

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 nearly 800 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; Dayton, OH; Denver, CO; Fort Wayne, IN; Houston, TX; Los Angeles, CA; Paxinos, PA; Philadelphia, PA; Phoenix, AZ; Rochester, NY; San Diego, CA; St. Louis, MO; Portland OR, Ottawa, ON, Canada; San Juan, PR.; Toronto, ON, Canada, Montreal, QC and New Berlin, WI.

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, ISO/IEC 17025 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 NCSL 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 (<http://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/QAC-PO1-000-Revision-3.0-Uncontrolled-08022019.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:

	U.S.	CANADA
Mailing Address:	Transcat, Inc. 35 Vantage Point Drive Rochester, NY 14624	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. T57045C, PO Box 57045 STN A, Toronto, ON M5W 5M5
Telephone:	800-828-1470 / 585-352-9460	
Fax:	800-395-0543 / 585-352-1738	
Web site:	http://www.transcat.com	
E-mail:	sales@transcat.com	
# of Employees:	nearly 800 (as of 02/05/2019)	
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), 811219 (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:	www.transcat.com/about/terms-conditions.aspx	
Corporate Officers:	Charles P. Hadeed	Chairman of the Board
	Lee D. Rudow	President & CEO
	Michael Tschiderer	Vice President - Finance & CFO
	Jennifer Nelson	Vice President, Human Resources
	Mike West	Vice President, Distribution and Marketing
	Leanne Branham	Vice President, Lab Operations
	Andy Quaranto	Vice President, Information Technology
	Ron Powell	Quality Manager
	Scott Deverell	Corporate Controller

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

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. TRANSCAT, INC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 35 VANTAGE PT DRIVE	Requester's name and address (optional)
6 City, state, and ZIP code ROCHESTER NY 14624	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
1	6		-	0	8	7	4	4
							1	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 2.7.19
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.