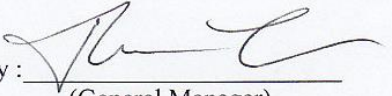


**Section 4**  
**Quality System Requirements**  
**4.17 Internal Quality Audits**

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### 4.17.1 Policy

It is Advatek Systems Inc.'s policy to perform internal quality audits as well as product audits to ensure the effectiveness of the Quality Assurance Program as per the requirements of *Measurement Canada's Quality Assurance standard, S-A-01*.

### 4.17.2 Purpose

The purpose of this procedure is to establish and maintain documented procedures for planning and implementing internal quality audits to verify whether quality activities and related results comply with planned arrangements and to determine the effectiveness of the Quality Assurance Program.

### 4.17.3 Scope

This procedure applies to all internal quality audits as well as product audits performed within the Quality Assurance Program.

### 4.17.4 References

- 4.17.4.1 Measurement Canada's Quality Assurance standard, S-A-01
- 4.17.4.2 Weights & Measures Act, Regulations and Specifications
- 4.17.4.3 Measurement Canada Bulletins
- 4.17.4.4 Measurement Canada's Notices of approval

### 4.17.5 General

The QAS is responsible for the planning and the implementation of quality audits. Quality audits shall be done at a frequency and depth that will allow for the determination and evaluation of the effectiveness of the Quality Assurance Program.

When planning the internal audits, consideration shall be given to the importance of the activity being audited with priority accorded to those activities deemed critical to the operation (e.g. 4.10, 4.14 etc.). All critical elements of S-A-01 shall be audited yearly and non-critical areas shall be audited every second year.

The QAS is responsible to qualify internal auditors and qualification of auditors shall be based on knowledge and experience on auditing techniques.

Advatek Systems Inc. shall assist *Measurement Canada* on product audits when required if for instance we need to tag along on a railway scale or hopper scale, etc.

Personnel independent of those having direct responsibility for the activity being audited shall carry out the internal audit activity.

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Internal audits will be used as a follow-up to corrective actions to assess its effectiveness. The findings of internal audits shall be communicated to the persons responsible for the activities, which were audited, so that corrective actions can be initiated.

Internal audits shall be an agenda item to Management Review Meetings (4.1.3).

The results of all internal audits shall be stated in a written report and kept in Quality Records (4.16).

#### **4.17.6 Procedure**

The QAS shall coordinate all internal audit activities. Audit activities shall be scheduled to ensure that each element of the Quality Assurance Program is audited on a regular basis as deemed necessary by the QAS.

The QAS shall issue, at the beginning of the year, an internal audit plan that will identify the participating auditors with their respective responsibilities.

Each auditor shall prepare for the audit by referring to the Advatek Quality Manuals.

Each auditor shall prepare checklists in such a way that will enable him or her to determine whether or not Advatek Systems Inc. is in compliance with any given section of S-A-01. Typical audit activities shall include interviews, observations and documentation verifications. Each auditor shall report his or her audit findings to the QAS. The QAS shall analyze these findings and address any area that is deficient according to the requirements of section 4.14, Corrective and Preventive Actions. Internal audit results shall be kept in Quality Records (4.16).

#### **4.17.7 Attachments**

None.

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