

## Procedure PR-PRO-016

### Outsourced Processes

#### 1. SUMMARY

- 1.1. The purpose of this procedure is to define critical processes provided by outsourced third parties, and the controls used to ensure the quality of the outputs of such processes.
- 1.2. The Directors are responsible for implementation and management of this procedure.

#### 2. REVISION AND APPROVAL

| Rev. | Date       | Nature of Changes                       | Approved By |
|------|------------|---|-------------|
| 1    | 01/01/2016 | Original issue.                         | Kyle Devine |
| 2    | 06/12/2021 | Updated document number and formatting. | Kyle Devine |
|      |            |   |             |

#### 3. OUTSOURCED PROCESS TABLE

| Outsourced Process   | Providers   | Control Methods   |
|----------------------|---|---|
| Calibration services | <ul style="list-style-type: none"><li>EN De Tek</li><li>Breathalysers Sales &amp; Service</li></ul> | <ul style="list-style-type: none"><li>Industry specialists</li><li>Relevant equipment distributors</li><li>Compliance certificate available on completion</li></ul> |
| Accounting services  | <ul style="list-style-type: none"><li>LJ Nicholls</li></ul>   | <ul style="list-style-type: none"><li>Monthly report reviewed by Directors</li></ul>  |