

February 3, 2021



This document is provided as an overview of our software release and validation process.

The information below applies to Fluke Calibration Metrology Software including: MET/TEAM, MET/CAL, MET/CONNECT, COMPASS for Pressure, COMPASS for Flow, MET/TEMP II, LogWare III, OneCal, and Cubyt.

Software is released using an internal product development process (Lean Software Development). In this process each change to the software is recorded as a User Story containing requirements (in the form of acceptance criteria) and a test plan, as well as additional technical details. During and at the completion of development a test plan is applied to the new software. The test plan specifically tests the changes listed in the User Story as well as general regression testing to ensure that existing functionality is maintained. When testing a release candidate, testing methods, such as functional, regression, exploratory, unit testing, integration, load, performance and acceptance testing are performed. In most cases a separate metrology check is performed by using an independent spreadsheet or by direct comparison to a previously validated version of the software. In this step each vital calculation is verified prior to release. The software was debugged and corrected for all known errors, but is not guaranteed to be error free. The software meets internal testing requirements. When possible, outside Beta Testing is also included as part of the testing process.

All testing information is logged in our issue tracking software. This includes new features, improvements, bugs, problems, and solutions. This information is proprietary and not available to customers. Our current issue tracking application is JIRA.

All source code is maintained using source control software. The information is archived with redundant backups on and off site.

\_\_\_\_\_  
Software Product Owner

Date \_\_\_\_\_

\_\_\_\_\_  
Software Quality Engineer

Date \_\_\_\_\_

\_\_\_\_\_  
Software Metrologist/Product Owner

Date \_\_\_\_\_