


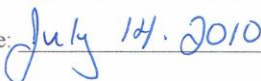
## **Section 4**

### **Quality System Requirements**

#### **4.8 Product Identification & Traceability**

Approved by:   
(General Manager)

Prepared by:   
(Quality Assurance Specialist)

Date: 

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**4.8.1 Policy**

It is Advatek Systems Inc.'s policy that all inspected products be identified and traceable during all stages of production until said products are delivered and installed as per *Measurement Canada's Quality Assurance standard, S-A-01*.

**4.8.2 Purpose**

The purpose of this procedure is to establish and maintain documented procedures for identifying and tracing the product, where appropriate, by suitable means from receipt and during all stages of production, delivery and installation.

**4.8.3 Scope**

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

**4.8.4 References**

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

4.8.4.2 Weights & Measures Act, Regulations and Specifications

4.8.4.3 Measurement Canada Bulletins

4.8.4.4 Measurement Canada's Notices of approval

**4.8.5 Product Identification****4.8.5.1 Identification in Workshop**

The product will be identified as soon as a receiving inspection (4.10.6) is preformed for measuring devices that are processed at Advatek Systems Inc.'s workshop. Each measuring device will bear a unique serial number; this number shall be located on its serial data plate, which is affixed to the device.

**4.8.5.2 Identification at Customer Site**

All measuring devices located at customer's premises shall be identified by its unique serial number located on the device's serial plate.

**4.8.5.3 Cases With No Serial Data Plate**

Measuring devices that are found not to have a serial data plate shall be examined for approval and inspection status prior to conducting an inspection. The device inspection shall proceed only when it is determined that the weighing device is *Measurement Canada* approved and the inspection status verified. In this case, a serial data plate shall be affixed to the device and a unique serial number shall be given to this device.

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When assigning serial numbers, Advatek Systems Inc. will follow the guidelines set out in *Measurement Canada's* bulletin GEN-39.

#### **4.8.5.4 Other Means of Identification**

If for some reason the serial number is not sufficient for product identification, each device can be further identified by referring to the manufacturer's name, model number, weighing capacity, weight class and approval number.

#### **4.8.6 Traceability**

When an inspection is conducted on weighing devices, an Inspection Certificate (see attachments as well as document ADV-FOR-005 in appendix B) is issued for this device. In all cases, the product shall be traceable by referring to the information on this Inspection Certificate.

The Inspection Certificate shall contain the name, address, physical location, phone number and contact name for each client of Advatek Systems Inc. The Inspection Certificate shall also contain the device type, description, manufacturer, capacity and serial number.

For scales that are inspected and certified before being sold to a customer and the Inspection Certificate is issued to "Advatek Systems Inc.", a copy of the Inspection Certificate and the product test sheet shall be transferred to the client's file and these documents stapled to the Order Form or Work Order for traceability.

Advatek Systems Inc. shall retain in Quality Records (4.16) a copy of all Inspection Certificates and Product Test Sheets as well as POS Product Test Sheets (see attachments as well as documents ADV-DOC-007 and ADV-DOC-020 in Appendix A) for product audit and follow-up inspections.

The traceability of the inspection shall also be determined by information contained on the Inspection Certificate by means of a unique inspector number, the inspection results, the date of inspection, and the test standards (4.11) used.

The technician numbers, see Technician # Log Sheet (ADV-DOC-010) in the attachments as well as in Appendix A, and the reference test standards serial numbers, see Test Weight Log Sheet (ADV-DOC-005) in the attachments as well as in Appendix A, can be found in Quality Records (4.16) for audit purposes.

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**4.8.7 Attachments (see Appendix A)**

- 4.8.7.1 Inspection Certificate (ADV-FOR-005)
  - 4.8.7.2 Product Test Sheet (ADV-DOC-007)
  - 4.8.7.3 Technician # Log Sheet (ADV-DOC-010)
  - 4.8.7.4 Test Weight Log Sheet (ADV-DOC-005)
  - 4.8.7.5 POS Product Test Sheet (ADV-DOC-020)
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