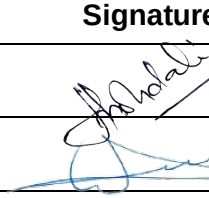
HATEEN TECH.CONT. L.L.C

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

QUALITY ASSURANCE & QUALITY CONTROL PROCEDURE

	Name	Signature	Date
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1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	13 June 2026	Original issue.	AUTHORIZED OFFICER

2.0 PURPOSE

The purpose of this document is to define the Quality requirements related to service and verifying the conformity of product through measurement and monitoring to the specified requirements.

3.0 SCOPE

This procedure is applicable to the following operations:

1. Establishing Quality Documents i.e., Manual, Procedures, Work Instruction, Formats.
2. Receiving Inspection
3. Safe handling of samples
4. In-process and Final Inspections to control and assure Quality.

4.0 DEFINITIONS

MR - Management Representative

QA/QC – Quality Assurance & Control

ITP – Inspection Test Plan

5.0 ROLES & RESPONSIBILITIES

The Manager / Engineer QA/QC & Inspectors are responsible for the overall effectiveness of this procedure.

6.0. INSPECTION ACTIVITIES

6.1 Equipment / Vehicles Maintenance

6.1.1 List all equipment and vehicle indicating all preventive maintenance needed.

6.1.2 Inspect all vehicles daily before dispatch.

6.2 In-process Inspection and Delivery

6.2.1 QA&QC shall carry out the inspection before loading all deliverables as per physical status, quantity and other remarks.

6.2.2 Inform client of the inspection report and for signature designated location.

6.2.3 Load and deliver all items.

6.3 Calibration

6.3.1This section describes the Calibration of Measuring and Test Equipment used in fulfillment of applicable Code/Standards requirements.

6.3.2 Control of Calibration: Measuring Instruments and Test Equipment are controlled by the Manager / Engineer QA/QC. Each measuring instrument and test equipment shall bear unique identification number / Serial number. All calibrated equipment shall be registered in the Instrument and Equipment Calibration Register.

6.3.3 Performance of Calibration: Calibration shall be performed either in house or by a qualified external testing laboratory which provides certified records of calibration and has standards whose accuracy is traceable to national / international standards or equipment manufacturers standards.

6.3.3 Documentation Calibration results are documented on the Instrument and Equipment Calibration Register as follows:

A) Description / Make / Model
B) Range / Serial / Identification number
C) Calibration Accuracy / Calibration Frequency
D) Date of calibration and Due Date
E) Certificate number / Report number

6.3.4 External Calibration - calibration results shall be reviewed and approved by Manager / Engineer QA/QC by signature and date on the Certificate of Calibration. All pressure gauges used for hydrostatic or pneumatic testing shall be calibrated against dead weight – tester or master gauge annually or whenever there is reason to doubt its accuracy.

6.5.5 Internal Calibration – Calibration results shall be reviewed and approved by the Manager / Engineer QA/QC by Signature and date on the certificate.

6.5.6 The Manager / Engineer QA/QC check the documentation of calibrated instruments and provides for recalibration, when necessary.

6.5.7 The Manager / Engineer QA/QC maintain an Instrument and Equipment Calibration Register which indicates the calibration status for all Instruments and Equipment. It is his responsibility to assure that all Instrument and Equipment within the system in use is calibrated.

6.5.8 Accuracy required and frequency of calibration shall be determined from manufacturer's recommendations or from experience with the equipment unless specified by the Code or national / international standards.

6.5.9 All calibrated Instrument / Equipment shall be identified with calibration sticker indicating Serial Number / Identification Number, Date of Calibration and Next Due Date.

6.5.10 Non-Conformities: When equipment is found to be out of calibration or damage Manager / Engineer QA/QC shall tag the equipment 'HOLD' and where practical remove the equipment from work area until replacement or recalibration.

7.0 RECORDS

Inspection & Test Plan	IMS-QAQC-F01
Quality Control Inspection Checklist	IMS-QAQC-F02
Calibration Register	IMS-QAQC-F03
Preventive Maintenance Plan	IMS-QAQC-F04