QUALITY AUDIT SCHEDULE AND CHECKLIST

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NaviFloor Robotics, Inc.

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Version: 3.0

1. PURPOSE AND SCOPE

1. This Quality Audit Schedule and Checklist ("Schedule") establishes

2. This Schedule applies to all Company facilities, including:

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Primary Manufacturing Facility (Boston, MA)

-

R&D Center (Cambridge, MA)

-

Integration Testing Facility (Waltham, MA)

-

Software Development Center (Austin, TX)

2. AUDIT FREQUENCY AND SCHEDULING

1. Internal Quality Audits

a) Manufacturing Processes: Quarterly

b) Software Development: Bi-annual

c) System Integration: Quarterly

d) Quality Management System: Annual

e) Safety Compliance: Quarterly

2. External Certification Audits

a) ISO 9001:2015: Annual

b) ISO/IEC 27001: Annual

c) RIA R15.08 Compliance: Bi-annual

3. AUDIT AREAS AND FOCUS POINTS

1. Hardware Manufacturing

-

Component sourcing and verification

Assembly line quality controls

-

LiDAR system calibration

-

Terrain mapping sensor integration

-

Final product testing protocols

2. Software Development

-

Code review processes

-

Version control compliance

-

Security protocols

- Navigation algorithm validation
- Fleet management platform testing

3. System Integration

- Hardware-software interface testing
- Performance validation
- Safety system verification
- Environmental adaptation testing

Multi-robot coordination protocols

4. AUDIT CHECKLIST

1. Documentation Review

Quality Manual currency

Standard Operating Procedures (SOPs)

Work Instructions

Technical Specifications

Change Control Records

Non-conformance Reports

Corrective Action Records

2. Manufacturing Process Verification

Material receiving inspection records

In-process quality checks

Equipment calibration logs

Environmental monitoring data

Product testing results

Packaging and shipping controls

3. Software Quality Assurance

Source code documentation

Test case documentation

Bug tracking and resolution

Release management procedures

Security audit trails

Backup verification

5. AUDIT TEAM COMPOSITION

1. Internal Audit Team

-

Lead Auditor (Quality Manager)

-

Technical Specialist (Engineering)

-

Process Specialist (Manufacturing)

-

Software Quality Engineer

-

Safety Compliance Officer

2. External Audit Support

-

Certified ISO Auditors

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Robotics Safety Specialists

-

Regulatory Compliance Experts

6. AUDIT EXECUTION PROCEDURES

1. Pre-audit Activities

a) Notification to department heads (minimum 2 weeks prior)

b) Document request distribution

c) Audit team briefing

d) Schedule confirmation

e) Resource allocation verification

2. Audit Conduct

a) Opening meeting

b) Document review

c) Process observation

d) Personnel interviews

e) Evidence collection

f) Finding documentation

3. Post-audit Activities

a) Finding classification

b) Report preparation

c) Corrective action planning

d) Management review

e) Follow-up scheduling

7. REPORTING AND DOCUMENTATION

1. Required Documentation

- Audit Planning Form (Form QA-101)

- Audit Checklist (Form QA-102)

- Non-conformance Reports (Form QA-103)

- Corrective Action Requests (Form QA-104)

Audit Summary Report (Form QA-105)

2. Report Distribution

- CEO
- COO
- Quality Manager
- Department Heads
- Regulatory Compliance Officer

8. CORRECTIVE ACTION MANAGEMENT

1. Timeline Requirements

- Critical findings: 24-hour response
- Major findings: 5 business days
- Minor findings: 15 business days

2. Verification Process

- Implementation evidence review
- Effectiveness assessment

Follow-up audit scheduling

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Closure documentation

9. CONFIDENTIALITY AND RECORD RETENTION

1. All audit documentation shall be treated as confidential and maintai

2. Retention Schedule

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Audit reports: 7 years

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Corrective actions: 5 years

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Supporting documentation: 3 years

10. REVISION HISTORY

Version | Date | Description | Approved By

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0 | 2024-01-15 | Updated for new facilities | J. Wilson

1 | 2023-06-10 | Added software audit requirements | E. Kovacs

0 | 2022-09-15 | Major revision | R. Torres

0 | 2021-03-01 | Initial release | S. Chen

11. APPROVAL AND AUTHORIZATION

This Quality Audit Schedule and Checklist is hereby approved and au

Dr. Sarah Chen

CEO & Co-founder

Date: January 15, 2024

Richard Torres

COO

Date: January 15, 2024

James Wilson

Quality Management Representative

Date: January 15, 2024

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