

QUALITY CONTROL CHECKPOINTS

Summit Digital Solutions, Inc.

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Document Version: 2.4

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1. PURPOSE AND SCOPE

1. This Quality Control Checkpoints document ("QC Protocol") establishes mandatory quality assurance procedures for Summit Digital Solutions, Inc.'s ("Company") digital transformation services, specifically relating to the implementation of the Peak Performance Platform and associated professional services.
2. This Protocol applies to all Company employees, contractors, and authorized representatives involved in service delivery, platform deployment, or quality assurance functions.

2. DEFINITIONS

1. "Critical Control Points" means designated verification stages where quality measurements must be performed and documented.
2. "Platform Implementation" refers to the deployment of the Company's Peak Performance Platform, including all AI/ML components, IoT integrations, and process automation systems.
3. "Quality Gate" means a mandatory approval checkpoint requiring specific criteria to be met before proceeding to the next project phase.

3. MANDATORY QUALITY CONTROL STAGES

1. Pre-Implementation Assessment
 - a) Technical environment evaluation
 - b) Data quality verification
 - c) Integration point validation
 - d) Security compliance check
 - e) Resource readiness confirmation

2. Development Phase Controls

- a) Code review requirements
- b) API endpoint validation
- c) Machine learning model verification
- d) IoT sensor calibration checks
- e) Performance benchmark testing

3. User Acceptance Testing (UAT)

- a) Functionality verification
- b) Performance metrics validation
- c) Integration testing
- d) Security testing
- d) Load testing requirements

4. QUALITY GATES AND APPROVAL REQUIREMENTS

1. Gateway 1: Project Initiation

- Technical architecture review
- Security assessment completion
- Resource allocation confirmation
- Client sign-off on requirements
- Project charter approval

2. Gateway 2: Development Completion

- Code review documentation
- Test coverage metrics
- Performance test results
- Security scan results
- Technical documentation review

3. Gateway 3: Pre-Production

- UAT completion certificate
- Performance validation report

- Security compliance verification
- Disaster recovery testing
- Production readiness checklist

5. DOCUMENTATION REQUIREMENTS

1. Required Documentation

- a) Quality control checklists
- b) Test results and reports
- c) Approval signatures
- d) Issue logs and resolutions
- e) Change management records

2. Documentation Retention

- a) All quality control records must be maintained for 7 years
- b) Electronic copies stored in approved repository
- c) Access controls maintained per Security Policy
- d) Regular backup verification required

6. ROLES AND RESPONSIBILITIES

1. Quality Assurance Team

- Execute quality control procedures
- Document test results
- Report issues and violations
- Maintain quality metrics
- Conduct periodic audits

2. Project Management

- Ensure checkpoint completion
- Obtain required approvals
- Maintain documentation
- Escalate quality issues
- Track resolution progress

3. Technical Leadership

- Review technical deliverables
- Approve architecture changes
- Validate technical solutions
- Sign off on quality gates

7. NON-COMPLIANCE AND REMEDIATION

1. Quality Control Violations

- Immediate notification required
- Root cause analysis mandatory
- Corrective action plan development
- Implementation timeline
- Verification of resolution

2. Escalation Procedures

- First level: Project Manager
- Second level: Quality Director
- Third level: Chief Technology Officer
- Final level: Chief Operating Officer

8. AMENDMENTS AND UPDATES

1. This Protocol may be amended by the Company's Quality Control Committee with approval from the Chief Technology Officer and Chief Operating Officer.

2. All amendments must be documented and communicated to affected personnel within 5 business days of approval.

9. ATTESTATION

The undersigned hereby acknowledges and agrees to comply with all requirements specified in this Quality Control Checkpoints document.

SUMMIT DIGITAL SOLUTIONS, INC.

By: _

Name: Sarah Blackwell

Title: Chief Operating Officer

Date: _

APPROVED BY:

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Michael Chang

Chief Technology Officer

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Dr. Robert Martinez

Chief Innovation Officer

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