

Quality Manual v.24

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# **Quality Policy**

It is Instron's intent that all supplied products and services fully satisfy our customers with respect to timeliness, performance, reliability, safety, suitability for the intended application and freedom from defects.

It is the company's commitment to:

- ✓ Provide our customers the best ownership experience by delivering the highest quality products, expert support and world-class service.
- $\checkmark$  Ensure a systematic, integrated, and consistent approach to quality, measurement, and improvement, using effective methods of communication, analysis, implementation and management review of Quality objectives.
- $\checkmark$  Comply with the requirements of the international standards ISO 9001 and ISO/IEC 17025.
- Communicate the company's quality statement and objectives to all personnel and involve all employees as active participants in the process of continual quality improvement as it relates to all aspects of the company's business.
- Promote quality awareness with our customers, suppliers and stakeholders.
- Promote core values of integrity, respect, trust, shared risk and simplicity at all levels of the business.

**Timothy Haynes** VP GM - Americas Businesses KC Goh VP GM - Asia Operations (Excluding China)

Tim Palmer VP GM - Instron Europe

# Introduction

This document constitutes the highest level of quality documentation in the company. A supplementary compliance package may be attached to provide supporting detail for a site or laboratory. The information presented here takes precedence over any supporting documents.

The company's Standard Operating Procedures (SOPs) document additional details on how policies are implemented. Locally maintained work instructions provide further detail to support the SOPs.

The scope and revision of each document is held in Instron®'s Agile® document control system.

The quality manual defines Instron's policies regarding:

- The definition and the processes of quality management systems and their interaction
- · Reference to the documented Standard Operating Procedures established for the quality management system processes

## Governing Documents of the Quality Process

Level 1	QM Quality Manual and Corporate Brochure		
	SOP 1 Quality Management System		
Level 2	SOP 2 Business Teams		
	SOP 3A, B, CBI, G Standard Product Development and Support		
	SOP 4, 4C, 4D Custom Product Development and Support		
	SOP 5A, B, C Purchasing and Manufacturing		
	SOP 6 Installation and Service		
	SOP 8 Instron Calibration Lab		
Level 3	Local Work Instructions		
	Forms		
Level 4	Training Documents		

## About Instron®

Instron manufactures, markets and services materials testing instruments, systems, and accessories. Instron's products are used to evaluate the mechanical and physical properties and performance of materials, structures and components.

Instron is a company with sales of approximately \$250 million worldwide. Since the founding of Instron in 1946, our operating philosophy has been to support and protect our customer's investment in our systems.

Illinois Tool Works (ITW) acquired Instron in October of 2005. ITW is a diversified manufacturer of highly engineered components and industrial systems and consists of approximately 825 decentralized operations. As part of ITW, Instron is able to meet with and learn from other ITW operations. Instron is using these relationships and ITW's 80/20 philosophy to continually improve quality, productivity, delivery, innovation, market penetration, and ultimately, customer satisfaction.

#### Instron's Mission

Our mission is to be the most preferred brand in mechanical testing by providing trusted data, dependable products, and an exceptional customer experience to create lifetime loyalty and growth in targeted markets.

#### Instron's Vision

Enabling people to trust the products they use today and to develop the innovative products of tomorrow.

#### Instron's Values

Instron products and services are delivered by an organization that believes not just in what we do but also how we get the job done. Our values shape how we interact - not only within the organization - but also with our suppliers and vendors.

#### Instron Speaks Your Language

Instron's employees and independent agents cover more than 160 countries and speak more than 40 languages. Instron operates direct sales offices in 18 countries and is partnered with independent agents throughout the world. Worldwide resources allow us to develop solutions to a wide range of customer problems. New technologies developed in one marketplace are quickly introduced in other markets to material scientists and engineers.

#### Instron's Customers

Our systems are used in research laboratories and on production lines, in quality control and in education, in large government installations, automotive companies, and small independent testing laboratories.

Material scientists, designers, engineers and OC managers use Instron products to evaluate the mechanical and physical properties of materials, structures and components.

Our products are used to test everything from fragile filaments to advanced alloys, in applications ranging from aerospace and automobile manufacturing to the development and production of everyday consumer goods.

## Products and Services



Science and technology have pushed material performance boundaries far beyond what was thought possible when Instron® was founded in 1946. In the face of constant change, the company has continued to be a pioneer and a leader in material and structural testing. We strive to continually offer our customers more capabilities and to provide material scientists with more relevant information needed to advance engineering boundaries.

Instron has enhanced its abilities to serve markets by acquiring companies, product lines, technologies, and other types of cooperative initiatives and licensing agreements.

Common components and simpler designs have enabled Instron to continually improve its manufacturing efficiency. Increased opportunities for technology transfer have enabled the development of more powerful and flexible systems. With a greater variety of versatile Instron products in their facilities, customers prefer Instron for its 'one-stop-shopping' solution.

Instron's product lines use electromechanical, servohydraulic, and electrodynamic technology to perform tensile, compression, bend, fatigue, structural, thermal, and impact testing. While capable of addressing a wide range of applications and many different market segments, Instron products share technology and components in ways that best fit customer requirements. Each product line is able to take advantage of complementary strengths found in others.



















# Global Operations

Instron Material Testing, and its North American operations, are headquartered with the Norwood facility in Massachusetts. Its European operations are headquartered in High Wycombe, UK. IMT has manufacturing facilities and Technical Centers positioned around the world.

The Center of Excellence (CoE) provides business leadership, central design, manufacture and purchasing of its products.



#### Instron Materials Testing (IMT)

IMT Develops Advanced Materials Testing Systems

\* ISO 9001 Certified Site ISO/IEC 17025 Accredited Calibration Lab Locations

Approved Supplier of Manufacturing

#### Centers of Excellence (CoE)

Norwood, MA, USA \*□o

- Static Test Systems Products
  - Low Force Applications
  - High Force Applications

Turin, Italy \*o

- Impact Test Systems Products
  - Impact
  - Rheology

High Wycombe, UK \*□o

- Dynamic Test Systems, Transducers, and Thermal Products
  - Servohydraulic
  - Electrodynamic
  - Loadcells
  - Extensometers
  - Temperature Cabinets

Singapore \*□°

Bengaluru, India (Bangalore) \*□0

Technical Centers of Excellence

- Sao Paulo, Brazil
- · Elancourt, France
- Milan, Italy
- Esslingen, Germany \*o
- · Barcelona, Spain
- Chennai, India
- Tokyo, Japan \*□
- Shanghai, China
- Seoul, Korea \*□
- Melbourne, Australia
- Taiwan \*□
- Bangkok, Thailand □
- Malaysia □

Additional site information, certifications, and profiles are available at go.instron.com/locations

# System Compliance

## ISO 9001 Compliance Statement, Scope, and Registration Details

Instron® quality systems, measurement standards and procedures meet or exceed the requirements of ISO 9001.

#### The Scope of the Quality Management System Covers

- · Design, development, manufacture, order fulfilment, and administration of Sales & Service
- · Electromechanical, servohydraulic, electrodynamic instruments, systems, and associated accessories
- · Tensile, torsion, fatigue, impact and structural testing
- · Instron Norwood MA, High Wycombe UK, Turin Italy, and Singapore facilities

#### The Following Processes are Excluded

- The international field sales operations. Sufficient controls on sales and service training and customer satisfaction are maintained within the business teams. The contract review process assures that products meet customer and applicable regulatory requirements.
- The field service operations outside of North America, the UK and Singapore. These operations act as approved suppliers to each CoE.
- The Binghamton, NY and Tokyo operations. These operations act as approved suppliers to the main CoE.

#### Instron's Quality Management Systems are Registered to ISO 9001

#### The Registrars are:

- Instron, Norwood, USA: SGS US testing Company Inc. Certificate Number US95/0293
- Instron, High Wycombe, UK: SGS United Kingdom Limited. Certificate Number GB13/87778
- · Instron, Singapore, Korea, Taiwan, Tokyo: SGS Singapore Pte. Certificate Number SG04/00094
- Instron, CEAST Italy: TÜV Management Services. Certificate Number: 50 100 3963
- · Instron, Bangalore, India: ITW India Private Limited BSI Certificate Number FM 516048
- Instron, Darmstadt, Germany: TÜV Management Services Certificate Number: 12 100 11346

### Calibration Laboratory Management System Compliance

Instron's verifications, calibrations and equipment conform to a controlled Quality Assurance Program that meets the specifications of Standard ISO/IEC 17025:2017.

