

# MACHINE MAINTENANCE LOG REQUIREMENTS

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**NaviFloor Robotics, Inc.**

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### 1. PURPOSE AND SCOPE

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1. This document establishes the mandatory requirements and procedures for

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2. These requirements apply to all Company-manufactured AMR units, inclu

## **2. DEFINITIONS**

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1. "Maintenance Log" refers to the official digital and/or physical record doc

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2. "Qualified Personnel" means individuals who have completed the Compar

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3. "Critical Components" includes LiDAR sensors, terrain-mapping modules

## **3. MAINTENANCE LOG REQUIREMENTS**

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#### 1. Format and Storage

- a) All maintenance logs must be maintained in the Company's Enterprise Asset Management System (EAMS)
- b) Backup records must be stored in encrypted format for a minimum of seven years
- c) Physical maintenance log copies, where required, must utilize Company-approved forms (Form ML-101)

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#### 2. Required Information

- a) Unit serial number and model designation
- b) Date and time of maintenance activity
- c) Detailed description of work performed
- d) Parts replaced or modified

- e) Calibration measurements and results
- f) Software versions and updates installed
- g) Quality control checks performed
- h) Name and certification number of performing technician
- i) Supervisor verification signature
- j) Next scheduled maintenance date

#### **4. MAINTENANCE FREQUENCY AND SCHEDULING**

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##### **1. Routine Maintenance**

- a) Level 1 inspection: Every 500 operating hours
- b) Level 2 inspection: Every 2,000 operating hours
- c) Comprehensive service: Every 5,000 operating hours

d) Annual certification: Every 12 months

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## 2. Component-Specific Requirements

a) LiDAR calibration: Every 1,000 operating hours

b) Navigation system verification: Monthly

c) Safety system testing: Weekly

d) Battery system assessment: Quarterly

## 5. QUALITY CONTROL AND VERIFICATION

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1. All maintenance log entries must be verified by a supervisor within 24 hours

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2. Quality control audits of maintenance logs shall be conducted quarterly by

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3. Discrepancies or incomplete entries must be resolved within 48 hours of d

## **6. COMPLIANCE AND REPORTING**

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1. Monthly maintenance compliance reports must be generated and submitted

a) Operations Department

b) Quality Assurance Department

c) Safety Committee

d) Customer Support Team (for deployed units)

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2. Non-compliance with maintenance log requirements must be reported to the

## **7. TRAINING AND CERTIFICATION**

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1. All personnel responsible for maintenance log entries must complete:
  - a) Initial certification training
  - b) Annual refresher course
  - c) Quarterly system updates training
  - d) Specific product line certifications as applicable

## **8. LEGAL COMPLIANCE AND RECORD RETENTION**

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1. All maintenance logs shall be maintained in compliance with:

- a) ISO 9001:2015 requirements
- b) ANSI/RIA R15.06-2012 standards
- c) Applicable state and federal regulations
- d) Customer contractual requirements

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## 2. Record Retention Schedule:

- a) Active equipment: Full maintenance history
- b) Decommissioned equipment: Seven (7) years minimum
- c) Warranty-related records: Ten (10) years
- d) Accident/incident records: Indefinite retention

## **9. AMENDMENTS AND UPDATES**



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1. This document shall be reviewed annually and updated as necessary to reflect

a) Changes in technology or equipment

b) Regulatory requirements

c) Industry best practices

d) Company policies and procedures

## **10. AUTHORIZATION**

This document is authorized and approved by:

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Chief Operating Officer

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NaviFloor Robotics, Inc.

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