



## Section 4

# Quality System Requirements

## 4.9 Process Control

Approved by:   
(General Manager)

Prepared by:   
(Quality Assurance Specialist)

Date: 

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**4.9.1 Policy**

It is Advatek Systems Inc.'s policy to identify and plan the production, installation and servicing processes which directly affect quality and ensure that these processes are carried out under controlled conditions as per the requirements of *Measurement Canada's Quality Assurance standard, S-A-01*.

**4.9.2 Purpose**

The purpose of this procedure is to establish documented procedures for all processes that directly affect quality within the Quality Assurance Program.

**4.9.3 Scope**

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

**4.9.4 References**

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

4.9.4.2 Weights & Measures Act, Regulations and Specifications

4.9.4.3 Measurement Canada Bulletins

4.9.4.4 Measurement Canada's Notices of approval

**4.9.5 Procedure****4.9.5.1 General**

The General Manager will be responsible for ensuring that processes are developed and documented for any and all activities within this Quality Assurance Program.

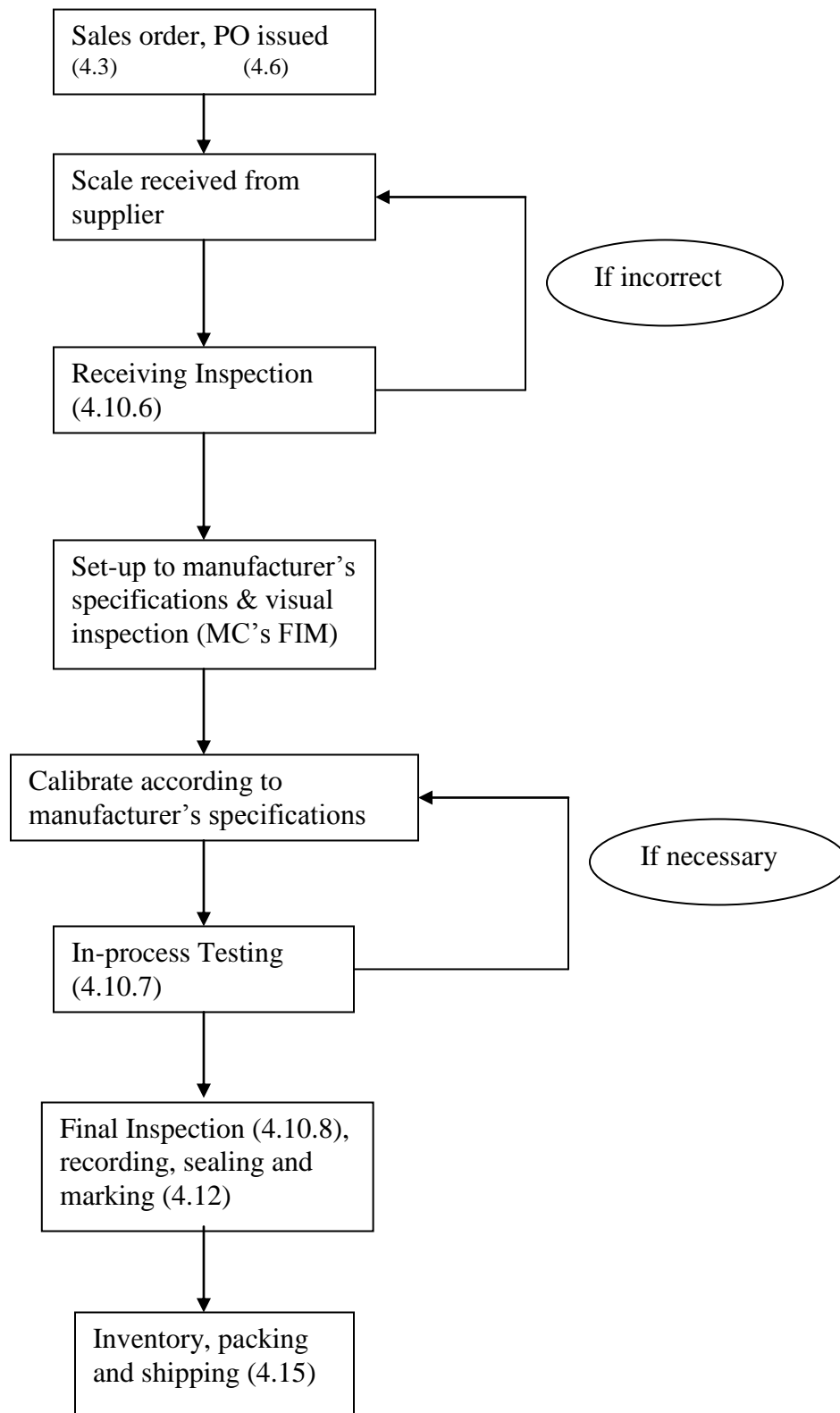
Advatek Systems Inc. will identify and plan all processes within this Quality Assurance Program. Throughout the process, the Product Test Sheet as well as the POS Product Test Sheet (see attachments as well as documents ADV-DOC-007 and ADV-DOC-020 in Appendix A) shall be used to keep track and ensure that all required processes are done. These test sheets may be kept in an electronic format until they are completed.

