Section 4

Quality System Requirements

4.5 Document & Data Control

Approved by : _____
(General Manager)

Prepared by : Nancy Doe
(Quality Assurance Specialist)

Date : January 11 2016

This page was left blank intentionally.

4.5.1 Policy

It is Advatek Systems Inc.'s policy that all documentation affecting quality meet the requirements of *Measurement Canada's Quality Assurance standard, S-A-01*, insofar as adequacy, approval, availability, and changes to documentation is concerned. Issues regarding incomplete, ambiguous, conflicting, and obsolete documentation will be resolved in accordance with the requirements of S-A-01.

4.5.2 Purpose

The purpose of this procedure is to establish a system that provides a control mechanism for all documentation involved in the Quality Assurance Program.

4.5.3 Scope

This procedure applies to all documentation within the Quality Assurance Program.

4.5.4 References

4.5.4.1 Measurement Canada's Quality Assurance standard, S-A-01
4.5.4.2 Weights & Measures Act, Regulations and Specifications
4.5.4.3 Measurement Canada Bulletins
4.5.4.4 Measurement Canada's Notices of approval

4.5.5 Document and Data Control and Issue

4.5.5.1 Review and Approval

It's the responsibility of the Quality Assurance Specialist to ensure that all documentation related to quality is reviewed for adequacy and is approved by authorized personnel before being released. Such documentation includes as a minimum but is not limited to:

a) the Quality Assurance Manual;
b) forms and other documents.

4.5.5.2 *Measurement Canada* Documentation

It's the responsibility of each Recognized Technician to maintain current copies of the Weights and Measures Act as well as its associated regulations, specifications, bulletins and Notices of Approval or any other *Measurement Canada* documentation such as inspection procedures, as applicable. The Quality Assurance Specialist is responsible to ensure that new staff is made aware to implement and subscribe to the Measurement Canada's website.
Note: The above-mentioned documents may be maintained in software format or obtainable (and maintained) via Measurement Canada's Internet web site (http://mc.ic.gc.ca), if applicable.

4.5.5.3 Control of Manuals

It's the responsibility of the Quality Assurance Specialist to control the preparation, handling, issuance and removal of all documentation involved in the Quality Assurance Program. The Manual Distribution Log (see attachments as well as document ADV-DOC-001 in Appendix A) will identify all manual holders (controlled copies only). Any changes or amendments shall be approved and issued promptly to ensure that they are acted upon promptly at the specified locations.

4.5.5.4 Return of Documents

Should manual holders be directed to return the original documents and do not return them within 30 days, the Quality Assurance Specialist shall issue a reminder (either by e-mail, letter or phone) to comply with the directive. After 60 days, if the documentation still has not been received, the QAS shall initiate a Nonconformance Report (see attachments or document ADV-DOC-004 in Appendix A) and shall notify the General Manager.

4.5.5.5 Availability of Documentation

It's the responsibility of the Quality Assurance Specialist as well as the Senior Technician to ensure that applicable documentation (i.e. applicable manuals, forms, etc) is readily available at all areas and inspection test points where they apply.

4.5.5.6 Obsolete Documentation

Obsolete documentation shall be promptly removed from all points of use as directed by the Quality Assurance Specialist. The QAS shall have the final authority to ensure that incomplete, ambiguous, or conflicting documentation is resolved should any question on the validity of the documentation arise.

4.5.5.7 Incomplete, Ambiguous or Conflicting Documentation

All personnel is responsible to report any incomplete, ambiguous or conflicting documentation to the Quality Assurance Specialist for resolution. To report any such documentation deficiencies, personnel shall issue a Nonconformance Report (see attachments or document ADV-DOC-004 in Appendix A).

4.5.5.8 Preservation of Obsolete Documentation

Any obsolete documentation retained for legal and/or knowledge preservation purposes shall be clearly identified as such. The QAS shall be notified of any such issues so that any actions required can be assessed against any legal requirements and be resolved.

4.5.6 Document and Data Changes

4.5.6.1 Authorization of Changes or Amendments

It's the responsibility of the Quality Assurance Specialist to ensure that any changes or amendments to documentation receive the same level of authorization as the originals, unless specifically designated otherwise.
For control purposes, the Quality Assurance Manual shall be maintained and uploaded in a "PDF format" on Advatek Systems Inc.'s server by the QAS.

4.5.6.2 Issuance of Changes and/or Amendments

When changes and/or amendments to the Quality Assurance Manual are issued, a Document Revision Notice (see attachments as well as document ADV-DOC-002 in Appendix A) shall be sent to the users of controlled manuals describing the actions to be taken. In addition, a Document Revision Log (see attachments or document ADV-DOC-003 in Appendix A) shall be sent as part of the package and is to be inserted at the front of the manual, if the manual is a paper copy.
Otherwise, it will be included in the QAM located on Advatek Systems Inc. computer server (Z drive) QAM. This document shall serve to provide an audit trail as to what documents were changed or replaced in the manuals.

4.5.6.3 Changes from *Measurement Canada*

When *Measurement Canada* issues new bulletins or make changes to their legal requirements, regulations, specifications or enforcement policy, the QAS is responsible for advising the recognized technicians of these changes. Since documentation from *Measurement Canada* is kept in electronic format, it will become each technicians' responsibility to update their version when they are advised to do so by the QAS. If necessary, training on the changes will be done to ensure all personnel involved understands the changes from *Measurement Canada*.

4.5.6.4 Authorization Levels

The following table lists the levels of authorization required for the review and approval for the Quality Assurance Manual (QAM) as well as forms and other documents:

Manuals / sections of Manuals	Minimum Authorization Level
Quality Assurance Manual (QAM)	Preparation by the Quality Assurance Specialist Approval by the General Manager
Forms and Other Documents	Preparation by the Quality Assurance Specialist Approval by the General Manager

4.5.6.5 *Measurement Canada* Approval

Measurement Canada shall review and approve any major document and data changes prior to release.

Major document changes include but are not limited to changes in procedure, forms and other documents as well as employee responsibilities within the QAP.

4.5.7 Attachments (see Appendix A)

4.5.7.1 Manual Distribution Log (ADV-DOC-001)
4.5.7.2 Document Revision Notice (ADV-DOC-002)
4.5.7.3 Document Revision Log (ADV-DOC-003)
4.5.7.4 Nonconformance Report (ADV-DOC-004)