

# MACOGA, SA Product inspection and expediting visits policy

# Product inspection and expediting visits policy

This document shows the general guidelines to be followed by MACOGA's staff and all external inspectors (third parties, inspectors appointed by customers, etc.) during product inspections and production monitoring (expediting) visits carried out at MACOGA facilities.

All visitors must be familiar with the basic safety rules in accordance with the company's health and safety policy, thus ensuring that the visit / inspection is carried out with the required safety for the duration of their stay in our company.

## General

The visit or inspection must be arranged and authorised in advance by the Quality Department of MACOGA.

Unannounced inspections may be refused.

MACOGA reserves the right to reject any inspector who for any reason is considered to affect the proper performance of their work or for failure to comply with these guidelines. In this case, the Quality Department of MACOGA or the Project Manager will request the client or inspection company the appointment of another inspector that must be previously validated by MACOGA, SA.

All visitors must register and show some form of identification. The system records the name and company affiliation of each visitor.

## MACOGA personnel

It is the corporate policy of MACOGA, SA that each employee of the company cooperates fully with inspectors.

This policy requires that each employee must:

- Be cooperative and courteous to inspectors.
- Provide inspectors with all requested documents related to the scope of the inspection.
- Provide the necessary PPE to perform the work in accordance with current MACOGA regulations and procedures regarding Occupational Safety and Security.
- Assign the visitors an office, meeting room or suitable working place.

- Accompany the external inspectors throughout the inspection.
- Be prepared to defend the interests of the company in appropriate circumstances.
- Monitor compliance with this guideline.

## External inspectors

The inspector must comply with all safety requirements established by MACOGA, SA and wear or use the safety clothing and/or personal protective equipment required by MACOGA policies for his own personal protection.

No inspector may enter the facilities without being accompanied by a representative of the Quality Department or MACOGA, SA or person designated for this purpose.

During the inspection process inspectors are expected to demonstrate:

- Professionalism.
- Integrity.
- Preparedness.
- Objectivity.
- Confidentiality.

## Dates for carrying out inspection visits

For any inspection or project progress visit, authorisation must be requested at least one week in advance and must be confirmed by MACOGA.

## Determination of the scope of inspection

MACOGA's Quality Department must be informed in detail and in good time of the scope of the inspection.

In no case may the scope of the inspection be extended without the prior approval of the MACOGA, SA Quality Department.

## Determination of inspection duration and times

The duration of the inspection must be agreed in advance with the MACOGA, SA Quality Department.

In no case can the duration of the inspection be extended without the prior approval of the Quality Department of MACOGA, SA.

Inspections must be performed during MACOGA's normal business hours unless special circumstances require otherwise.

The maximum authorised times for inspections are as follows:

- Project Progress Control / Expeditors.  
Maximum authorised time is 1 hour per day in the factory and 1 hour per day in the office.  
Only one follow-up inspection per day may be carried out.  
For the same client or project, a maximum of one follow-up inspection per week is authorised.
- On-site testing and NDT inspections.  
The time indicated on the Notification of Inspection (NOI).
- Inspecciones de producto final.  
The time indicated on the NOI.

## Permitted areas

Inspectors and external visitors are allowed access only to:

- Assigned office or meeting room.
- Applicable factory area and/or test/manufacturing area.
- Rest areas (cafeteria, toilet, etc.).

## Confidentiality

The inspector or inspection body will be responsible, through legally enforceable undertakings, for the management of all information obtained or created during the conduct of inspection activities and all information obtained during the inspection process or visit to our facilities will be treated as confidential.

All inspection body personnel, including subcontractors, personnel from external agencies or companies, and persons acting on behalf of the inspection body, shall maintain the confidentiality of all information obtained or created during inspection activities, except where required by law.

Confidential information includes documents and records both in the form of a hard copy and an electronic copy, as well as the disclosure of any other information related to the production or testing process of MACOGA, SA.

Taking photos or videos is not allowed without the express authorisation of authorised representatives of MACOGA, SA.

## Inspection documentation

Inspectors have the right to review documentation relating to the reason for their inspection, but are not authorised to go beyond the scope of the inspection.

Follow the Inspection Points Plan.

## After inspection

At the end of their visit, inspectors must:

- Summarise the results of the inspection.
- Explain any action that needs to be undertaken.
- Inform the representative of MACOGA, SA of the results obtained.