolerances
- d) Full traceability documentation

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## 2. Non-Conformance Handling

- a) Immediate quarantine of affected materials
- b) Notification to Quality Control Manager within 4 hours
- c) Supplier notification within 24 hours
- d) Disposition decision within 72 hours

## **6. DOCUMENTATION AND RECORDS**

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### 1. Required Documentation

- a) Inspection reports
- b) Test results and measurements
- c) Non-conformance reports

d) Supplier communications

e) Corrective action reports

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## 2. Record Retention

a) All inspection records shall be maintained for 7 years

b) Electronic records shall be backed up daily

c) Critical Component records shall be retained for 10 years

## **7. PERSONNEL REQUIREMENTS**

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### 1. Qualifications

a) Minimum 2 years quality control experience

b) Completion of Company QC certification program

c) Annual recertification requirement

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## 2. Responsibilities

a) Strict adherence to these Guidelines

b) Maintenance of inspection equipment

c) Accurate documentation of all testing

d) Immediate reporting of non-conformances

## 8. REVISION CONTROL

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1. These Guidelines shall be reviewed annually and updated as necessary.

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2. Revisions require approval from:

a) Quality Control Manager

b) Operations Director

c) Chief Technology Officer

## **9. LEGAL COMPLIANCE**

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1. These Guidelines shall be implemented in compliance with all applicable laws and regulations.

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2. Nothing in these Guidelines shall be construed to supersede any applicable laws and regulations.

## **APPROVAL AND AUTHORIZATION**

APPROVED AND ADOPTED this 15th day of January, 2024.

NaviFloor Robotics, Inc.

**By:**

Richard Torres

Chief Operating Officer

**By:**

Dr. Elena Kovacs

Chief Research Officer