#### North America, Europe, Asia, Australia, and India

Instron's North American Calibration laboratories are accredited to ISO/IEC 17025 for Force, Strain, Speed, Extension, Torque, Rotary Stroke, Hardness, Impact, Creep, Alignment, Voltage, Current, Frequency, Pressure, Time and Temperature by the National Voluntary Laboratory Accreditation Program (NVLAP), a program administered by the National Institute of Standards and Technology (NIST) under the Laboratory Code 200301-0. NIST maintains an on-line register of certificates. The certificates can be downloaded from Instron's website: Accreditations & Certificates - Instron

The Instron Calibration Laboratory (NVLAP Lab Code 200301-0) includes all United States, European, Canadian, and Asian calibration operations. Previously, some of these activities were covered by different NVLAP certificates or by different accrediting agencies. They are now all included under single NVLAP certificate.

If you have any further questions related to the calibration services that Instron provides, please contact James O'Donovan at james\_odonovan@instron.com or 1.781.575.5526.

# Federal Regulation Statements

### 10 CFR § 21 and § 50 Appendix B Statement

10 CFR § 21 is the US Code of Federal Regulations for the Nuclear Industry. Instron®'s policy is that we do not comply with 10 CFR §21, but we have procedures in place for notification to customers for 'Out of Tolerance' conditions observed during a calibration that would have a significant impact on measuring and testing equipment.

We provide calibration services, from a price list, that are customarily available in the commercial marketplace. As such, we are a 'Commercial Supplier' of 'Commercial Grade Items' and can provide a commercial grade calibration certificate provided in accordance with the principles of 10 CFR § 21 and § 50 App. B.

### 21 CFR § 820, 21 CFR § 11, ISO 13485 Compliance and IQ/OQ/PQ

Instron designs, manufactures and services advanced universal testing machines and software for a wide range of applications and uses. Please note that these instruments are not 'Medical Devices' as defined under 21 CFR or by ISO 13485 and consequently are not covered by the scope of those regulations.

Instron develops its products with procedures and measurement standards that meet or exceed the requirements of ISO 9001, ISO 10012, ANSI/NCSL Z 540-1 and ISO/IEC 17025 as applicable. Software developed by Instron for use in calibration of testing instruments is also verified and validated using the same procedures. These procedures include product and data integrity verification and validation during the product design phase. Compliance is demonstrated by Instron's quality management systems being registered to ISO 9001. Instron does not claim compliance with 21 CFR § 820. However, to meet the need of customers who are seeking compliance we can provide Software Verification Letters for specific software products to enable customers to fulfill the requirements of sections 820.70 (i) or ISO 13485 Section 7.5.2.1

## Installation Qualification (IQ), Operational Qualification (OQ) Performance Qualification (PQ)

Instron also offers a range of support options to assist with IQ/OQ/PQ Qualification. These services range from documentation packages to customized on-site IQ/OQ verification services.

## 21 CFR § 11

Many Instron customers use our products to generate electronic records in support of FDA compliance activities. Instron guarantees the integrity of the data generated from its products at the point the data is generated or output in ASCII format. Software Verification letters for specific software products are available on request.

When outputting data via ASCII, the data leaves the control of the Instron system and we are unable to maintain traceability on any additional amendments to these electronic records.

It is important to note that no product by itself can be 21 CFR § 11 compliant. The FDA requires both procedural controls (i.e. notification, training and SOPs) and administrative controls to be put in place and validated by the Lifescience Company in addition to the technical and data integrity controls that the vendor uses to ensure compliance with this regulation.

