Advatek Systems Inc.

Section 4

Quality System Requirements

4.12 Inspection & Test Status

Approved by: _____

Prepared by: _____
Quality Assurance Specialist

Date: _March 30 2018_

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4.12.1 Policy

It is Advatek Systems Inc.'s policy that all inspection and test status of product shall be identified by suitable means, which indicate the conformance or nonconformance of product with regard to inspection and tests performed within the Quality Assurance Program and in accordance with *Measurement Canada's Quality Assurance Standard, S-A-01*.

4.12.2 Purpose

The purpose of this document is to establish and maintain a system that allows the identification of inspection and test status to be maintained throughout production, installation and servicing of products to ensure that only products which have passed the required inspections and tests are dispatched, used or installed.

4.12.3 Scope

This procedure applies to all inspections and tests performed within the Quality Assurance Program.

4.12.4 References

4.11.4.1 Measurement Canada's Quality Assurance standard, S-A-01
4.11.4.2 Weights & Measures Act, Regulations and Specifications
4.11.4.3 Measurement Canada Bulletins
4.11.4.4 Measurement Canada's Notices of approval

4.12.5 General

4.12.5.1 Identification of Inspection and Test Status

The identification of inspection and test status of products shall be done by using a Product Test Sheet or a POS Product Test Sheet (see attachments as well as documents ADV-DOC-007 and ADV-DOC-020 in Appendix A). This test sheet will reference the Service Tag (see attachments as well as document ADV-FOR-009 in Appendix B) number affixed on the device. The Product Test Sheet will then be placed in the appropriate basket or kept electronically in the service office until the device is ready to be shipped, installed or picked-up by the customer. If inspections are being done at customer locations, a test sheet will be started as soon as the technician is on site. This test sheet will used for all types of inspections.

The Product Test Sheet as well as the POS Product Test Sheet shall contain the following information:

a) Product Data;

b) Receiving Inspection;
c) Non-Performance Test;
d) Performance Test;
e) Signature of Technician;
f) Date completed;
g) Inspection Certificate #;
h) Comment area.

4.12.5.2 Certification Stickers, Die Stamps, Lead Crimps, Official Seal Stickers

All certification stickers, die stamps, lead crimps (sealing pliers), shall be controlled by the QAS. The QAS shall issue to each Recognized Technician die stamps and sealing pliers. The sealing pliers have 2 inserts, one to imprint each side of the lead seal. The first side has the inspector # (A-0007) and the other side, the Recognized Technician's initials (i.e. TEL for Terry E LeBlanc). For an example of the inserts, please see attachments as well as document ADV-FOR-003 in Appendix B. The Quality Assurance Specialist shall maintain a Die Stamp & Pliers Log Sheet (see attachments as well as document ADV-DOC-008 in Appendix A for example) to ensure traceability of die stamps and pliers. For all weighing equipment, steel die will be used for initial inspection markings (on the serial plate).

The Quality Assurance Specialist shall issue Certification Stickers to Recognized Technicians by using a Certification Sticker Log (see attachments as well as document ADV-DOC-015 in Appendix A).

The Quality Assurance Specialist shall issue Official Seal Stickers to Recognized Technicians by using an Official Seal Sticker Log (see attachments as well as document ADV-DOC-014 in Appendix A).

All recognized technicians of Advatek Systems Inc. using controlled items such as sealing pliers, certification, die stamps, etc. in the shop as well as in the field shall handle and store them in a controlled environment.

4.12.5.3 Non-conforming Product

When a weighing device does not comply with *Measurement Canada* requirements, it shall be rejected by the technician and indicated as such on the Inspection Certificate. *Measurement Canada* shall be notified as required by the *Measurement Canada Enforcement Policy regarding Accredited Organizations* (as found on *Measurement Canada*'s website).

4.12.5.4 Certifying Products

Advatek Systems Inc shall certify each device, which meets all criteria of the Weights & Measures Act, Regulations and Specifications. A Device Examination Certificate shall be issued electronically through *Measurement Canada* ORA system with the request for a copy to be forwarded to customer via email or faxed.

A copy of the ASP Device Examination Certificate will be kept in customer's file. The recognized technician is to add the Device Examination Certificate number to the examination worksheet/calibration sheet.

There will be one Device Examination Certificate issued for each device that is certified by Advatek Systems Inc. More than one device can be on the same Device Examination Certificate provided they all belong to the same customer.

Each device, which is certified by Advatek Systems Inc., shall have the following affixed to the device:
a) A lead seal, an electronic seal, or an Official Seal Sticker (see attachments as well as document ADV-FOR-010 in Appendix B) will be utilized as a security seal to prevent tampering (where applicable);
b) A serial data plate shall be stamped with an inspection marking for initial inspections, or scales with missing data plates; these markings shall be applied to reserved area near the *Measurement Canada* Approval Number.
c) A certification sticker and a supplementary certification sticker, if applicable, shall be affixed, at a visible location to the user, to the weighing device (see attachments as well as document ADV-FOR-006 in Appendix B for example and description).

4.12.6 Attachments (see Appendix A & B)

4.12.6.1 Product Test Sheet (ADV-DOC-007)
4.12.6.2 Sealing Pliers' Inserts (ADV-FOR-003)
4.12.6.3 Die Stamp & Pliers Log (ADV-DOC-008)
4.12.6.5 Certification Sticker (ADV-FOR-006)
4.12.6.7 Certification Sticker Log (ADV-DOC-015)
4.12.6.10 Service Tag (ADV-FOR-009)
4.12.6.11 POS Product Test Sheet (ADV-DOC-020)
4.12.6.12 Official Seal Sticker (ADV-FOR-010)
4.12.6.13 Supplementary Certification Sticker Log (ADV-DOC-021)
4.12.6.14 Official Seal Sticker Log (ADV-DOC-014)