

BEST PRACTICES CHARTER

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PRIVILEGED AND CONFIDENTIAL
Certified by: Ethics Committee

Trescal

| CALIBRATION SOLUTIONS TO IMPROVE YOUR PERFORMANCE |

CALIBRATION – TESTS AND MEASUREMENTS Best Practices Charter

All employees carrying out Calibration tests and measurements are required to commit to the Trescal Golden Rules on an annual basis.

My commitment is to:

#1 - Undertake Trescal's commitments, based on client needs for:

- > Accredited or Non Accredited Calibration / Testing;
- > Carried out to Trescal procedures or Specific Standards;
- > Related documents;
- > To be sent to the correct location in a timely manner;
- > Reduce Turn-Around-Time (TAT) to a minimum.

#2 - Ensure that I am authorised to perform the calibration in the relevant parameters; and if I am not then refer this to my line manager.

#3 - Select the appropriate working procedure or automated program; and if they are missing I refer to my line manager.

#4 - Identify the test equipment and the other technical resources specified by the procedure. Ensure the equipment is calibrated and in full working order.

#5 - I ensure that the environmental conditions e.g. temperature, humidity, pressure, gravity, etc. comply with the specifications defined by parameter, nature of work, etc. If they do not, I refer to my line manager.

#6 - Carry out the service in accordance with the general procedures:

- > Preparation of resources;
- > Technical operations and data management.

#7 - Issue and file the documents:

- > Calibration certificates, inspection or testing reports, etc. according to quality procedures and contractual commitments;
- > Systematic recording of original data and measurements found out of tolerance (before adjustment or repair).

#8 - Complete the operation or procedure with:

- > Final control and recording of the technical and industrial data on the designated IT system(s);
- > Activity report for in situ work;
- > Appropriate calibration labels, other suitable labels, seals, etc;
- > Ensure that the equipment is returned clean.

I hereby agree respect and uphold the applications of this charter:

Name:

Date:

Signature:

