OFFER CERTIFICATION

Instructions. Offerors shall complete and sign the Offer Certification section of this section as indicated. Offerors shall not complete any portions of the Acceptance section below. Submittals with incomplete and/or unsigned Offer Certification are not considered to be Offers and will be rejected as nonresponsive.

Company Name: **Weidmann Electrial Technology, Inc**

Company Address: **One Gordon Mills Way**

City, State, Zip: **St Johnsbury, VT 05819**

Company's Austin Finance Online Vendor Registration No. Registration No.

Company's Officer or Authorized Representative: **Kelly Donaghy**

Title of Officer or Authorized Representative: **Project Coordinator**

Email: **Kelly.donaghy@weidmann-group.com** Offeror's Phone: **802-751-3533**

Offeror's Signature: Kelly Donaghy Digitally signed by: Kelly Donaghy DN: CN = Kelly Donaghy email = kelly.donaghy@weidmann-group.com OU = _WICOR_Users, USASJ_WETI Date: 2023.02.06 08:51:36 -05'00' Date: **02/06/23**

OFFER: The above signed, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Offeror, by submitting and signing below, acknowledges that he/she has received and read the entire document packet including all revisions, and addenda and agrees to be bound by the terms therein.

ACCEPTANCE BY THE CITY

For City Staff only. The City will complete and sign this section only if the City accepts the Offer.

Contract Number:MA 1100 NA230000098

Printed Name of City's Authorized Procurement Staff: DEJUAN BROWN

Title of City's Authorized Procurement Staff: PROCURMENTSPECILAISTIII

Signature: Dejuan Brown Digitally signed by Dejuan Brown Date: 2023.03.08 09:57:58 -06'00' Date: _____

Email: DEJUAN.BROWN@AUSTINTEXAS.GOV Phone: 512-974-2670

ACCEPTANCE: The Offer is hereby accepted. Contractor is now bound to sell the materials or services specified in the Contract.

Offer and Certifications

Solicitation No.
IFB 1100 CSZ1015

SUBMITTAL CONTENTS

NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION

Instruction. Offerors shall read and acknowledge this certification by checking the box below. Offerors that do not check the box below indicating their compliance with this certification shall be determined nonresponsive.

☒ (Check)

OFFEROR HEREBY CERTIFIES
Offeror has read the following and will comply with Austin City Code, Sec. 5-4-2.

---

1. Not to engage in any discriminatory employment practice defined in this chapter;

2. To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment;

3. To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.

4. To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.

5. To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.

6. To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.

7. To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of $2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter.

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Non-Discrimination and Non-Retaliation Policy set forth below.

MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICY

1. As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations. The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

2. The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

3. Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their compliant, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

4. Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and nonretaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

5. UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NONDISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

6. Contractor agrees that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

7. The Contractor agrees that this Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filling. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

SUSPENSION AND DEBARMENT CERTIFICATION

Instruction. Offerors shall read and acknowledge this certification by checking the box below. Offerors that do not check the box below indicating their compliance with this certification shall be determined nonresponsive.

☒ (Check)

OFFEROR HEREBY CERTIFIES
Offeror has **NOT** been debarred from contracting with the City of Austin, any other local governments or states, or the US federal government.

Suspended or Debarred Offerors. The City finds that offerors, including any subcontractors that may be included in the Offer, that are suspended or debarred from contracting with the US federal government, any state or local government, as of the submission date of their offer, are not sufficiently responsible to contract with the City. The City may reject and set aside any offer, or terminate for cause any contract resulting from an offer, in which the offeror falsely certified they were not suspended or debarred when in fact they were.

NON-COLLUSION AND NON-CONFLICT OF INTEREST CERTIFICATION

Instruction. Offerors shall read and acknowledge this certification by checking the box below. Offerors that do not check the box below indicating their compliance with this certification shall be determined nonresponsive.

☒ (Check)

OFFEROR HEREBY CERTIFIES
Offeror has **NOT** engaged in collusion and is not aware of any conflicts of interests as described below.

Offeror. The term "Offeror", as used in this document, includes the individual or business entity submitting the Offer. For the purpose of this Affidavit, an Offeror includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and any person or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

Anti-Collusion Statement. Offeror has not in any way directly or indirectly:

a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.

b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.

Preparation of Solicitation and Contract Documents. Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

Participation in Decision Making Process. Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract no individual, agent, representative, consultant, subcontractor, or sub-consultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

Present Knowledge. Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.

City Code. As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.

Chapter 176 Conflict of Interest Disclosure. In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:

a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income; Section 0810, Non-Collusion, 1 Revised 12/22/15 Non-Conflict of Interest, and Anti-Lobbying Certification;

b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than $100 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that City is considering doing business with the Offeror; and

c. does not have a family relationship with a local government officer of the City in the third degree of consanguinity or the second degree of affinity.

NONRESIDENT BIDDER AND MANUFACTURING CERTIFICATION

Instruction. Offerors shall read and checking the applicable boxes in response to both certifications below.

☐ **YES** ☒ **NO**
(Check One)

OFFEROR HEREBY CERTIFIES
Offeror **IS (YES)** or **IS NOT (NO)** a Nonresident Bidder in accordance with Texas Government Code Ch. 2252.002.

If "Yes" is checked, provide the name of the state where Nonresident Bidder's Principle Place of Business is located.
Click or tap here to enter text.
(State)

☐ **YES** ☒ **NO**
(Check One)

OFFEROR HEREBY CERTIFIES
Offer **INCLUDES (YES)** or **DOES NOT INCLUDE (NO)** Equipment, Supplies and/or Materials in accordance with Texas Government Code Ch. 2252.002

If "YES" is checked, provide the name of the State where majority of the Equipment, Supplies and/or Materials were manufactured
Click or tap here to enter text.
(State)

Reciprocal Preference. In accordance with Texas Government Code Ch. 2252.002 (see below), the City must apply a reciprocal preference to a Nonresident Bidder's offer, consistent with the applicable preference granted by the state of the Nonresident Bidder's principal place of business. The City will also apply a reciprocal preference to a Resident Bidder or Nonresident Bidder's offer, consistent with the applicable preference granted by the state where the majority of the equipment, supplies and/or materials were manufactured.

Resident bidder. An Offeror whose principal place of business is in Texas, including a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

Nonresident Bidder. An Offeror that is not a Resident Bidder.

