Control of Customer Confidential and Proprietary Documents/Data Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this procedure is to define methods for the Control of Customer Confidential and Proprietary Documents/Data at our Company.

1.2 Scope
1.2.1 This procedure is applicable to all programs at ATS.

2.0 APPLICABLE DOCUMENTS

The following documents are applicable as specified here in:

<table>
<thead>
<tr>
<th>Industrial/Commercial/Government Documents</th>
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<tbody>
<tr>
<td>ISO 9001 Quality Management Systems Requirements</td>
</tr>
<tr>
<td>ISO 17025:2005 General requirements for the Competence of Testing and Calibration Laboratories</td>
</tr>
</tbody>
</table>

Document(s)
ATS-HRP-1001 Training and Certification
ATS-QAP-1104 Quality Records
ATS-QAP-1301 Internal Audits

Form(s)
None

3.0 RESPONSIBILITIES

3.1 General
3.1.1 Quality Assurance - is responsible for maintaining and performing the activities defined in this procedure.

3.1.2 Contracts - are responsible for ensuring that the requirements specified in this procedure are being followed.

3.1.3 All Other Functions - are responsible for ensuring that the requirements specified in this procedure are being followed.
4.0 REQUIREMENTS

4.1 General
4.1.1 All personnel within ATS shall not disclose information (i.e. both confidential and proprietary information, etc.) relating to a Customer’s project to any person outside our Company at anytime. Such requests shall be forwarded to the Contracts or Quality Assurance Department for processing as defined by the Customer’s order. Parties other than the Customer shall not be provided data unless authorized by the Customer in writing.

4.2 Electronic Storage of Data
4.2.1 Customers’ confidential and proprietary rights information (i.e. laboratory test and inspection records, etc.) that is stored electronically shall be stored in a limited access file location that is password protected and is backed up as tests/inspections are conducted. Preferred “Daily” when laboratory test and inspection activities are being performed. Access to such data shall be limited to the President, Laboratory Manager and Quality Assurance Manager.

4.2.1.1 The intent is to ensure that un-authorized external and internal personnel do not have access to the data for any reason unless authorized by Quality Assurance or Laboratory Manager/President.

4.2.1.2 When deemed necessary to protect all parties involved, the confidential and proprietary rights information electronic data shall be stored in a fire proof safe with access limited to the President, Laboratory Manager and Quality Assurance Manager.

4.3 Electronic Transmission of Results
4.3.1 Customers’ “proprietary rights information” (i.e. laboratory test and inspection results or other recorded information) shall only be electronically transmitted (i.e. email, FTP, etc.) to person(s) authorized by the Customer’s order or Customer’s written request. The information shall not be forwarded to others for any reason. Transmission of such data shall be limited to the President, Laboratory Manager and Quality Assurance Manager.

4.3.2 Customers’ “confidential information” (i.e. laboratory test and inspection results or other recorded information) shall not be electronically transmitted (i.e. email, FTP, etc.) to the Customer for any reason. The confidential information shall be labeled as “Confidential” and provided to the Customer as directed by the Customer’s order or Customer’s written request.
4.4  **Training**  
4.4.1 All personnel managing, working in the Laboratory or handling Customer data for any reason shall be trained in accordance with this procedure per ATS-HRP-1001, Training and Certification.

5.0 **QUALITY ASSURANCE**

5.1 **Audits**  
5.1.1 QA shall audit this process as scheduled per ATS-QAP-1301, Internal Audits.