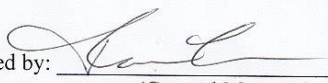
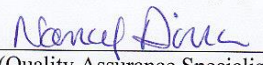


Section 4 Quality System Requirements

4.2 Quality System

Approved by: 
(General Manager)

Prepared by: 
(Quality Assurance Specialist)

Date: December 5, 2013

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4.2.1 Policy

It is Advatek Systems Inc.'s policy to have a Quality Assurance Manual covering the requirements of *Measurement Canada's Quality Assurance standard, S-A-01*, including the Quality Assurance Program's procedures.

4.2.2 Purpose

The purpose of this procedure is to establish, document and maintain a quality system as a means of ensuring that product conforms to specified requirements.

4.2.3 Scope

This procedure applies to all quality system procedures, as outlined in the Quality Assurance Manual, within the Quality Assurance Program.

4.2.4 References

4.2.4.1 Measurement Canada's Quality Assurance standard, S-A-01

4.2.4.2 Weights & Measures Act, Regulations and Specifications

4.2.4.3 Measurement Canada Bulletins

4.2.4.4 Measurement Canada's Notices of approval

4.2.5 General

This Quality Assurance Program applies to all devices outlined in the scope in the application of this document. Device types are as specified in Schedule A of our accreditation agreement.

A list of all inspection types as well as device types that we will inspect within this Quality Assurance Program shall be kept in Quality Records (4.16). All devices on this list shall have a documented Test Procedure covering all required test points and describing each test to be conducted. If any additions are made to this list, *Measurement Canada* shall be advised.

4.2.6 Quality System Procedures

All Quality Assurance Program procedures are described in the Quality Assurance Manual. All technical and test procedures are described in *Measurement Canada's Field Inspection Manual* which includes Inspection Procedure Outlines as well as Standard Test Procedures. The Field Inspection Manual is available on *Measurement Canada's* Website to which all Designated Technician's have access.

All work done within the Quality Assurance Program has a procedure. It is the responsibility of the QAS to ensure that there is a procedure for everything contained in the Quality Assurance Program.

Advatek Systems Inc. will effectively implement each aspect of the Quality Assurance Program and follow procedures as established.

Following is a description of the documentation included in the Quality Assurance Program.

Level 1 Quality Assurance Manual: this manual includes all Quality Assurance Program procedures. There will be one controlled copy electronically filed on Advatek Systems Inc. computer server, and all recognized technicians shall have a copy downloaded on the c drive of their computer. Measurement Canada will be provided with a current version of the QAM.

Level 2 Measurement Canada's Field Inspection Manual: this manual includes Inspection Procedure Outlines and Standard Technical Procedures. This manual is available on *Measurement Canada's* website to which all Designated Technician's have access via their laptops.

Level 3 Manufacturers' Work Instructions: these are kept in a library in the service shop where all technicians have access and can borrow them when necessary.

For each procedure, Advatek Systems Inc. will follow the requirements of *Measurement Canada's S-A-01*.

For each procedure, Advatek Systems Inc. will specify the purpose and the scope as well as a description of the activity, including the following:

- a) what shall be done by whom;
 - b) when, where and how it shall be done;
 - c) what materials, equipments and documents shall be used;
 - d) how an activity shall be controlled and recorded.
-

4.2.7 Quality Planning

To ensure quality, Advatek Systems Inc. shall:

- a) develop program procedures and test procedures as well as incorporate *Measurement Canada's* test procedures;
- b) establish controls for process to ensure work is done according to procedure;
- c) ensure that all Advatek Systems Inc. personnel is trained and has the necessary skills to perform their duties;
- d) ensure that resources are available to ensure procedures are followed;
- e) ensure that pertinent activities are identified and that results are recorded and filed in Quality Records (4.16) if applicable.
- f) ensure that *all Measurement Canada* legal requirements are met.

Advatek Systems Inc. has developed and documented and will maintain a Quality Assurance Program. This Quality Assurance Program will ensure that Inspection Procedures for all inspected devices are documented and available to recognized personnel. Advatek Systems Inc.'s personnel shall be trained in all pertinent aspects of the Quality Assurance Program. The Quality Assurance Program incorporates documented control measures such as internal audits (4.17) and nonconformance reporting (4.13) to ensure that corrective/preventive measures are undertaken to address deficiencies.

4.2.8 Attachments

None.
