QUALITY AUDIT SCHEDULE AND PROCEDURES

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Polar Dynamics Robotics, Inc.

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1. PURPOSE AND SCOPE

1. This Quality Audit Schedule and Procedures document ("Quality Pr

2. These procedures apply to all Company facilities, including the prim

2. DEFINITIONS

1. "Audit Team" means the designated group of qualified personnel re

2. "Critical Systems" means the core components of the BlueCore(TM

3. "Quality Management System" or "QMS" means the Company's do

4. "Temperature-Controlled Environment" means any testing or produ

3. AUDIT FREQUENCY AND SCHEDULING

1. Internal Quality Audits

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Manufacturing processes: Monthly

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Critical Systems: Quarterly

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Temperature-Controlled Environment operations: Bi-monthly

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Software systems: Quarterly

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Safety systems: Monthly

2. External Quality Audits

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ISO 9001:2015 certification: Annual

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Customer audits: As requested (minimum 30 days notice required)

Supplier audits: Semi-annual

4. AUDIT TEAM COMPOSITION

1. Required Personnel

- Lead Auditor (ISO 9001:2015 certified)
- Quality Engineer
- Process Engineer
- Safety Specialist
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Technical Subject Matter Expert

2. Qualifications

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Lead Auditor must maintain current certification

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Team members must complete Company's Advanced Quality Training

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Minimum 3 years relevant experience in robotics or industrial automat

5. AUDIT PROCEDURES

1. Pre-Audit Activities

a) Notification to relevant departments (minimum 14 days advance no

b) Document review and preparation

c) Audit checklist development

d) Team briefing and assignment of responsibilities

2. Audit Execution

a) Opening meeting with department leadership

b) Physical inspection of facilities

c) Process observation

d) Document review

e) Employee interviews

f) Testing verification

g) Data collection and analysis

3. Post-Audit Activities

a) Compilation of findings

b) Draft report preparation

c) Management review

d) Corrective action planning

e) Follow-up scheduling

6. SPECIFIC AUDIT REQUIREMENTS

1. BlueCore(TM) Technology Platform

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Navigation system calibration verification

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Cold-resistance testing protocols

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System integration checks

- Performance metrics validation
- Safety protocol compliance

2. Manufacturing Process

- Component quality inspection
- Assembly line efficiency
- Quality control checkpoints
- Material handling procedures
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Environmental controls

3. Temperature-Controlled Testing

- Temperature monitoring systems
- Environmental stability
- Equipment performance
- Safety protocols
- Emergency procedures

7. DOCUMENTATION REQUIREMENTS

1. Required Records

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Audit reports

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Corrective action plans

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Follow-up documentation

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Training records

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Certification documentation

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Test results

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Calibration records

2. Record Retention

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All audit records: 7 years

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Certification documentation: Duration of certification plus 3 years

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Training records: Employment duration plus 5 years

8. CORRECTIVE AND PREVENTIVE ACTIONS

1. Classification of Findings

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Critical: Requires immediate action (24-hour response)

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Major: Response required within 5 business days

Minor: Response required within 15 business days

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Observation: Response recommended within 30 business days

2. Action Plans

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Root cause analysis

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Corrective action development

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Implementation timeline

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Verification procedures

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Effectiveness review

9. REPORTING AND COMMUNICATION

1. Report Distribution

- Executive Leadership Team
- Department Managers
- Quality Management Team
- Regulatory Compliance Officer
- Affected Personnel

2. Communication Protocol

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Initial findings: Within 48 hours of audit completion

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Draft report: Within 5 business days

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Final report: Within 15 business days

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Status updates: Monthly

10. CONTINUOUS IMPROVEMENT

1. Audit Program Review

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Annual review of audit procedures

Effectiveness assessment

- Update of audit criteria

- Revision of checklists

- Training program updates

2. Performance Metrics

- Audit completion rate

- Finding closure rate

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Recurring issues tracking

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Customer satisfaction metrics

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Process improvement indicators

11. CONFIDENTIALITY

1. All audit findings, reports, and related documentation are considere

12. AMENDMENTS

1. This document may be amended by the Quality Management Team

APPROVALS

APPROVED AND ADOPTED this 15th day of January, 2024.

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