### Bluehill Universal Testing Software's Traceability Module

Bluehill Universal's Traceability Module was introduced in 2020 to enable users to meet the audit requirements associated with FDA 21 CFR Part 11, ISO/IEC 17025, NADCAP, A2LA, and other accrediting bodies. Through seamless integration of electronic signatures and approvals, file revision history, and an automated, secure audit trail, this optional module provides data traceability required by the Lifescience Company.

Upon request, additional documentation can be provided to outline how the Traceability Module can help users meet the technical requirements of each section within FDA 21 CFR Part 1

# Product Safety Statement

Instron® products, to the best of our knowledge, comply with various national and international safety standards including ISO, ANSI, IEC, and EN, in as much as they apply to material and structural testing. Our products are designed to the Instron Safety Standard. This standard is derived from various national and international standards. We certify that our products comply with all relevant EU directives (CE mark).

Because of the wide range of applications where our instruments are used, and over which we have no control, additional protection devices and operating procedures may be necessary due to specific safety regulations, accident prevention regulations, further EEA directives, or locally valid regulations. The extent of our delivery regarding protective devices is defined in our quotation.

> Customers should carry out their own product safety risk assessment.

At the customer's request, we will gladly provide advice and quotations for additional safety devices such as guards, warning signs or methods of restricting access to the equipment.

Our products are not UL (Underwriters Laboratories) listed. Because of the large number of variants in our products, it is not feasible for us to have UL perform the required testing. We do use UL recognized components where appropriate and can provide quotations for UL certification on request.

## CE Marking of Instron Equipment

Instron manufactures a wide range of products used for materials testing. The major product lines are:

- Dynamic testing systems
- Electromechanical tension and compression testers
- High Force tension and compression testers
- Impact testers
- · Polymer thermal and viscosity testers

Instron manufactures a wide range of products which may fall into the scope of the following European Directives:

- The Machinery Directive
- The Low-voltage Directive
- The Electromagnetic Compatibility (EMC) Directive
- The Pressure Equipment Directive.

Wherever applicable, our products meet these directives and are CE marked accordingly.

# **Quality Objectives**

Quality objectives for Instron® are established during the annual process of setting objectives for the respective Business Units and are reviewed during the periodic Management Review meetings held at each Center of Excellence (CoE) or business unit. Changes to objectives are communicated directly to employees by their own manager or appointed delegate. Processes have been set up to meet the company's quality objectives and vary according to the parameter being measured. Examples of such systems are:



#### Customer Satisfaction

Instron regularly conducts customer satisfaction surveys to identify opportunities for improvement.



#### On-Time Installation

Each CoE is measured on its ability to install products promptly.



## On-Time Shipment

Each CoE is measured on its ability to ship products against delivery commitments.



## Performance of New Product Against Requirements Specification

As part of all new product development, a verification and validation plan is required.



#### Software Performance

All software releases, including upgrades, are subject to a test plan to ensure compliance to the requirements specification.



#### System Testing

All machine orders are tested to specifications approved by design engineering.

## **Business Processes**

Instron® business activities concern the design, manufacture, installation and service of electromechanical and servohydraulic instruments and systems for tensile, fatigue, hardness, and structural testing.

The following core business processes have been identified as needed for the quality management system and its application throughout the organization:

#### The Quality Management System

SOP 1 details the general quality system requirements such as management commitment, customer focus, quality system planning review, document and data control, resource management, human resource policies, and Instron's general quality measurement, analysis, and improvement processes and tools.

#### The Business Team Process

Defines setting customer expectations, creating quotations, price lists and product planning. The order review or Machine Order Configuration Team (MOCT) checks to review customer requirements prior to the company committing to supply product to the customer. This process is detailed in SOP 2.

## The Concurrent Product Development and Support Process

Defines how we determine a future market requirement, develops the future standard product and supports those products. This process is detailed in SOP 3A, SOP 3B, SOP 3CBI, SOP3G.

#### The Custom Design Process

Defines how we develop customer-specific products not produced as standard products. This process is detailed in SOP 4, SOP 4C and SOP 4D.

