

# **SHIPPING AND RECEIVING OPERATIONS MANUAL**

## **SHIPPING AND RECEIVING OPERATIONS M**

**NaviFloor Robotics, Inc.**

*Effective Date: January 1, 2024*

*Document Version: 2.0*

### **1. INTRODUCTION AND PURPOSE**

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1 This Shipping and Receiving Operations Manual ("Manual") establishes th

- - 1 -

2 This Manual is a controlled document subject to periodic review and update

## 2. SCOPE AND APPLICATION

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1 This Manual applies to all Company employees, contractors, and authorized

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2 Geographic Coverage: All Company facilities in North America, including

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Primary Manufacturing Facility (Austin, TX)

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Research & Development Center (Boston, MA)

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Distribution Center (Reno, NV)

### **3. RECEIVING PROCEDURES**

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1 Inbound Shipment Documentation

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Bill of Lading (BOL) verification

-

Purchase Order matching

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Customs documentation (for international shipments)

-

Certificate of Origin verification

-

Technical compliance documentation

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## 2 AMR Component Handling

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ESD-protected receiving areas for electronic components

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Temperature-controlled staging for sensitive LiDAR equipment

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Specialized handling protocols for lithium-ion batteries

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Component serialization tracking

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## 3 Quality Control Inspection

- - 4 -

Initial visual inspection

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Component verification against specifications

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Damage assessment protocol

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Non-conformance reporting procedure

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Quarantine procedures for suspect items

## **4. SHIPPING PROCEDURES**

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1 Product Classification

- - 5 -

Class A: Complete AMR units

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Class B: Navigation systems and LiDAR components

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Class C: Standard replacement parts

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Class D: Software and documentation

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2 Packaging Requirements

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Impact-resistant containers for AMR units

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Anti-static packaging for electronic components

- - 6 -

Climate-controlled containers for sensitive equipment

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Hazmat packaging for batteries and chemical components

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### 3 Documentation Requirements

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Commercial invoice

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Packing list

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Export documentation

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Dangerous goods declaration (when applicable)

- - 7 -

Certificate of Conformity

## **5. AUTONOMOUS SYSTEMS INTEGRATION**

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1 AMR Integration with Shipping/Receiving Operations

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Automated inventory tracking

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Real-time location system (RTLS) integration

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Automated dock scheduling

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Load optimization algorithms



- - 8 -

## 2 Safety Protocols

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AMR-human interaction guidelines

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Emergency shutdown procedures

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Charging station protocols

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Maintenance scheduling

## **6. COMPLIANCE AND REPORTING**

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1 Regulatory Compliance

- - 9 -

DOT regulations

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IATA dangerous goods requirements

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Export control compliance

-

RoHS and REACH compliance

-

FCC certification documentation

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2 Internal Reporting Requirements

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Daily shipping/receiving logs

- - 10 -

Inventory reconciliation reports

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Damage and loss reports

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Performance metrics tracking

## **7. QUALITY MANAGEMENT**

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1 Quality Control Measures

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Pre-shipment inspection protocols

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Component testing requirements

- - 11 -

Documentation review procedures

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Quality audit schedule

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2 Non-Conformance Handling

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Rejection criteria

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Return Material Authorization (RMA) process

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Supplier corrective action requests

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Root cause analysis requirements

## 8. EMERGENCY PROCEDURES

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1 Emergency Response

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Hazardous material spills

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Fire safety protocols

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Natural disaster procedures

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System failure contingencies

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2 Business Continuity

- - 13 -

Backup shipping/receiving locations

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Alternative carrier arrangements

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Emergency contact procedures

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Data backup protocols

## **9. REVISION AND CONTROL**

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1 This Manual shall be reviewed annually by the Operations Department and

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2 Revisions must be approved by:

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Chief Operations Officer

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Quality Assurance Manager

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Legal Department Representative

## **10. LEGAL DISCLAIMER**

This Manual contains confidential and proprietary information of NaviFloor Robotics, Inc. Unauthorized reproduction or distribution is strictly prohibited.

The procedures contained herein must be followed in accordance with all applicable laws and regulations. NaviFloor Robotics, Inc. reserves the right to modify these procedures at any time.

## **APPROVAL AND EXECUTION**

APPROVED AND ADOPTED this 1st day of January, 2024.

NaviFloor Robotics, Inc.

**By: \_**

Richard Torres

Chief Operations Officer

**By: \_**

James Wilson

Chief Financial Officer



