TOOL CALIBRATION LOG TEMPLATE

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NaviFloor Robotics, Inc.

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Version: 3.0

1. PURPOSE AND SCOPE

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1. This Tool Calibration Log Template ("Template") establishes the standard

2. This Template applies to all precision tools, sensors, and measurement dev

a) LiDAR system calibration

b) Depth-sensing equipment verification

c) Navigation system alignment

d) Surface mapping validation

e) AMR performance testing

2. CALIBRATION RECORD REQUIREMENTS

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1. Each calibration event must be documented with the following informatio

| Field | Required Information |

|-------|----------------------|

| Tool ID | Unique identifier per Company asset tracking system |

| Tool Description | Manufacturer, model, serial number |

| Calibration Date | YYYY-MM-DD format |

| Calibration Due Date | YYYY-MM-DD format |

| Calibration Type | Initial/Periodic/Post-repair |

| Calibration Standard | Reference to applicable standard |

| Technician ID | Certified calibration technician identifier |

| Results | Pass/Fail with measured values |

| Deviation | Documented variance from specifications |

| Environmental Conditions | Temperature, humidity, pressure |

3. CALIBRATION FREQUENCY

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1. Standard Calibration Intervals:

Equipment Category	Calibration Frequency
Class A LiDAR Systems	6 months
Depth Sensors	3 months
Navigation Arrays	12 months
Surface Mapping Tools	6 months
Test Equipment	Per manufacturer specifications

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2. Calibration frequency may be adjusted based on:

a) Equipment usage patterns

b) Environmental conditions

c) Historical stability data

d) Manufacturer recommendations

e) Regulatory requirements

4. DOCUMENTATION PROCEDURES

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1. Electronic Records

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All calibration records must be maintained in the Company's Quality Manag

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Records must be backed up daily

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Minimum retention period of 5 years

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Access restricted to authorized personnel

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2. Required Attachments

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Calibration certificates

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Traceability documentation

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As-found/as-left data

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Repair records (if applicable)

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Deviation reports

5. NON-CONFORMANCE HANDLING

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1. Out-of-tolerance conditions must be:

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Documented immediately

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Reported to Quality Control

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Impact assessment performed

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Corrective actions implemented

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Product impact evaluated

2. Equipment found out of calibration must be:

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Tagged "DO NOT USE"

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Removed from service

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Investigated for impact on previous measurements

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Recalibrated or replaced

6. RESPONSIBILITIES

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1. Quality Control Department

- Maintain calibration schedule
- Oversee calibration program
- Review calibration records
- Approve external calibration providers

- 2. Equipment Users
- Check calibration status before use
- Handle equipment properly

Report anomalies

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Maintain local records

7. CALIBRATION LOG TEMPLATE

[Tool Calibration Record]

Tool ID: _

Description: _

Manufacturer:

Model:

Serial Number: _

Calibration Date:

Next Due Date:

Calibration Standard:

Environmental Conditions:

-

Temperature: _____

-

Humidity: _____

-

Pressure: _____

Results:

Deviations: _

Technician: _

Verified By:

Date:

8. REVISION HISTORY

| Version | Date | Description | Approved By |

|---------|------|-------------|-------------|

| 3.0 | 2024-01-15 | Updated for new LiDAR systems | E. Kovacs |

| 2.1 | 2023-06-10 | Added environmental conditions | R. Torres |

| 2.0 | 2023-01-20 | Major revision | M. Depth |

9. APPROVAL

APPROVED BY:

Dr. Elena Kovacs

Chief Research Officer

Date: January 15, 2024

Richard Torres

Chief Operating Officer

Date: January 15, 2024