

PDR-OPS-017 PRODUCTION LINE WINTERIZATION GUIDELINES

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Classification: Confidential - Internal Use Only

1. PURPOSE AND SCOPE

- 1. This document establishes mandatory guidelines and procedures for
- 2. These guidelines apply to all production facilities operated by the C

2. DEFINITIONS

- 1. "Critical Temperature Threshold" (CTT): The minimum temperature
- 2. "Winterization Period": The period between October 15 and March
- 3. "BlueCore(TM) Components": Proprietary cold-resistant navigation

3. PRODUCTION LINE REQUIREMENTS

- 1. Temperature Control Systems
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 - 3.1.1. Primary HVAC systems must maintain ambient temperature be
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 - 3.1.2. Backup heating systems must activate automatically if primary

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3.1.3. Temperature monitoring devices must be calibrated quarterly

2. Material Storage

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3.2.1. Cold-sensitive components must be stored in temperature-controlled

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3.2.2. Lithium-ion batteries must be maintained at temperatures above

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3.2.3. Thermal insulation materials must be stored according to manufacturer

4. WINTERIZATION PROCEDURES

1. Pre-Winter Preparation

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4.1.1. Complete facility inspection by September 15 annually

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4.1.2. Test all heating systems and backup generators

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4.1.3. Verify integrity of building insulation and seals

2. Daily Operations

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4.2.1. Monitor temperature logs every 4 hours

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4.2.2. Maintain detailed records of any temperature excursions

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4.2.3. Implement corrective actions within 30 minutes of any CTT violation

5. QUALITY CONTROL MEASURES

1. Testing Requirements

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5.1.1. Conduct cold-start testing on all BlueCore(TM) components

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5.1.2. Perform thermal cycling tests on finished AMR units

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5.1.3. Document all test results in the quality management system

2. Non-Conformance Handling

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5.2.1. Quarantine any products exposed to temperatures below CTT

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5.2.2. Conduct full inspection of affected production batches

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5.2.3. Obtain Quality Director approval before releasing quarantined items

6. EMERGENCY RESPONSE

1. In the event of heating system failure:

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6.1.1. Activate backup heating systems immediately

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6.1.2. Notify Facility Manager and Production Supervisor

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6.1.3. Implement emergency production shutdown if temperature cannot be controlled

2. Documentation Requirements

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6.2.1. Record all emergency incidents in facility log

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6.2.2. Submit incident reports within 24 hours

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6.2.3. Maintain records for minimum of 3 years

7. TRAINING AND COMPLIANCE

1. Personnel Requirements

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7.1.1. All production staff must complete winterization training annually

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7.1.2. Maintain current training records for all relevant personnel

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7.1.3. Conduct quarterly emergency response drills

2. Audit Procedures

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7.2.1. Conduct monthly internal audits during Winterization Period

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7.2.2. External audit required annually

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7.2.3. Address audit findings within 14 days

8. DOCUMENT CONTROL

1. This document is controlled by the Quality Management System.

2. Reviews and updates must be approved by:

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Chief Operations Officer

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Quality Director

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Facility Manager

9. LEGAL DISCLAIMER

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APPROVAL AND VERSION CONTROL

Document Owner: Sarah Nordstrom, COO

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Next Review Date: January 10, 2025

Approved by:

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Sarah Nordstrom

Chief Operations Officer

Date: January 15, 2024