Statute: https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2252.htm

LOCAL PRESENCE CERTIFICATION – OPTIONAL

Instruction. Offerors wishing to claim Local Presence shall read and acknowledge this certification by checking the applicable box and providing the physical address below.

OFFEROR HEREBY CERTIFIES
Offeror's **HEADQUARTERS** or a **BRANCH OFFICE** is within the Austin Corporate City Limits.

☐ **HEADQUARTERS**
☐ **BRANCH OFFICE**
(Check One)

Offeror's Physical Address.
(Physical Address of Offeror's Headquarters or Branch Office)

Do you employ anyone at the location checked above who is a resident of the City of Austin?

☐ **Yes**
☒ **No**
(Check One)

Benefit to the City. In accordance with Resolution, 20140807-113, Council has determined that contracts awarded to local companies that provide employment to Austin residents is an economic benefit.

Local Presence. Offerors may claim Local Presence if at least one (1) of the following are located within the Austin Corporate City Limits, employing residents of Austin.
1. Headquarters; or
2. Branch office.

Austin Corporate City Limits. The City of Austin's Full Purpose Jurisdiction, not including the City's Extraterritorial Jurisdiction.

Headquarters. The Offeror's administrative center where most of the company's important functions and full responsibility for managing and coordinating the business activities of the firm are located.

Branch Office. A company office other than the Offeror's headquarters, that has been in place for at least five (5) years.

IFB 1100 CSZ1015
PRICING SUBMITTAL
OIL ANALYSIS

Special Instructions:
The Offer shall constitute full acceptance of the requirements stated in the Solicitation, including Specification E-1562.
As evidence of meeting the requirements of Specification E-1562, Offeror should provide the following:
1. Experience data per Section 2.1 and 2.2 of Specification E-1562, dated October 1, 2020.
2. Materials required to submit oil samples.
3. Furnish laboratory tests reports of insulating oil analysis for each sample received within 10 days from receipt of sample for routine samples and witin 24-hours for rush samples.
4. Capability to perform all tests listed in Sections 5 of Specification E-1562.

SECTION 1

ITEM	ITEM DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Dissolved Gas Analysis in Electrical Insulating Oil, per Specification E-1562, with a 10-day turnaround	350	EA	$ 42.00	$ 14,700.00
2	Dissolved Gas Analysis in Electrical Insulating Oil, per Specification E-1562, with emergency analysis with a 24-hour turnaround	5	EA	$ 73.50	$ 367.50
3	Cost Adder to Item 1 or 2: Moisture in Oil per ASTM D1533	15	EA	$ 9.75	$ 146.25
4	Cost Adder to Item 1 or 2: Acidity content in oil per ASTM D974-14e2	15	EA	$ 9.00	$ 135.00
5	Cost Adder to Item 1 or 2: Interfacial tension on oil per ASTM D971	15	EA	$ 9.00	$ 135.00
6	Cost Adder to Item 1 or 2: Dielectric Breakdown Voltage per ASTM D877/D877M	15	EA	$ 9.75	$ 146.25
7	Cost Adder to Item 1 or 2: Dielectric Breakdwon Voltage per ASTM D1816	15	EA	$ 9.75	$ 146.25
8	Cost Adder to Item 1 or 2: Color per ASTM D1500	15	EA	$ 3.75	$ 56.25
9	Cost Adder to Item 1 or 2: Visual Examination ASTM D1524	15	EA	$ 3.75	$ 56.25
10	Cost Adder to Item 1 or 2: Oxidation Inhibitor per ASTM D2668	15	EA	$ 40.00	$ 600.00
11	Cost Adder to Item 1 or 2: PCB Content (Oil) per EPA 8080	15	EA	$ 50.00	$ 750.00

12	Cost Adder to Item 1 or 2: Power Factor and Relative Permitivity per ASTM D924	15	EA	$ 22.00	$ 330.00
13	Cost Adder to Item 1 or 2: Specific Gravity per ASTM D1298	15	EA	$ 9.00	$ 135.00
14	Cost Adder to Item 1 or 2: Viscocity per ASTM D88/D88M	15	EA	$ 33.00	$ 495.00
15	Cost Adder to Item 1 or 2: Dissolved Copper per ASTM D3635 or Dissolved Metals per ASTM D7151	15	EA	$ 55.00	$ 825.00
16	Cost Adder to Item 1 or 2: Particle Count per ASTM D6786	30	EA	$ 55.00	$ 1,650.00
17	Cost Adder to Item 1 or 2: Furanic Compounds per ASTM D5837	5	EA	$ 90.00	$ 450.00
18	Cost Adder to Item 1 or 2: Methanol	5	EA	$ 85.00	$ 425.00
19	Cost Adder to Item 1 or 2: Degree of Polymerization	5	EA	$ 300.00	$ 1,500.00
			SECTION 1 TOTAL		$ 15,067.50

SECTION 2

The City reserves the right to add additional items not specified in Line Items No. 1 - 19 above to the contract. For evaluation purposes only, the City is forecasting the additional items to represent an additiona 10% in cost of the contract. Bidders shall provide a percentage markup over their invoice amount for calculation purposes. The markup shall be expressed in numerical terms (ie. 20 to represent 20%) The markup percentage shall be fixed throughout the term of the contract including any subsequent renewal/extension periods and are not subject to increase.

ITEM	ITEM DESCRIPTION	MARKUP / DISCOUNT	BIDDERS MARKUP %
20	ADDITIONAL REQUIREMENTS		
		SECTION 2 TOTAL	
		TOTAL BID AMOUNT	

Bidders Firm Mail Delivery of Loaner Syringes for Re-u 30
Bidders Firm Electronic Mail Delivery of Test Reports: 14
DELIVERY TERMS: SEE ATTACHED TERMS & CONDITIONS FOR DELIVERY TERMS.
DELIVERY METHOD: _____
COMPANY NAME: __Weidmann Electrical Technology Inc
PRINTED NAME: ___Kelly Donaghy
EMAIL ADDRESS: ___ kelly.donaghy@weidmann-group.com

Please provide the Labs physical address below:
4407 Halik Street Suite E100
Pearland, TX 77581
713-595-1030

WEIDMANN

February 6, 2023

City of Austin
Electric Utility Department
2526 Kramer Lane
Austin, TX 78758

RE: Electrical Insulating Oil Analysis IFB 1100 CSZ1015

Thank you for the opportunity for WEIDMANN Electrical Technology, Inc. to submit our proposal for your Electrical Insulating Oil Analysis.

