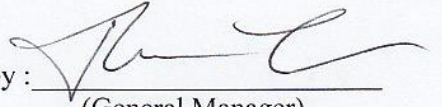



Section 4

Quality System Requirements

4.6 Purchasing

Approved by : 
(General Manager)

Prepared by : 
(Quality Assurance Specialist)

Date : January 11 2016

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4.6.1 Policy

It is Advatek Systems Inc.'s policy that all products purchased conforms to specified requirements as per *Measurement Canada's Quality Assurance standard, S-A-01*.

4.6.2 Purpose

The purpose of this procedure is to establish a system that ensures all products purchased meet specified requirements within the Quality Assurance Program.

4.6.3 Scope

This procedure applies to all products purchased within the Quality Assurance Program.

4.6.4 References

- 4.6.4.1 Measurement Canada's Quality Assurance standard, S-A-01
- 4.6.4.2 Weights & Measures Act, Regulations and Specifications
- 4.6.4.3 Measurement Canada Bulletins
- 4.6.4.4 Measurement Canada's Notices of approval

4.6.5 General

This procedure adheres to the purchasing practice of Advatek Systems Inc.

Advatek Systems Inc. will not contract out the responsibility of final inspections and issuing of Inspection Certificates unless the contracted party is also accredited by *Measurement Canada* for these activities.

To ensure the quality of the products and services purchased, Advatek Systems Inc. shall conduct an evaluation of subcontractors prior to their selection. It is the General Manager's decision to select appropriate subcontractors. A list of acceptable subcontractors as well as a list of criteria shall be kept in Quality Records (4.16).

Supplier's failure to comply to Advatek's Systems Inc. specified criterias listed on the Suppliers Pre-Evaluation Checklist form (see attachments as well as document ADV-DOC-21) will result in a non-conformance and may affect the continued acceptance of being an existing supplier (courier, delivery supplier, part/equipment supplier, rental equipment supplier).

When leasing weight standards for the purpose of inspecting vehicle scales, the QAS shall ensure these weights are *Measurement Canada* certified and shall obtain a copy of a valid *Measurement Canada* calibration certificate prior to the date of leasing.

It is the responsibility of the Accounts Representatives to ensure that devices purchased within the Quality Program have been approved by *Measurement Canada*. The Notices of Approval are available on the *Measurement Canada's Internet Website* (<http://mc.ic.gc.ca>). Sufficient information needs to be included on all order forms or requisition forms in order to determine if the device in question is approved. Sufficient information would be the make (manufacturer) and model of the device and/or *Measurement Canada's* approval number.

4.6.6 Purchasing Data

There are no purchases made at Advatek Systems Inc. without a valid Purchase Order (see attachments as well as document ADV-DOC-012) being filled out. The Purchase Order contains the following information:

- PO#;
- Date;
- Contact Person (at supplier);
- Shipping instructions (how and where);
- Qty;
- Description of goods (Make, Model, Capacity and/or *Measurement Canada's* approval number, etc.);
- Pricing information (list price, discount, net price);
- Authorizing signature;
- Other information field.

4.6.7 Verification of Purchased Product

When Advatek Systems Inc. purchases services from a subcontractor, we retain the right to do a verification at the subcontractor's premises.

We also retain the right to conduct an audit of activities pertaining to final inspections to ensure they meet our requirements.

4.6.8 Attachments (see Appendix A)

4.6.8.1 Purchase Order (ADV-DOC-013)

4.6.8.2 New Supplier Pre-Evaluation Form (ADV-DOC-021)