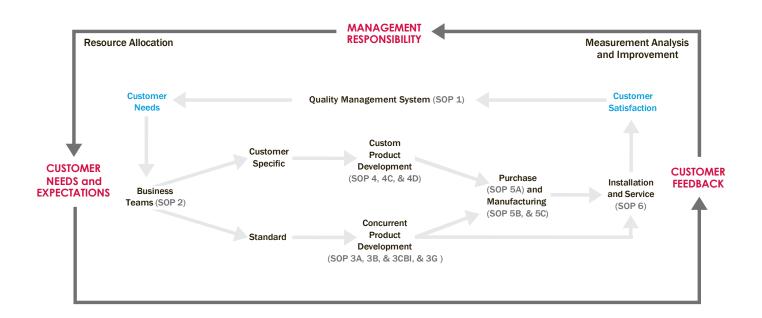
#### The Purchase and Manufacture Process

Defines buying, assembling, integrating and testing the products. This process is detailed in SOP 5A, SOP 5B, and SOP 5C.

#### The Installation and Service Process

Defines installing those products in the field and providing after-sales support. This process is detailed in SOP 6.

Each of these business processes has its own management responsibilities, resource management, product realization and measurement, and analysis phases. The interaction between these processes is shown in the flow diagram below.



## **Documented Procedures**

#### Document and Data Control

Instron® has identified those documents and data that are directly related to customer contracts or the requirements of the documented quality system. It is a requirement that the originator of each document carries out a formal review prior to approval and use. It is also a requirement that the correct documents are available at the relevant locations. Obsolete documents will be clearly identified as obsolete and managed in a way that positively prevents the incorrect information being referenced.

Data is held in various information systems for tracking business resource planning, service management, customer contacts, complaints and opportunities for improvement, software development, engineering documentation, internal and external standards and policies.

### Internal Audit

To ensure that Instron's operating systems maintain their effectiveness and are continually improved, a program of internal auditing is undertaken by the company. Audits shall determine:

- Compliance with the requirements of ISO 9001 and/or ISO/IEC 17025
- The documented quality system is being effectively understood, implemented and maintained
- · The documented quality system is practical and adequate for current business activity
- The level of training is adequate

A part-time audit team is recruited and trained in how to conduct and report on auditing departmental processes and procedures. The lead internal auditor or management quality representative for the site has responsibility for conducting this program in accordance with ISO 19011 2018 'Guidelines for Quality Systems Auditing'. In addition to our internal audit program, we utilize an external auditor annually.

### Nonconforming Material

Instron has established controls for the ready identification, segregation, documentation and sentencing of any material or product found not to conform to the specified requirements. This procedure includes instructions for the disposition of rejected material, including any rejected material from the floor, through a Material Review Board system (MRB).

Where nonconforming product is detected after delivery or use has started, the company will take actions in accordance with procedures for 'Field Change Request and Field Change Order Process' depending on the severity of the issue.

#### Corrective and Preventative Actions

Instron systematically reviews nonconformities and opportunities for improvement in order to continually improve the effectiveness of its quality management system and customer satisfaction with its products and services. 'Root Cause, Corrective and Preventative Actions' procedures details recommended methods for using our corrective and preventative action system correctly. It details our corrective and preventative action requirements and gives advice on how to carry out an effective root cause analysis.

The company tries to systematically prevent problems with the performance of its products or processes. A fact or data-based approach is used, including evaluation of historical trends and assessing the importance of the issue to the overall business. Issues are prioritized based on their importance or criticality to the business unit or function.

Corrective and preventative actions are tracked by the quality department at each of the site's via the Agile™ quality management system.

#### Record Retention

The Instron® record retention policy is governed by the Policy of ITW to retain records as long as legally required or as long as they serve a useful business purpose. Quality records are kept for the following:

- · Contract/order review
- · Design calculations, evaluation and design changes
- Supplier quality performance
- · Internal defect data
- · Manufacturing specification waivers
- · Calibration data
- · Product concessions
- Final test/release documentation
- · Internal quality audits
- · Training records
- · Field service data
- Customer complaints
- Pertinent subcontractor records

SOP1 "Quality management System" covers further details of record retention procedures.