Weidmann laboratories are the only ISO/IEC 17025 accredited transformer oil-testing laboratories in the US. Currently we have diagnostic service centers located in California, Colorado, Texas, Indiana, Wisconsin, Pennsylvania, Alberta, Quebec, and Ontario, Canada.

For over 30 years Weidmann has been helping generation and T&D companies make informed and intelligent life-cycle decisions for power transformers and other substation assets by providing engineered solutions, diagnostic testing and monitoring systems based on expert knowledge of equipment design, construction and operation.

Weidmann provides actionable information to help our clients best manage their substation equipment. We specialize in meeting the analytical testing and transformer engineering requirements of the power industry and we are dedicated to providing unsurpassed service. Our analytical chemists and engineers are able to convert your test data into valuable information and develop engineering action plans that will enhance the performance of your equipment and reduce the cost of ownership.

Our unique diagnostics and engineering expertise enables Weidmann to offer Package Solutions for Oil Circuit Breakers, On Load Tap Changers and Transformers allowing Asset Managers to identify fault conditions, without taking their equipment out of service, and well before an equipment failure occurs.

Please accept our proposal per your Bid Instructions. Should you have any questions please feel free to contact us. It would be our great pleasure to provide services to your company and build a long lasting relationship.

For additional information on WEIDMANN visit our website at www.weidmann-electrical.com

Sincerely,

Kelly Donaghy
Project Coordinator
Ph. (802) 751-3533
Kelly.donaghy@weidmann-group.com

Tom Cleaver
Regional Territory Manager- West Coast
Ph. (832) 470-0711
tom.cleaver@weidmann-group.com

CERTIFICATE OF ACCREDITATION

The ANSI National Accreditation Board

Hereby attests that

Weidmann Electrical Technology Inc.
4407 Halik Rd. Suite E100
Pearland, TX 77581

Fulfills the requirements of

ISO/IEC 17025:2017

In the field of

TESTING

This certificate is valid only when accompanied by a current scope of accreditation document.
The current scope of accreditation can be verified at www.anab.org.

R. Douglas Leonard Jr., VP, PILR SBU

Expiry Date: 06 May 2024
Certificate Number: L2303.04

This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2017. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (refer to joint ISO-ILAC-IAF Communiqué dated April 2017).

SCOPE OF ACCREDITATION TO ISO/IEC 17025:2017

Weidmann Electrical Technology Inc.

4407 Halik Rd., Suite E100
Pearland, TX 77581

Amy Turk
713-595-1030

TESTING

Valid to: **May 6, 2024** Certificate Number: **L2303.04**

Chemical

Specific Tests and/or Properties Measured	Specification, Standard, Method, or Test Technique	Items, Materials or Product Tested	Key Equipment or Technology
Dielectric Breakdown	ASTM D1816	High voltage fluid	VDE Electrodes
Dielectric Breakdown	ASTM D877	High voltage fluid	Disk Electrodes
Relative Density	ASTM D4052	High voltage fluid	Density meter
Acid Number	ASTM D974	High voltage fluid	Titration
Visual Examination	ASTM D1524	High voltage fluid	Visual Only
ASTM Color of Petroleum Products	ASTM D1500	High voltage fluid	ASTM Color Scale
Platinum-Cobalt Color	ASTM D2129	High voltage fluid	Platinum-Cobalt Color Scale
Dissolved Moisture Content	ASTM D1533	High voltage fluid	Coulometric Karl Fischer
Interfacial Tension	ASTM D971	Mineral and Ester Fluids	Tensiometer
Power Factor (Dissipation Factor) at 25°C to 100° C	ASTM D924	High voltage fluid - Over 25°C does not apply to Perchloroethlyene or Askarel fluids.	Tan delta and resistivity tester

Chemical

Specific Tests and/or Properties Measured	Specification, Standard, Method, or Test Technique	Items, Materials or Product Tested	Key Equipment or Technology
Dissolved Gas Analysis	ASTM D3612	High voltage fluid	GC – FID/TCD
PCB Analysis	EPA 8082A - mod	High voltage fluid	GC-ECD
Oxidation Inhibitor	ASTM D2668	High voltage fluid	FTIR

Note:

1. This scope is formatted as part of a single document including Certificate of Accreditation No. L2303.04.

R. Douglas Leonard Jr., VP, PILR SBU

WEIDMANN

Weidmann Electrical Technology Inc.
Weidmann Electrical Technology Canada Ltd.

Quality Manual

QS001 Revision 9

Uncontrolled copy for submission to:
For ABCD Company

Covering
Weidmann Electrical Technology Inc. and Weidmann Electrical Technology Canada Ltd. Laboratories as listed in section 2.0

In accordance with the requirements of Weidmann Electrical Technology Inc. and Weidmann Electrical Technology Canada Ltd. QA Program, the Laboratory Director and Executive Management Staff have reviewed and amended the Quality Assurance Manual as presented.

Director of Operations	Quality Assurance Manager	Regional Managers
Nick Perjanik	Sandra Smith	Jean-Pierre Merheb Amy Turk

Approval Date: Jan 5, 2023

Prepared by:

QA Manager

Approved by:

Regional Manager Regional Manager

Approved by:

Director of Operations

1.0 Purpose

This quality manual documents our management system and demonstrates the laboratory's ability to execute the indicated tests and/or calibrations and to meet regulatory requirements.

This manual establishes compliance with ISO/IEC 17025:2017 Standard.

2.0 Laboratory Background

Weidmann Electrical Technology Inc. and Weidmann Electrical Technology Canada Ltd History

The Weidmann Electrical Technology Inc. and Weidmann Electrical Technology Canada Ltd. laboratories (formerly Weidmann Diagnostic Solutions Inc. and Weidmann Diagnostic Solutions Ltd.) were incorporated in 2000 through the merger of Weidmann Technical Services formed in 1996 and Analytical ChemTech formed in 1995. Our current business consists of eight (8) laboratories throughout Canada and the United States.

