CONTENTS

1   PURPOSE

1.1   Communicate both EDEV lab practices and EHS requirements to users.

2   SCOPE – APPLIES TO WHERE & WHEN THE PROCEDURE IS USED

2.1   Users of the EDEV lab, including members of the EDEV group and other group members as assigned.

3   DEFINITIONS AND ACRONYMS

3.1   EDEV – Electronic Hardware Development Group

4   GRAPHIC (IF NEEDED)

N/A

	QMS Procedure	Document Number:	Rev.:
MTS	**MTS Systems Corporation – MTS Test**	**N/A**	**A**
Title: **PROC: EDEV Lab Access**		Page #: **2 of 5**	
Procedure Owner(s) – list Functions: **Engineering, Product Development**		Revision's Training Requirements – select one or both (per section #9): **Awareness _ Formal X**	

5   RESPONSIBILITIES

5.1   Development Technician – Maintenance of lab resources and this procedure.

5.2   EDEV lab users – Adhering to this and applicable MTS safety procedures while conducting activities in the EDEV lab area.

6   PROCEDURE

6.1   Employees required or interested in performing work in the EDEV lab area must be aware of the following requirements. Items below shall be reviewed and acknowledged.

    6.1.1   Training and associated records of eligible employees will be administered using the corporate Learning Management System. The following procedures are required.

        6.1.1.1   QMS PROC: EDEV Lab Access (This procedure)

        6.1.1.2   QMS PROC: Lead soldering in the EDEV Lab

6.2   A SharePoint site "Electrical Development – EDEV Lab Safety" is maintained. EDEV lab users should consider this source for relevant information regarding the EDEV Lab.

    6.2.1   http://team.mts.com/sites/EDEV/SitePages/EDEV%20Lab%20Safety.aspx

    6.2.2   This central location contains.

        6.2.2.1   The above required procedures for working in the EDEV Lab.

        6.2.2.2   Reference to additional corporate level procedures.

        6.2.2.3   Other pertinent information regarding the EDEV Lab.

6.3   Employees performing work in the EDEV lab must be aware of certain hazards and procedures specific to the area.

    6.3.1   EDEV lab hazards: following are key hazards found in the EDEV lab, this is not a conclusive list. Employees are required to know and follow MTS procedures regarding hazardous work referenced in section 8.

        6.3.1.1   Exposed electrical currents, live circuitry

        6.3.1.2   Hot and cold extremes

        6.3.1.3   Chemical exposure

        6.3.1.4   Crush or pinch injury

6.3.2 PROC: Lead soldering in the EDEV lab

6.3.2.1 Lead based solder use is a periodic requirement in the EDEV lab. PROC: Lead soldering in the EDEV lab, details its use and containment requirements. Employees are required to follow the procedure while working with lead based solder.

7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST

Required Record

8 REFERENCE FORMS / TEMPLATES / DOCUMENTS

Form / Template / Document Title	Location
Hazard Communication	QMS system
Person Protective Equipment – EHS-200-123	"
Hot work – EHS-200-131	"
Compressed air safety – EHS-300-105	"

9   CURRENT REVISION'S TRAINING REQUIREMENTS

Training requirements are determined by the document owner.

1. Select Awareness **and/or** Formal training requirements.
2. List (below) the functions or groups that require the training.

Select (mark X)	Training Type	Training Definition
	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
X	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

Functions/Groups that require Awareness to this procedure:

- Awareness: List here the function(s) or group(s) that require Awareness training.
    - N/A
- Formal: List here the function(s) or group(s) that require Formal training.
    - Electronic Hardware Development Group
    - Select individuals who request access to the lab area.

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Procedure Owner(s) – list Functions:		Revision's Training Requirements – select one or both (per section #9):	
Engineering, Product Development		Awareness _ Formal X	

10   REVISION HISTORY & APPROVAL

Revision History			
Rev	Description of Change	Author	Effective Date
A	Initial release	KLB	7/11/16

Approval of Current Revision		
Name / Function	Signature	Date
Keith Bremel / Dev Tech	*[signature]*	7/11/16
David Chua / EDEV mgr	*[signature]*	7/11/16