

PRODUCTION LINE STAFF TRAINING MANUAL

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NaviFloor Robotics, Inc.

Version 3.2 - Effective Date: January 1, 2024

Document Control #: TRN-2024-001

1. INTRODUCTION AND SCOPE

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1. This Production Line Staff Training Manual ("Manual") establishes manda

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2. This Manual applies to all production staff, quality control technicians, and

2. DEFINITIONS

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1. "Certified Trainer" means a Company employee who has completed the A

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2. "Production Line Employee" means any individual directly involved in the

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3. "Critical Component" means any part or assembly designated as essential

3. MANDATORY TRAINING REQUIREMENTS

- - 2 -

1. Initial Training Program

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40 hours of classroom instruction

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80 hours of supervised hands-on training

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Successful completion of safety certification

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Passing score (85% or higher) on technical assessment

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2. Ongoing Training Requirements

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Quarterly safety refresher courses (4 hours)

- - 3 -

Semi-annual technical updates (8 hours)

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Annual recertification assessment

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Immediate training on new product iterations

4. SAFETY PROTOCOLS AND PROCEDURES

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1. All Production Line Employees must demonstrate proficiency in:

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Emergency shutdown procedures

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Hazardous material handling

- - 4 -

ESD (Electrostatic Discharge) prevention

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Personal protective equipment usage

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Accident reporting protocols

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2. Safety Certification Requirements

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OSHA compliance training

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Robot safety handling certification

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First aid and emergency response

- - 5 -

Chemical safety protocols

5. QUALITY CONTROL STANDARDS

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1. Production Line Employees shall be trained in:

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Component inspection procedures

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Testing protocols for terrain-mapping systems

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Calibration of LiDAR sensors

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Quality assurance documentation

- - 6 -

Non-conformance reporting

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2. Quality Metrics and Documentation

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Assembly accuracy requirements

-

Testing parameters and tolerances

-

Documentation requirements

-

Traceability procedures

6. SPECIALIZED TECHNICAL TRAINING

- - 7 -

1. LiDAR System Assembly

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Sensor alignment procedures

-

Calibration requirements

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Testing protocols

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Troubleshooting procedures

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2. Navigation System Integration

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Terrain-mapping module installation

- - 8 -

System initialization procedures

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Performance testing requirements

-

Diagnostic protocols

7. COMPLIANCE AND DOCUMENTATION

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1. Training Records

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Maintenance of detailed training logs

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Certification tracking

- - 9 -

Performance evaluations

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Remedial training documentation

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2. Regulatory Compliance

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ISO 9001:2015 requirements

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RIA/ANSI R15.06 standards

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CE marking compliance

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OSHA regulations

8. AMENDMENTS AND UPDATES

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1. This Manual shall be reviewed and updated annually or as required by:

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Product modifications

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Regulatory changes

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Process improvements

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Safety requirements

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2. All amendments must be approved by:

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Director of Manufacturing

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Quality Assurance Manager

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Safety Compliance Officer

9. CONFIDENTIALITY

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1. This Manual contains proprietary and confidential information of NaviFlo

10. ACKNOWLEDGMENT

I acknowledge receipt of this Manual and agree to comply with all training

requirements and procedures contained herein.

Date: _

Employee Name: _

Employee Signature: _

Trainer Certification: _

APPROVAL

APPROVED BY:

Richard Torres

Chief Operating Officer

NaviFloor Robotics, Inc.

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