Weidmann Electrical Technology Inc. and Weidmann Electrical Technology Canada Ltd. laboratories covered under this QA Manual within Canada and the United States, and referred to as Weidmann laboratories within this document are at the following locations:

State / Province	Address	Regional Manger
California	3035 Prospect Park Dr. Suite 100, Rancho Cordova CA 95670 Tel: 916-455-2284	Amy Turk Tel: 262-408-5932
Texas	4407 Halik Rd. Suite E100, Pearland TX 77581 USA Tel: 713-595-1030	
Indiana	5305 Commerce Square Drive, Indianapolis, IN 46237 USA Tel: 317-888-7288	
Pennsylvania	3430 Progress Drive Suite K1, Bensalem PA 19020 USA Tel: 215-639-8599	
Wisconsin	402 Travis Lane Unit #68, Waukesha, WI 53189 USA Tel: 262-408-5932	
Alberta	110, 7304 30th Street S.E., Calgary, AB T2C 1W2 CAN Tel: 403-203-0550	Jean-Pierre Merheb Tel: 514-631-0888
Ontario	919 Fraser Drive Unit 13, Burlington ON L7L 4X8 CAN Tel: 905-632-8697	
Quebec	650 Orly Avenue, Dorval QC H9P 1E9 Tel: 514-631-0888	

Activities

The Weidmann laboratories are full services laboratories in the testing of chemical, physical, and electrical properties of electrical insulating fluids and materials.

Weidmann labs provide services to all interested parties. These include electrical utilities, service organizations, industrial clients, and private individuals and consultants.

See PR902 for a complete list of analysis.

This Quality Manual identifies the policies, procedures, and methodologies adopted by Weidmann laboratories to ensure that it consistently delivers the highest standard of service to its clients.

The policies and procedures cited in this Manual are binding on all affected personnel and conform to the requirements of the relevant national and international standards for laboratory competency, and establish compliance with ISO/IEC 17025..

3.0 Terms and Definitions

RM – Regional Manager

4.0 Management Requirements

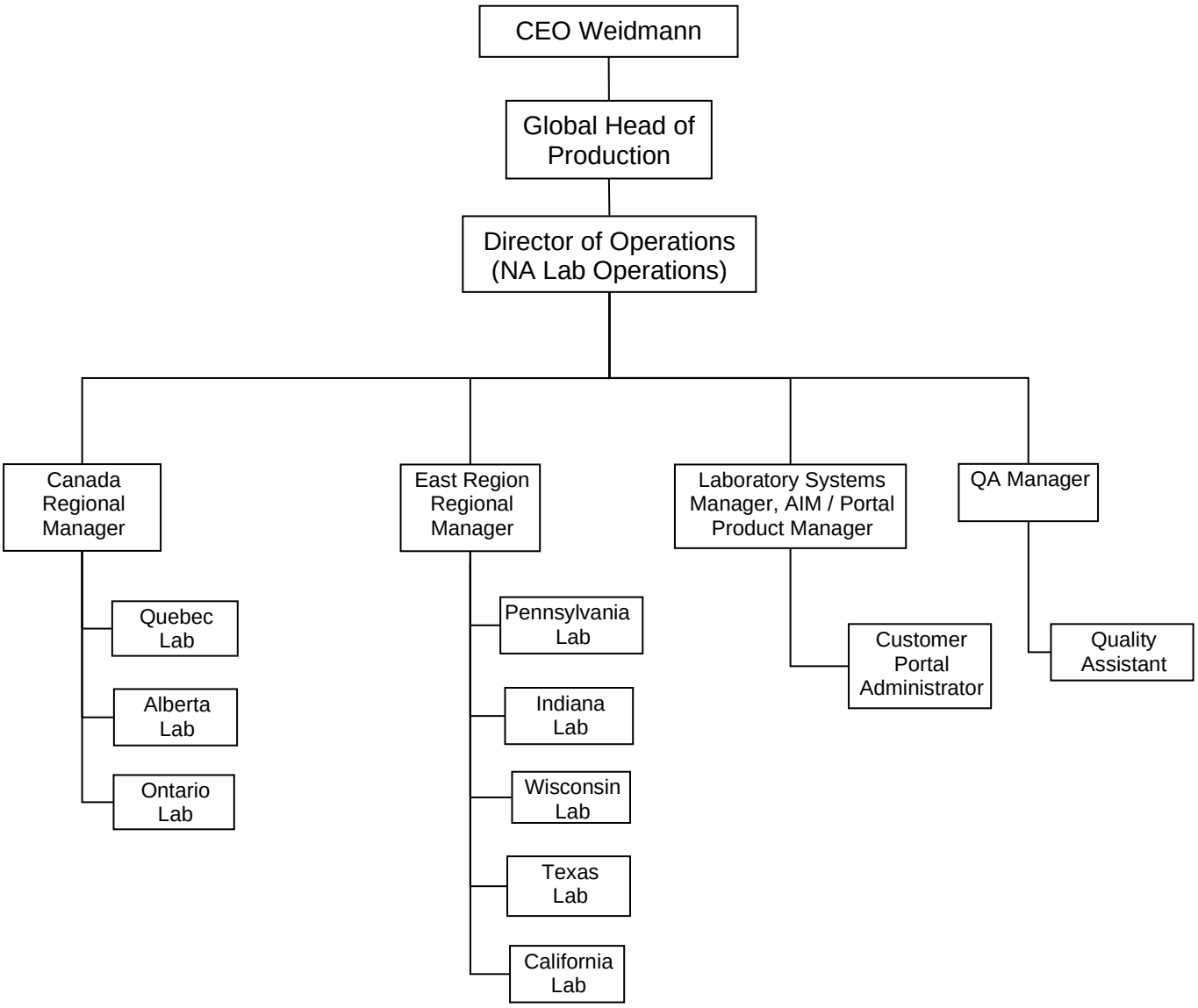
4.1 Organization

Weidmann Electrical Technology Inc. and Weidmann Electrical Technology Canada Ltd. are wholly owned subsidiary of the Weidmann Group..

The management system at Weidmann covers work carried out in the laboratory's permanent facilities, at sites away from its permanent facilities, or in associated temporary or mobile facilities. Weidmann is committed to meeting the requirements of the ISO/IEC 17025, and regulatory authorities, and satisfying the needs of our customers.

Weidmann Laboratory Mission Statement:
To provide our customers with actionable information that can be used to better manage the overall life-cycle of their critical electrical assets in a manner that is convenient, easy to understand, and assists in critical decision making.

Weidmann Organizational Chart



Job descriptions exist for all Weidmann laboratory staff, which includes: qualifications, authority, and responsibility.