#### Customer Feedback

Instron continually monitors customer satisfaction with its products and services via:

- Customer feedback surveys Instron conducts a continual program of customer satisfaction surveys.
- Customer complaints handled in accordance with 'Customer Complaints Handling' Procedure.
- Technical support escalation analysis of the causes and time to solution of issues raised by our service or technical support groups.
- · Customer input received from seminars, trade shows and sales, or service contacts.
- · Feedback and analysis of installation reports.
- · 'Learning phase' reviews of newly released products as detailed in 'Concurrent Product Development' Process.

All these forms of customer feedback are continually monitored, reviewed and acted upon by individual business units.

#### Escalated Customer Response

Instron takes great pride in its history and culture of focusing on customer satisfaction. All our staff are empowered to resolve customer issues as quickly as possible. Customer issues that are not being solved adequately by normal processes are escalated to higher management to ensure that the necessary priority and resources are being applied. There are four levels of escalation, the highest being each division's 'Top 10' review and escalation processes.

- Level 4 General manager (Top 10)
- Level 3 Business Team Management.
- Level 2 Departmental Management
- Level 1 Local Supervisors/Managers
- · Level 0 Normal Processes

# Structure and Responsibility

#### Responsibility and Authority

The ultimate responsibility for the identification, documentation, communication, definition of responsibilities and authorities, implementation, and maintenance of Instron®'s quality system is with the appropriate divisional executive:

- General Manager, Static Low Force **Application Products**
- · General Manager, Static High Force **Application Products**
- General Manager, Dynamic Systems
- General Manager, Instron CEAST
- General Manager, Instron Structural Testing
- · General Manager, Singapore and Bengaluru

### Quality Management System Responsibility

The daily running of this quality system has been entrusted with the Divisional Quality Manager, who is responsible for monitoring compliance with the quality system. This responsibility for each site resides with:

- · Norwood facility: Director of Quality Static Division
- · High Wycombe facility: Quality Manager & Chief **Technical Officer**
- Turin facility: Quality Manager
- · Instron Structural Testing, Quality Manager
- · Singapore and Bengaluru facilities: General Manager

Major business units of Instron have a quality team that meets regularly to review relevant quality matters, customer or installation actions.

#### Management Representative

Divisional Quality Managers acts as Instron's management representative and has authority and responsibility for:

- Ensuring that the requirements of model ISO 9001 are implemented and maintained
- Ensuring that the requirements of ISO/IEC 17025 are implemented and maintained
- Promoting awareness of customer requirements throughout the organization
- · Reporting findings and ensuring that corrective actions are taken where necessary

- · Managing internal quality audits
- Analyzing and reporting of supplier quality, manufacturing quality and in-warranty quality of product
- · Addressing any customer-imposed quality requirements
- · Participating in any review meetings that affect design, manufacturing, and installations as applicable

Each site has its own management representative as stated under the previous section 'Responsibility and Authority'.

### Calibration Laboratory Responsibility

Instron has the following calibration laboratories:

- Instron Calibration Laboratory United States
- · Instron Calibration Laboratory Brazil

Each calibration laboratory has its own Head of Laboratory who is responsible for the day-today financial and commercial operations of the laboratory and its staff. The head of laboratory also has responsibility for the technical operation of the laboratory and for ensuring that all corporate, accreditation, and technical requirements are met. The head of laboratory reports to the General Managers for Service and consults with the Site Quality Manager for quality matters.

The United States laboratory operates facilities in Norwood, MA, USA, High Wycombe, UK and Barcelona, Spain that support field engineers located at various national and international locations that perform accredited calibrations at our customer locations.

The Brazilian laboratory supports field engineers that perform accredited calibrations for customers within Brazil.

