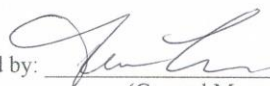


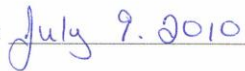
Section 4

Quality System Requirements

4.15 Handling, Storage, Packaging, Preservation & Delivery

Approved by: 
(General Manager)

Prepared by: 
(Quality Assurance Specialist)

Date: 
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4.15.1 Policy

It is Advatek Systems Inc.'s policy to adequately plan, control and document procedures for handling, storage, packaging, preservation and delivery of product as per the requirements of *Measurement Canada's Quality Assurance standard, S-A-01*.

4.15.2 Purpose

The purpose of this procedure is to establish and maintain documented procedures for handling, storage, packaging, preservation and delivery of product within the Quality Assurance Program.

4.15.3 Scope

This procedure applies to all products, including materials in-process as well as finished products, within the Quality Assurance Program.

4.15.4 References

- 4.15.4.1 Measurement Canada's Quality Assurance standard, S-A-01
- 4.15.4.2 Weights & Measures Act, Regulations and Specifications
- 4.15.4.3 Measurement Canada Bulletins
- 4.15.4.4 Measurement Canada's Notices of approval

4.15.5 Handling

Advatek Systems Inc. personnel shall use care and caution when handling devices and equipments within the Quality Assurance Program so as not to damage any product.

Advatek Systems Inc. personnel will abide by all established health and safety procedures.

4.15.6 Storage

Advatek Systems Inc. shall store parts, devices and other equipment in such a way as to protect them from damage or deterioration.

Advatek Systems Inc. has designated storage areas for parts, scales and other equipments.

Recognized Technicians shall ensure that devices are stored in vehicles in such a manner that they are secured and protected from damage and deterioration.

For devices or parts that are no longer deemed suitable for use, these will be disposed of by throwing them in the garbage bin or by taking the device apart to recycle the salvageable components (stainless steel, good batteries, etc.) and throwing out the rest.

4.15.7 Packaging

All devices or parts that are shipped by Advatek Systems Inc. are packaged in such a way as to protect the product; by using either the manufacturer's boxes or other cartons. Advatek Systems Inc. has various sizes of packing boxes specifically for shipping devices to customers. These are packed in such a way to minimize damage (popcorn, newspaper, Styrofoam, etc.). The Shipper/Receiver normally does the packaging; however, if he's not available either the technicians or the QAS will do it.

On each box there are two shipping labels (name and address of client) affixed as well as a packing slip (describes the shipment).

4.15.8 Preservation

Advatek Systems Inc. will handle, store and package products in a location and a manner in which the product shall be protected from adverse environmental conditions.

For devices that can deteriorate with time (batteries in battery-operated indicators), Advatek Systems Inc. will adhere to manufacturer's instructions in order to minimize deterioration.

For circuit boards that are dust and humidity sensitive, Advatek Systems Inc. personnel shall store these in the container provided by the manufacturer (bubble wrap, static bags, etc.).

4.15.9 Delivery

It is Advatek Systems Inc. policy that the customer bears the responsibility for all shipping. At the customer's request, Advatek Systems Inc. shall make arrangements with the courier company of the customer's choice and prepare the devices for shipping and pick-up. Advatek Systems Inc.'s responsibility ends at the pick-up of the devices. Often, the customers will pick-up their devices at the Advatek Systems shipping dock.

In cases where Advatek Systems Inc. is responsible for the shipping, we will request the services of a courier company and the choice of courier will be subject to evaluation of subcontractors (4.6.5).

4.15.10 Attachments

None.