Conflict of interest is controlled by our Ethics and Data Integrity policy, AD005.3. Weidmann laboratory policies ensure that its personnel are free from any commercial, financial, and other undue pressures, which might adversely affect the quality of their work. The laboratories are organized in a manner that supports confidence in their independence of judgment and integrity.

Responsibilities of key personnel:

Director of Operations:

The Director of Operations is responsible for direction of the laboratory and staff. The Director is responsible for the overall compliance of the laboratory to this Quality Manual and is the direct supervisor of the Regional Managers, and the Hardware Manager.

Regional Manager:

The Regional Manager (RM) is responsible for supervising the Laboratory Supervisors. The RM checks technical staff, provides instruction and training as needed, and is responsible for continued accreditation of the laboratory in the respective territory. The RM The Regional Manager has authority to sign reports for clients and report opinions and interpretations.

Laboratory Manager / Laboratory Supervisor:

The Laboratory Supervisor is responsible for supervising and monitoring the daily technical operations of the laboratory. The Laboratory Supervisor checks on technical staff and is responsible for ensuring that standard operating procedures and work instructions are followed in day-to-day operations The Laboratory Supervisor has authority to sign reports for clients and report opinions and interpretations. They assign competent personnel to complete tests. If a lab does not have a Laboratory Supervisor, the RM oversees the operation of the lab.

Quality Manager:

The Quality Assurance Manager coordinates all related operations and ensures strict adherence to the policies contained in the Quality Manual and has responsibility for the development, implementation, and maintenance of the quality program. Included in the responsibilities are the auditing in accordance with section 4.14 of this manual, approval, and verification of program modifications within the QA Program. The QA Manager oversees the development and maintenance of laboratory Work Instructions and Procedures and maintains the Quality Manual. The Quality Manager participates in available and relevant proficiency test, round-robins, and/or inter-laboratory studies.

Technical Manager

The Technical Manager for each lab is the Laboratory Supervisor, or in their absence the RM or the QA Manager. Technical managers are responsible for ensuring compliance with this Quality Manual within the laboratory.

Executive Management:

Weidmann Executive Management is committed to fulfilling all requirements as they pertain to the ISO/IEC 17025:2017. Appropriate communication processes are established within the laboratory for implementation of the management system. There is regular communication regarding the effectiveness of the management system.

Deputies

Deputies for key managerial personnel have been established. See QS938.

Laboratory Supervisors, Managers and Regional Managers ensure that personnel are aware of the importance of their activities to achievement of the quality objectives. An employee record of training is utilized to verify that training is current.

Laboratory Activities

The Weidmann laboratories perform testing activities that conform to the ISO/IEC 17025 standard. These are as stated in the scope of analysis.

4.2 Management System

The management responsibilities follow AD004.2.

The policies and objectives for laboratory operations are defined in this quality manual. The overall objectives are set out in the Quality Policy Statement and are reviewed during management review.

Quality Policy Statement:

Weidmann laboratories are dedicated to providing Total Customer Satisfaction through continual improvement, strong teamwork, and individual job excellence. Our commitment to this goal is evidenced by:

- Our expert laboratory personnel, who are familiar with all relevant laboratory policies and procedures
- The use of technical procedures and test methods that are acceptable to our clients
- A Management System that is the driving force behind providing a quality service to our clients
- A Management Team that is committed to full compliance to the pertinent ISO/IEC 17025, all regulatory and industry requirements, and to continually improve the effectiveness of the Management System
- The highest ethical standards in reporting data to our laboratory clients

Effective Date: Sept 1, 2013

Our quality objectives are to produce high quality results, on time, and with excellent customer service. The results of such objectives will lead to customer satisfaction, enhanced production, and ongoing improvements in process efficiency.

The Weidmann Laboratory Quality Manual outlines the structure of the documentations used in the management system. It makes reference to supporting procedures including technical procedures. This manual is reviewed and maintained up to date.

The management system is structured in three tiers of documentation, as follows:

1. Quality Manual
2. Standard operating procedures and work instructions
3. Records

Data integrity is ensured through the use of documented procedure AD005.3 – Ethics and Data Integrity, which provides details on training, applicable training records, and periodic in-depth monitoring of data integrity, confidential reporting, and investigation of data integrity issues.

Risks and Opportunities

Weidmann evaluates risks and opportunities using the project risk and release form BA202FRM, This ensures that the purpose and objectives of the laboratory are achieved, reduce impacts a potential failures in laboratory activities and achieve improvement. Actions to address risks and opportunities are decided by the management team.

Departure from Documented Policies and Procedures

Departures from policies and procedures or methodologies documented in the Quality Manual, or Procedures Manual, may be permitted under exceptional circumstances.

All such departures must receive prior written approval from the appropriate authority as follows:

Document	Authority
Quality Manual	QA Manager and Director of Operations
Procedures Manual	QA Manager and Director of Operations

Unique Electronic Signatures

Unique electronic signatures are used to approve Portable Document Format (PDF) controlled documents. Electronic signatures shall be unique to the individual. Each unique signature, at a minimum, must include the identity of the individual, either by the signature or the typed name, and preferably a time stamp. Other components such as company name, location, title, and email may also be included.

4.3 Document Control

Weidmann laboratories follows the procedures in QS004.3 to control documents that form part of the management system. These procedures ensure that documents are:

- Reviewed and approved or reapproved prior to use
- Issued to all points of use
- Reviewed periodically and revised as necessary to ensure their continuing suitability or currency
- Obsolete or invalid documents are promptly removed or suitably identified

4.4 Review of Requests, Tenders and Contracts

Contract review is an integral part of the quality system at the Weidmann laboratories. All requests, tenders, or contracts are reviewed and accepted only if the requirements are clear and understood, the appropriate test method is selected and capable of meeting the customer's requirements, and the Weidmann lab (s) have the technical capability and resources to meet the requirements. All records of reviews, including any significant changes, are maintained. Changes in a contract follow the same process as the initial contract.

Routine work performed under an on-going general agreement may only be reviewed during the initial enquiry stage, provided that the customer's requirements have remained unchanged.

The process for contract review is further defined in the Quotation and Follow-Up Process, BA004.4.

All samples received for a contract are reviewed as per PR005.8.2. Any differences between the request or bid and the contract are resolved before work commences. Each contract is acceptable to both the designated Weidmann laboratory and the customer.

