

TRANSCAT Quality Survey Response

Due to the large number of vendor surveys and evaluations Transcat receives from our customers, it is not practical to individually tailor our response to your forms. We have designed this response to fit the majority of the questions we are asked in regards to our Quality System, ISO 9001 compliance and calibration services.

Established in 1964, Transcat, Inc. is headquartered in Rochester, New York. Transcat currently employs over 1,000 people in the U.S. and Canada. There are two primary areas of operations: Test Instrument Distribution and Calibration/Compliance Services/Repair Services.

Our customers are primarily Fortune 500 Companies involved in the chemical, petrochemical, pharmaceutical, medical device, manufacturing, automotive, aerospace, pulp and paper, food and beverage industries.

Transcat has facilities located in Boston, MA; Charlotte, NC; Chesapeake, VA; Cincinnati, OH; Dayton, OH; Decatur, AL; Denver, CO; Houston, TX; Los Angeles, CA; McFarland, WI; Mentor, OH; Milford, MA; Paxinos, PA; Philadelphia, PA; Phoenix, AZ; Richmond, VA; Rochester, NY; San Diego, CA; St. Louis, MO; Portland OR, Ottawa, ON, Canada; San Juan, PR.; Toronto, ON, Canada, Montreal, QC, New Berlin, WI and Indianapolis, IN.

Transcat Quality System

- A) Calibration verification procedures and calibration adjustment procedures derived from recognized national or international practices, or from applicable manufacturer's instructions.
- B) Calibration system compliant as applicable, to MIL 45662A, ANSI/NCSL Z540-1-1994 (R2002), ANSI/NCSL Z540-3-2006 (R2013), ISO/IEC 17025:2017 and ISO 10012-1:1992.
- C) Use of physical standards of adequate accuracy — typically 4:1 standard to unit under test (TUR) ratio.
- D) Use of controlled calibration, verification, and operations procedures.
- E) Personnel qualified and trained in the work they do, including documented qualification procedures, and written and practical verification exams.
- F) Standards traceable to SI units through NIST, equivalent national or international sources, or physical constants, as appropriate to the measurement parameter.
- G) Physical environment control during calibration as appropriate and ESD protection in place at workbenches in the Labs and receiving areas.
- H) Adherence to appropriate intervals of calibration for standards, based on NCLS RP-1.
- I) Calibration tolerances based on original manufacturer's specifications, general interval method, generally accepted practices, or on customer specifications.
- J) Records maintained of the calibration and maintenance history of each standard, as well as which customer calibrations it performed and procedures employed.
- K) Proper and careful storage, handling and shipping of customer equipment to avoid any adverse impact on the instrument or its calibration.

- L) Calibrated items labeled for identification and the calibration access sealed (instrument design permitting).
- M) Documented procedures for customer notification of out-of-tolerance conditions on the customer's equipment, and notification of any out-of-tolerance conditions discovered on a Transcat standard, which could affect the validity of a customer's calibration.
- N) Regular and frequent internal audits of the Quality System components.
- O) Contract review with qualified salespeople, and on-going status updates for any changes to the initial contract, either in price or delivery.
- P) Calibration certificates compliant with the requirements of ISO/IEC 17025.

Transcat Service

All Calibration services performed by Transcat Personnel — whether in one of our facilities or at a customer's site are covered by our Scopes of Accreditation found on our website www.transcat.com. Our [Quality Manual](#), is also available on our web site under the Calibration section.

In order to provide our customers with the most consistent and timely service, Transcat has developed the C3 Asset Management System, our proprietary software, to maintain the record-keeping and data-recording aspects of the calibration process. This software is used by every technician on every job, whether in our calibration laboratories or at a customer's facility. The certification results stored in CalTrak are available to our customers via the World Wide Web (<https://www.transcat.com/>) on our [C3 Asset Management On-line system](#).

As part of Transcat's calibration services, we notify each customer at the requested recalibration interval of any instrument calibrated by one of our facilities.

All technicians go through the same training and qualification process. All calibration laboratories operate under the same Quality System and operational procedures. This ensures consistent service, regardless of which facility processes the equipment.

To aid in our ability to provide exceptional service and turn-around of customer owned equipment, we request that our customers call 800-828-1470 or send a request to sales@transcat.com for a Service Order number, prior to sending in equipment.

Key Documents & Links

- Quality Manual – <https://www.transcat.com/media/pdf/Transcat-Quality-Assurance-Manual-6-20-22.pdf>
- ISO 17025 Accreditation Certificates – <https://www.transcat.com/calibration-services/accreditation/calibration-lab-certificates>
- ISO 9000 Compliance – <https://www.transcat.com/media/pdf/Registration.pdf>
- Transcat Website – <https://www.transcat.com>

Company and Additional Information

Transcat, Inc. is a leading global distributor of professional grade test, measurement, and calibration instruments and a provider of calibration and repair services primarily throughout the process, life science, and manufacturing industries.

Transcat is a publicly held corporation listed on the NASDAQ SmallCap Market System as TRNS. Listed below is some other general information about our company:

Mailing Address:	U.S. Transcat, Inc. 35 Vantage Point Drive Rochester, NY 14624	CANADA Transcat (Canada), Inc. 9900 Cote-de-Liesse Montreal, QC H8T 1A1
Remittance Address:	Transcat, Inc. PO Box 62827 Baltimore, MD 21264-2827	Transcat Canada Inc. TH1044C P.O. Box 4283, Postal Station A Toronto, ON M5W 5W6
		Branch Transit: 10102 Financial Institution: 016 Account Number: 132097001 finances@transcat.ca
Telephone:	800-828-1470 / 585-352-9460	
Fax:	800-395-0543 / 585-352-1738	
Web site:	https://www.transcat.com	
E-mail:	sales@transcat.com	
# of Employees:	over 1,000 (as of 03/16/2023)	
D&B#:	00-246-4964	
Federal Tax ID#:	16-0874418	
GST#:	R105349013	
SIC Code:	5049 (product distribution), 7699 (calibration service)	
NAICS Code:	425110 (product distribution), 8111219 (calibration service)	
Freight Policy:	Prepaid & add, or collect - FOB Shipping Point	
Payment Terms:	Net 30 days, COD, Cash in Advance, MC, Visa, AMEX, and Letters of Credit	
Terms & Conditions:	https://www.transcat.com/terms-conditions	
Corporate Officers:	Gary Haseley Lee D. Rudow Mark Doheny Thomas Barbato Terri Conroy Mike West Jim Jenkins Marcy Bosley John Cummins Ron Powell Scott Deverell	Chairman of the Board President & CEO Chief Operating Officer Chief Financial Officer Vice President, Human Resources Vice President, Distribution and Marketing General Counsel/Vice President, Corporate Development Vice President, Service Sales Vice President, NEXA Enterprise Asset Management Sr. Quality Manager Corporate Controller

Note: Due to its proprietary nature, our customer list is not available