# Site Contact Information

#### **Global Office**

Instron® 825 University Avenue Worldwide Headquarters Norwood, MA 02062-2643 USA Tel: +1 781 828 2500 Fax: +1-781 575 5750

#### **Affiliate Offices**

Australia	Instron Pty., Ltd.		
Brazil	Equipamentos Cientificos Instron Ltda.		
England	Instron - division of ITW Ltd.		
France	Instron S.A.		
India	Instron India Pte., Ltd.		
Japan	Instron Japan Company, Ltd		
Korea	Instron Korea Co., Ltd.		
Singapore	Instron, a division of ITW Pte., Ltd.		
Thailand	Instron Thailand		
Taiwan	Instron Taiwan		

# General Global Directory List

	Norwood, MA	High Wycombe, UK	Turin, IT	Singapore
Address	Instron® Worldwide Headquarters 825 University Ave. Norwood, MA 02062-2643, USA	Instron - division of ITW Ltd. Coronation Road High Wycombe Buckinghamshire HP12 3SY, UK	ITW Test and Measurement ITALIA S.r.I Instron CEAST Division Via Airauda 12 1004 - Pianezza - (TO) - Italia	Instron – a division of ITW Pte Ltd. 3A International Business Park, ICON @ IBP, #06-16 Singapore, 609935
Telephone	+1 781 828 2500	+44 1494 464646	+39 011 9685511	+65 6774 3188
Fax	+17815755750	+44 1494 456123	+39 011 9662902	+65 6774 1837
Tax Registration #	MA: 361-258-310-01	VAT Registration #: GB897 395056	Parita IVA 00446899015	M2-0092299-9
Registration #	EIN: 36-1258310	559693	_	199001582R
CAGE Code (US only)	80160 Established 11/04/74, Last Updated 01/19/99	_	_	_
SIC Code (US only)	3829 Measuring and Controlling Devices: 3826 Analytical Instruments	_	_	_
NAICS No. (US only)	Delaware: 3345194100	_	_	_
General Counsel	Illinois Tool Works (ITW) Legal Counsel	Illinois Tool Works (ITW) Legal Counsel	_	_
Certificate of Insurance	Available at: www.marsh.com/ moi?client=0367	Available at: www.marsh.com/ moi?client=0367	_	_
Banking and Credit References	Contact Instron Accounting at +1 781 828 2500 for the most current information	Contact Instron Accounting at +1 781 828 2500 for the most current information	Bank INTESA Sanpaolo	ANZ Bank Singapore
Remit Payments To	Instron 75 Remittance Dr. Suite 6826 Chicago, IL 60675-6826	Instron - division of ITW Ltd.Coronation Road High Wycombe Buckinghamshire HP12 3SY, UK	ITW Test and Measurement ITALIA S.r.I Instron CEAST Division Via Airauda 12 1004 - Pianezza - (TO) - Italia	ANZ Bank Singapore
Accounts Receivable	+1 781 575 5427	+44 1494 456043 UKHWaccountsreceivables@ instron.com	+39 011 9685511	_
Facility	110,000 square feet, 2-story modern factory/office building.	7 acres comprising 140,000 feet, 2-story modern factory/ office building	30,118 square feet Factory/ office Building	7,000 square feet, part of 12-story building
# of Inspection, Test and QA Personnel	10	21	5	2
Union Affliation	No affiliations with unions or signatory to any collective bargaining agreements.	No affiliations with unions or signatory to any collective bargaining agreements.	Unione Industriale AMMA	_
Chief Product Safety Officer	Bill Masek	Steve Squires	Massimo Nadalin	СК Но
Product Safety/ CE Signatory	Bill Masek	Steve Squires	Stefano Vergano	_
Enviromental	Hazardous waste small quantity generator permit.	Environmental statement available	_	
OSHA (US only)	Contact Human Resources: +781 575 5289		_	
COSHH (UK only)	_	Contact the Health & Safety Manager: +44 1494 456050	_	_
CAD System	Solid Edge; SolidWorks	Solid Edge	SolidWorks 2009 for 3D AutoCAD 2005 for 2D	Solid Edge



## **Global Support Local to You**

Instron® has a global infrastructure that is local to you and remains committed to being the leader in mechanical testing instrumentation. Please contact a local service office to determine the availability of the services outlined in this brochure for your location.

For additional country contacts visit go.instron.com/locations

## **Worldwide Headquarters**

825 University Avenue, Norwood, MA 02062-2643

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# **European Headquarters**

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