If work has commenced, and the contract requires amending, the contract review process, as per the BA004.4, is repeated and any changes or amendments are communicated to all Weidmann personnel affected.

4.5 Subcontracting of Tests

In the event of extreme workload or temporary incapacity, a Weidmann lab may be required to ship samples within the scope of accreditation to either another Weidmann Laboratory, or an outside laboratory. Some infrequently performed tests may require that Weidmann subcontract work to an outside laboratory. All test results performed by a subcontracted laboratory are clearly identified.

Refer to our instruction on Receiving of Samples, PR005.8.2.

See QS922 for register of subcontractors.

4.6 Purchasing Services and Supplies

Weidmann laboratories is committed to a transparent and fair process for all of its purchasing, contracting, and tendering activity. To this end, all of Weidmann procurement is underpinned by eight principles:

- Value for Money: To deliver the best overall value through applying strategic and cost-effective approach to purchasing goods, works or services, and sale or disposal of assets.
- Professional Integrity: To observe the highest standards of integrity and professional conduct in contracting and tendering activity.
- Client Service: To identify the needs of end users and to satisfy those needs through providing services fit for the required purpose, and delivered efficiently, at a competitive price.

- Management of Risk: To identify risks, develop management strategies, and improve risk profiles thereby contributing to the achievement of better value for money in purchasing goods, works or services, and sale or disposal of assets.
- Responsibility: The Production Manager is responsible to ensure the integrity and efficiency of contracting and tendering structures and processes, and for the implementation of this policy.
- Simplicity: To ensure contracting and tendering processes are clear, straightforward, readily implemented, and easily monitored.
- Local Industry Sourcing: To source locally where, all things being equal, local suppliers can demonstrate capability, capacity, and competitiveness.
- Environmental Sustainability: To adopt purchasing practices that conserve natural resources, save energy, minimize waste, and are generally consistent with principles of ecological sustainability to the greatest extent that is practicable.

Weidmann laboratories purchases supplies or services that can affect the quality of the tests and/or calibrations from suppliers that have been selected based on a defined selection criterion. All supplies that can affect the quality of a test or calibration are not used before they have been inspected and/or verified to ensure that they have met specified requirements. Records of these activities are maintained. See MM919 for Register of Suppliers.

Purchase of the above supplies is according to the MM004.6.3 instructions, reception of the above supplies according to MM004.6.2, and storage according to MM004.6.1. Weidmann laboratories strive to ensure an adequate supply of consumables and services to support the testing needs is available. Suppliers – MM004.6.4

Prior to release, the purchase order is reviewed and approved for technical content by the purchaser or appointed personnel.

4.7 Service to the Customer

Weidmann laboratories willingly cooperate with our customers or their representatives in clarifying their requests and in monitoring the laboratory's performance in relation to the work performed, providing it does not impact confidentiality. Access to relevant areas of the laboratory is given to the customer, or their representative.

If there are any delays or major deviations in testing performance, the affected customers are notified.

Weidmann laboratories encourages feedback, both positive and negative, from clients to improve the quality system and client services. Feedback is gathered by review of test reports with customers, unsolicited satisfaction information provided by the customer, and by customer satisfaction surveys.

4.8 Complaints

The Weidmann laboratories Customer Complaint policy is a commitment to hold ourselves accountable by responding to and resolving complaints at the most appropriate level in the corporation.

Weidmann :

- Welcomes complaints as a form of feedback that will ultimately identify service improvement opportunities.
- Values integrity, responsible management, fairness, and equity and will continue to strive to maintain the highest standards in its dealings with its customers.
- Is committed to identifying, investigating, and, where possible, resolving complaints and grievances.
- Recognizes the importance of transparency in decision-making and the need to provide a fair and objective procedure for the review of all decisions and services provisions.

When customer complaints, verbal or written, are received, they are dealt with as per CS004.8, Customer Complaints. Records of all complaints, the investigations, and the corrective actions are maintained.

4.9 Control of Non-conforming Testing Work

Our objective is to protect the customer whenever an aspect related to testing or results of testing does not conform to our requirements or those of the customer.

Weidmann laboratories initiates the procedures as detailed in PR004.9 whenever any aspects of its testing and/or calibration work, or the results of this work, do not conform to our documented procedures or the agreed requirements of the customer.

4.10 Improvement

Weidmann laboratories strive to continually improve the effectiveness of the management system through the use of its quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions, and management review.

4.11 Corrective Action

Weidmann laboratories initiates corrective action activities when complaints and non-conforming work or departures from the policies and procedures in the management system or technical operations have been identified. These activities include the following steps:

- An investigation to determine the root cause(s) of the problem.
- Where corrective action is needed, potential corrective actions are identified, selected, and implemented to eliminate the problem and to prevent recurrence. These actions are appropriate to the degree, magnitude, and risk(s) of the issue.
- Any required changes resulting from corrective action investigations are documented and implemented.
- Follow-up activities are used to ensure that the actions taken are effective.

- When doubts on Weidmann laboratories compliance with its own policies and procedures exist, internal audit procedures are initiated see QS004.14.

Our objective is to take prompt action to eliminate the cause of non-conformance's in order to prevent recurrence and ensure customer satisfaction. The process applies equally to causes of potential non-conformities.

Weidmann laboratories implements the procedures as documented in QS004.11.

4.12 Preventive Action

When needed improvements and potential sources of non-conformities, whether technical or management system related, are identified, Weidmann laboratories implement the procedures as documented in QS004.11.

4.13 Control of Records

Documented procedures control the identification, collection, indexing, access, filing, storage, maintenance, and disposal of both quality and technical records.

These procedures include provisions for ensuring records are:

- Retained for a defined timeframe
- Held securely and in confidence
- Legible
- Readily retrievable
- Stored in conditions that protect the records from deterioration and loss
- Electronic records are backed up and secured to prevent the unauthorized access to or amendment to these records

Technical records that provide sufficient information to create an audit trail are retained for a defined timeframe.

These technical records are created at the time that the observations, data, and calculations are made and are identifiable to the specific test.

When errors occur in the recording of technical records, procedures are in place to ensure that:

- The original data is not overwritten, made illegible, or erased
- The identity of the person making the correction is known

The Laboratory information management system (LIMS) is protected from unauthorized access by use of specific user names, passwords and permissions. Any system failures are recorded along with the immediate and corrective actions. The LIMS configuration ensures that customer data is protected as documented in QS063.

