PERİYODİK KONTROL (MUAYENE) PROSEDÜRÜ

1. PURPOSE

The purpose of this procedure is to ensure that the periodic inspection (examination) services performed by **KALDENTEK**—from the proposal stage to final reporting—are conducted in full compliance with national/international standards and ISO 17020 quality management system requirements

2. SCOPE

This procedure covers lifting and conveying equipment, pressure vessels, and all other periodic inspection activities within the company's scope, as well as the personnel performing these activities and the equipment utilized.

3. RESPONSIBILITIES

- General Manager
  - Ensuring the provision of financial and administrative resources, approval of large-scale contracts, and guaranteeing impartiality and independence at the executive management level.
- Technical Manager
  - Technically reviewing customer requests (feasibility assessment), planning inspections, assigning personnel, and performing technical control and final approval of reports.
- Quality Manager
  - Auditing the implementation of this procedure, tracking the up-to-dateness of forms and instructions, recording complaints and appeals arising during the operational process, and following up on root cause analyses.
- Sales, Marketing, and Customer Manager
  - Initial meeting of customer requests, preparation of the **FR.01 Inspection Proposal and Service Contract Form**, pricing, managing customer communication (appointment confirmations, etc.), delivery of reports to customers, and monitoring customer satisfaction (surveys).

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- Inspection Personnel
    - Performing inspections in accordance with relevant instructions (TL) and Occupational Health and Safety (OHS) rules, accurate recording of field data, and preparation of draft reports.

4. PRACTICE

4.1. Receipt and Review of Customer Requests

- Customer requests are recorded using the **FR.01 Inspection Proposal and Service Contract Form**.
- The Technical Manager reviews the request in terms of technical capacity, personnel competence, and device availability.
- Jobs that **KALDENTEK** cannot perform or that would compromise its independence are rejected.

4.2. Planning and Preparation

- Once the job is approved, the Technical Manager assigns personnel whose competence complies with the **TB.05 Personnel Competence and Assignment Criteria Table**.
- Customers are notified of the necessary preparations in accordance with the **TL.08 Pre-Inspection Customer Preparation Instructions**.
- An **FR.02 Field Assignment Form** is generated for the assigned personnel.

4.3. Device and Equipment Preparation

- Inspection personnel check the devices they will use (Laser, Caliper, Test Pump, etc.) before going to the field.
- It is confirmed that the devices are calibrated and that their verifications have been performed using the **FR.15 Device Maintenance and Interim Control Form**.
- Personal Protective Equipment (Helmet, vest, safety shoes) is fully prepared.

4.4. Performing the Inspection

- **Safety Control:** Upon arrival at the site, Occupational Health and Safety (OHS) measures are checked first. If there is a risk to life safety (e.g., excessive wind, gas leak), the inspection is not initiated.

- **Pre-Preparation Control:** The conditions that the customer must prepare (e.g., the boiler being cold) are verified.
- **Inspection Steps:** In accordance with the relevant equipment's Inspection Instruction, the following steps are performed sequentially;
  - Visual Control,
  - Function Tests,
  - Load / Pressure Tests
- **Recording:** All data obtained and measurement results are recorded instantly on-site via tablets or Inspection Check-Lists. Memory is never relied upon; every observation must be documented at the time of inspection.

4.5. Evaluation and Decision Rule

- Measurement results are compared against the limit values specified in the relevant standards.
- For results that are very close to the limit values, a decision is made by taking the **TB.02 Decision Rule and Uncertainty Table** into account.
- Measurement uncertainty is applied as specified in the contract with the customer (e.g., **Simple Acceptance** or **Binary Statement with Guard Band / Shared Risk**).

4.6. Reporting

- Data collected in the field is transferred into the relevant **Inspection Report Format**.
- The report clearly states the equipment information, devices used during the inspection, environmental conditions, measurement results, and any detected non-compliances in a precise language.
- The report is signed by the personnel who performed the inspection (via **Electronic or Wet Signature**).

4.7. Control and Approval

- The prepared report is reviewed by the Technical Manager for technical accuracy, compliance with standards, and typographical errors.
- Reports found appropriate are approved by the Technical Manager (via **Electronic or Wet Signature**).

4.8. Delivery and Archiving

- A copy of the approved report is delivered to the customer (via **Email or Cargo/Post**).
- One copy of the report, along with the raw data collected in the field (**Check-lists**), is archived for the legal duration in accordance with the **PR.01 Document and Record Control Procedure**.

5. RELATED DOCUMENTS

- FR.01 : Inspection Proposal and Service Contract Form
- FR.02 : Field Assignment Form
- TL.XX : Relevant Inspection and Device Instructions
- RP.XX : Relevant Inspection Report Formats
- TB.02 : Decision Rule and Uncertainty Table