Operating Procedure: 3
Reference 3/2013 (Approved January 2013)
Review Date: January 2015

Mantra Medical Ltd

Inspection and Testing Procedures

Products to which this Procedure Applies

All goods used within the organisation related to the production of the Company's products and to the general organisation and management of the Company.

Inspection of Goods Received

Items received by the organisation should be identified and verified against the Delivery Note and the Purchase Order. Where goods are supplied to the Company's Registered Office all items or batches of items (as relevant) are inspected by the Clerk to the Board to verify correct identity and quantity and to identify any signs of damage. Where such items are received by the person initiating the Purchase Order such inspection shall be carried out by that person.

All goods received should be documented by the initiator of the Purchase Order or Clerk to the Board as appropriate. In the event of non-conformance of any item, that item shall be placed in a reject area and labelled accordingly to ensure that such goods cannot be used either to meet any customer orders or for any aspect of the organisation and management of the Company. The extent of any non-conformance should be documented by the person receiving the goods and that person should then notify the supplier in order to secure a remedy.

Inspection and Testing

Inspection and testing shall be undertaken on all products or where appropriate, batches of products, before they are supplied to customers. Inspection and testing shall also be carried out on completion of any installation or maintenance performed or contracted by the organisation. The results of all inspections shall be documented and referenced to every specific product each of which will bear a unique reference/serial number.

Should any items supplied by the organisation prove not to be acceptable in accordance with the agreed contract criteria they will either be repaired, replaced or identified for a

subsequent evaluation and decision. All repaired items shall be re-inspected to ensure acceptability/compliance with regulatory requirements.

These inspection and testing arrangements will be undertaken by the Managing Director and/or other persons/organisations delegated or commissioned by him or by the Board.

Distribution List

- Board of Mantra Medical Limited
- Clerk to the Board

Document Review Date

January 2015

Obsolete Documents to be Withdrawn

N/A

Arrangements for Regularly Contacting External Suppliers

N/A

Initiator of this Operating Procedure

Tony Hercock, Director (Management Systems and QA)