For record keeping systems have been established that:

- Readily allow the history of the sample and all associated data to be understood
- Ensure records are maintained for a minimum of five (5) years
- Electronic records are supported by the appropriate hardware and software
- Access to archived data is controlled
- All information necessary for the historical reconstruction of data is retained
- All manually generated data is recorded legibly, using indelible ink and any corrections/amendments are suitably documented

Weidmann laboratories implements the procedures as documented in QS004.13.

4.14 Internal Audits

Internal audits are carried out to a defined schedule, which ensures that all processes within the quality management system are audited at least annually.

The client is to be notified by phone or electronically if there is any doubt of the validity of results. All notifications by phone will be followed by a written confirmation.

Weidmann laboratories implement the procedures as documented in QS004.14.

4.15 Management Review

Management review activities are completed to a defined schedule, which ensures that the management system is reviewed for its continuing suitability and effectiveness at least annually. Records of management review are maintained as per the requirements of 4.13.

Weidmann laboratories implements the procedures as documented in AD004.2.

4.16 Data Integrity Investigations

Confidential investigations are carried out when issues related to data integrity arise. These investigations are documented and as applicable the customer is notified.

Weidmann laboratories implement procedures as documented in AD005.3

5.0 Technical Requirements

5.1 General

Weidmann laboratories take into account numerous factors that determine the correctness and reliability the tests performed. These factors include, but are not limited to:

- Human factors
- Accommodation and environmental conditions
- Test methods and method validation
- Equipment
- Measurement traceability
- Sampling
- The handling of test items

5.2 Personnel

Weidmann laboratories ensure that all employed or contract personnel who operate specific equipment, perform tests, evaluate results, sign test reports, or develop, modify, verify and validate methods, are competent based on having the appropriate education, experience, and/or demonstrated skills.

Weidmann will provide adequate supervision for all personnel to ensure that they work in accordance with Weidmann laboratory management system(s).

It is the policy of Weidmann laboratories that all employees performing analytical testing have access to and are involved in an internal training program designed to increase, and at a minimum maintain, their technical and theoretical knowledge. To provide for a trained staff, this policy follows a structured Internal Training Program consisting of in-house training seminars and meetings, attendance at external Weidmann sponsored educational offerings, online training sessions, access to corporate training literature, and/or a combination of the above.

It is the goal of Weidmann to provide long-term and continually improve the educational training that provides a foundation and is a resource for personnel to stay informed on current methodologies. The following are included as goals:

- The sharing and distribution of technical expertise in the analytical testing methodologies
- Access to up-to-date advances in testing procedures, methods, and data handling processes
- A program whereby “best practices,” current trends, applications, R&D, and hands-on laboratory experience are shared between personnel and laboratories
- To establish a program that continuously strives to improve the training levels of the personnel

Weidmann laboratories will maintain records of the appropriate authorizations, competence, educational, and professional qualifications.

See procedure AD005.2 for details.

5.3 Accommodation and Environmental Conditions

Weidmann provides the necessary accommodation in regards to energy sources, lighting, dust control, heating, and air-conditioning in order to facilitate the correct performance of the tests.

Weidmann laboratories ensure that the environmental conditions do not invalidate the test results.

Environmental conditions appropriate to the test methods are monitored and maintained; records of actual conditions as maintained. When environmental conditions jeopardize the results of tests, testing work is stopped.

As applicable to the test material, effective separation is maintained to prevent cross-contamination.

As applicable to the circumstances access to areas where the testing is being performed is controlled.

Weidmann laboratories have established minimum standards of acceptable housekeeping.

5.4 Test Methods and Method Validation

Weidmann laboratories use the appropriate methods for all tests within our scope and has applicable procedures in place for the sampling, handling, transport, storage, and preparation of the items being tested. As well, where appropriate, statistical techniques are used for the analysis of test data and, where feasible, estimations of measurement uncertainty have been established.

Readily available instructions or procedures on the use and operation of all relevant test equipment and on the handling of test items have been developed. These instructions are only developed when an absence of these instructions may jeopardize the test results. These instructions or procedures are kept current and any deviation from instructions or procedures must be documented, technically justified, authorized, and accepted by the customer.

The selection of which test method to use is determined as part of the contract review activities. When a customer requests a test method that is considered to be outdated or inappropriate, Weidmann will inform the customer.

At the present time, Weidmann laboratories do not have any methods that were developed internally. When circumstances change, the introduction of these methods will be a planned activity lead by qualified personnel.

At the present time, Weidmann laboratories do not use non-standard test methods.

Weidmann laboratories validates test method using some or all of the techniques shown below:

- Calibration using reference standards or materials
- Comparisons of results achieved using other methods
- Inter-laboratory comparisons
- Systematic assessment of the factors influencing the results

Weidmann laboratories do apply procedures for estimating the uncertainty of measurement, where feasible, or when the documented test method does not provide the information. These estimations are based on as many of the important uncertainty components to the given test method as can be reasonably determined.

Weidmann laboratories does not develop any software that is used by the test equipment itself. Any spreadsheets or similar documents are suitably documented and validated as adequate for use. Procedures have been implemented that ensure that the integrity and confidentiality of the data is protected from the time of entry to transmission to storage.

5.5 Equipment

Weidmann ensures that the laboratories are furnished with all the required sampling, measurement and test equipment for the tests performed.

Support equipment, including but not limited to balances, ovens, refrigerators, freezers, incubators, water baths, temperature measuring devices (including thermometers), thermal/pressure sample preparation devices, and volumetric dispensing devices (such as manual pipettors or automatic dilutor/dispensing devices) are verified for accuracy if quantitative results are dependent on their accuracy, as in standard preparation and dispensing or dilution into a specified volume.

Weidmann laboratories adhere to the following guidelines:

- All equipment is properly maintained, inspected, and cleaned. Maintenance procedures and records are documented.
- Any item of the equipment that has been subjected to overloading or mishandling, or that gives suspect results, or has been shown by verification or otherwise to be defective, is taken out of service and clearly identified as such.
- Out of service equipment is not used until it has been repaired and shown by calibration, verification, or test to perform satisfactorily. In addition, Weidmann laboratories examine the effect of this defection on previous calibrations or tests.
- Each item of equipment, including reference materials and, as applicable, supporting equipment, is, when appropriate, labelled and the status of calibration noted.
- The calibration frequency for all applicable equipment is specified in QS005.5.2.
- Records are maintained for each major item of test or as applicable support equipment and all reference materials significant to the tests performed. These records include documentation of all routine and non-routine maintenance activities and reference material verifications. The records include:
  a) The name of the item of equipment
  b) The manufacturer's name, type identification, and serial number or other unique identification
  c) Date received and date placed in service (if available)
  d) Current location, where appropriate

e) Copy of the manufacturer's instructions, where available
f) Dates and results of calibrations and/or verifications and date of the next calibration and/or verification
g) Details of maintenance or service calls carried out to date and planned for the future
h) History of any damage, malfunction, modification or repair

5.6 Measurement Traceability

Weidmann laboratories have established and implemented procedures for the calibration of all applicable test equipment. Details of the actual calibration requirements are documented in the specific test methods within the scope. Where feasible, the traceable units of measure are to SI units, or to the appropriate measurement standard of the reference standard or material.

Certified reference standards and/or materials are purchased and the procedures as documented in MM004.6.1 are implemented to ensure these materials are handled safely, stored and used in such a manner as to protect their integrity and prevent contamination.

Intermediate checks of reference standards and materials are carried out as documented within each specific test method.

5.7 Sampling

At the present time, Weidmann laboratories do not sample test items.

5.8 Handling of Test Items

Weidmann laboratories have established procedures for the transportation, receipt, handling, protection, storage, retention, and disposal of test items. These procedures include the provisions necessary to protect the integrity of the test item and the interests of both the client and the Weidmann laboratories. These procedures include:

- The system for identifying the test items and maintaining the identification throughout the life of the item while in Weidmann laboratory facilities
- Monitoring test items for:
  - Abnormalities or departures from normal or specified conditions
  - The suitability of the test item
  - Conformity to descriptions provided
  - Lack of sufficient detail
  - Provisions for contacting the client and recording the discussion(s) regarding further instructions

Procedures have been established and appropriate facilities are provided that prevent deterioration, loss or damage to the test item, and appropriate handling instructions for the test item.

Weidmann laboratories implement the procedures as documented in MM005.8.1, PR005.8.2, PR005.8.3, MM005.8.4 and PR005.8.5.

When handling test items related to PCB testing, Weidmann laboratories implement the above procedures as well as AI010 & AI015.

5.9 Assuring the Quality of Test Results

Quality control procedures have been established that monitor the validity of tests. This monitoring allows for the detection of trends and, where practical, the use of statistical techniques.

This monitoring may include the following:

- The use of certified reference materials or quality control materials
- Internal controls using secondary reference materials
- Inter-laboratory comparisons or proficiency testing programs
- Replicate tests using the same or different methods
- Re-testing of retained samples
- Correlation of results between different characteristics of the sample

Actions are taken when the quality control data, or analysis of data from monitoring activities is found to be outside of the pre-determined limits. The details are provided within each individual test method. Sample results associated with QC data that are outside of the determined limits are not released, unless the customer has been contacted, informed that the QC data is outside of the limit, and has indicated that they will accept those results, preferably in writing. If the customer has accepted, the report shall indicate that the customer was contacted and which result(s) may be affected.

As applicable for testing of PCB samples, Weidmann laboratories have documented procedures which monitor the following quality controls:

- Positive and negative controls as applicable to the testing, blanks, and matrix spikes
- Tests defining the variability and repeatability of results
- Measure to ensure the accuracy of the method including calibration and continuing calibration, use of certified reference materials, and proficiency test samples
- Measures to evaluate the method capability, such as detection and limit of quantification or range of applicability
- Selection of appropriate formulae to reduce raw data to the final results
- Selection and use of reagents and standards
- Measures to ensure constant and consistent test conditions where required by the test method

These controls are assessed and evaluated on an ongoing basis using established acceptance criteria.

Weidmann laboratories implements the procedures as documented in AI010, and AI015.

5.10 Reporting the Results

The results of testing are reviewed prior to release by authorized personnel and are objectively, accurately, clearly, and unambiguously reported as required by the documented test method and the format established by Weidmann laboratories.

Where applicable, details needed for the interpretation or opinions of the results will be provided. When testing is completed by subcontractors, the report clearly indicates that the results have been provided by another party. Any amended reports will be clearly identified as such, and as applicable, will reference the original report being replaced.

Appendix A: Cross Reference Table

ISO/IEC 17025:2017	Weidmann Designation	Title
4.1 Impartiality	AD005.3	Ethics and Data Integrity
4.2 Confidentiality	BA959	Customer confidentiality
	QS063	Storage of Customer Data
6.2 Personnel	AD005.2	HR Process – Job Descriptions and Training
	AD005.3	Data Integrity Plan
6.4 Equipment	PR005.5.4	Equipment Identification
	QS005.5.2	Calibration, Verification, and Calibration Certificates
	MM005.5.6	Transport and Shipping of Supplies, Equipment, Reference Standards
6.5 Metrological traceability	QS005.5.2	Calibration, Verification and Calibration Certificates
	PR016	General Lab Procedures
	QS035	Validation of Bottle Top Dispensers and Burettes
	MM004.6.2	Receiving Products
6.6 Externally products and services	QS004.5	Subcontractor approval process
	PR005.8.25	Receiving of Samples
	MM004.6.1	Storage of Consumables
	MM004.6.2	Receiving Products
	MM004.6.3	Purchasing
	MM004.6.4	Vendor Approval
7.1 Review of requests, tenders and contracts	BA004.4	Quotation and Follow-up
7.3 Sampling	PR005.8.3	Order of Testing and Analysis
7.4 Handling of test items	MM005.8.1	Transport and Shipping of Test Samples
	PR005.8.2	Receiving of Samples
	PR005.8.3	Order of Analysis
	PR005.8.5	Sample Retention
	MM005.8.4	Waste Handling
7.5 Technical records	QS04.13	Control of Records
7.9 Complaints	CS004.8	Customer Feedback
7.10 Nonconforming work	PR004.9	Control of Non-conforming Testing
7.11 Control of data	QS063	Storage of Customer Data
8.3 Document control	QS004.3	Control of Documents
8.4 Control of records	QS004.13	Control of Records
	QS004.13.1.4	Electronic Data Backup
8.5 Risks and opportunities	BA202FRM	Project Risk and Release
8.6 Improvement	AD004.2	Management Responsibilities
8.7 Corrective actions	QS004.11	Corrective and Preventive Actions