For each process, Advatek Systems Inc. shall ensure that personnel is adequately trained and qualified (4.18).

**4.9.5.2 Flow-Charts**

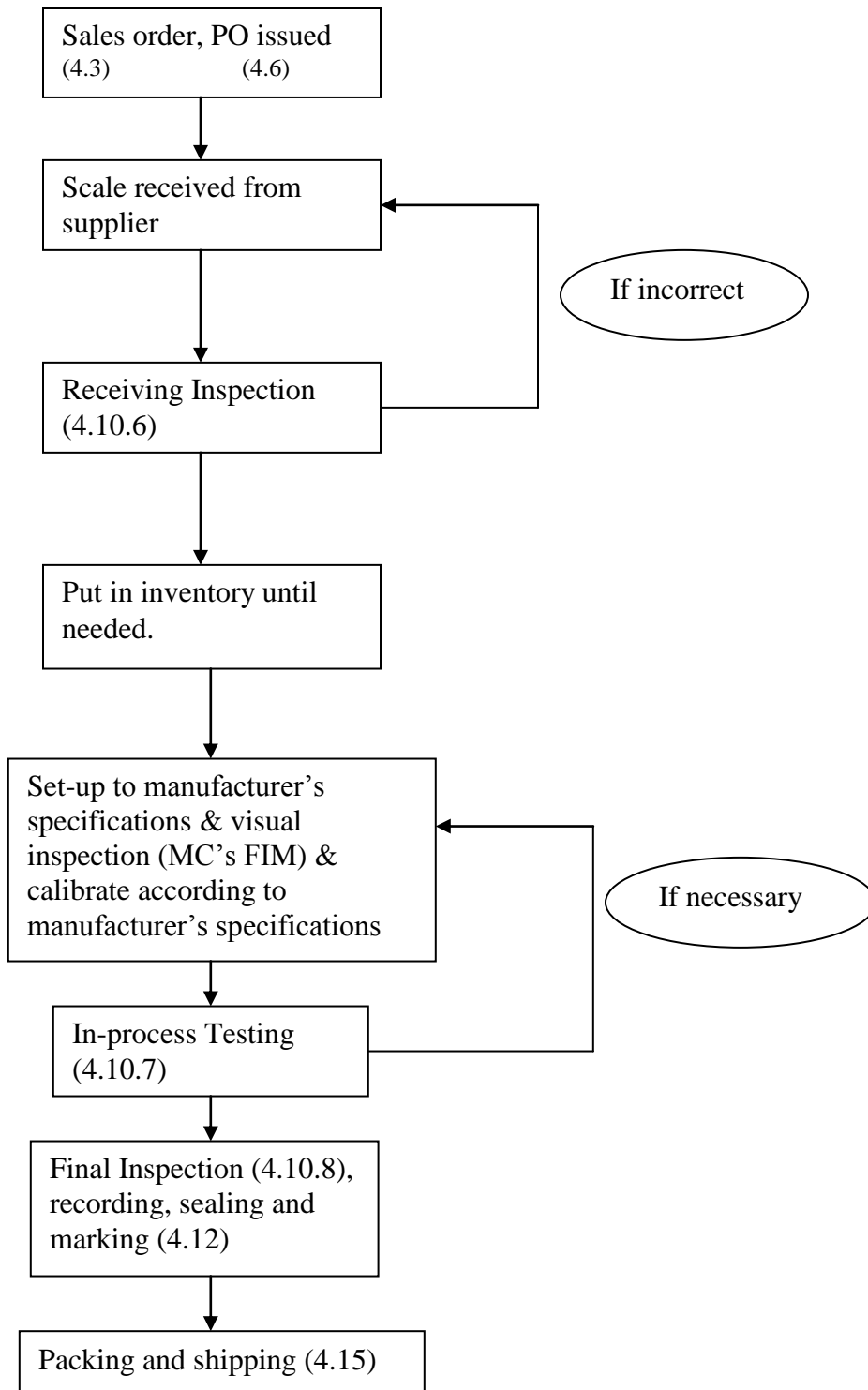
The flow-charts on the following pages explain the various processes involved.

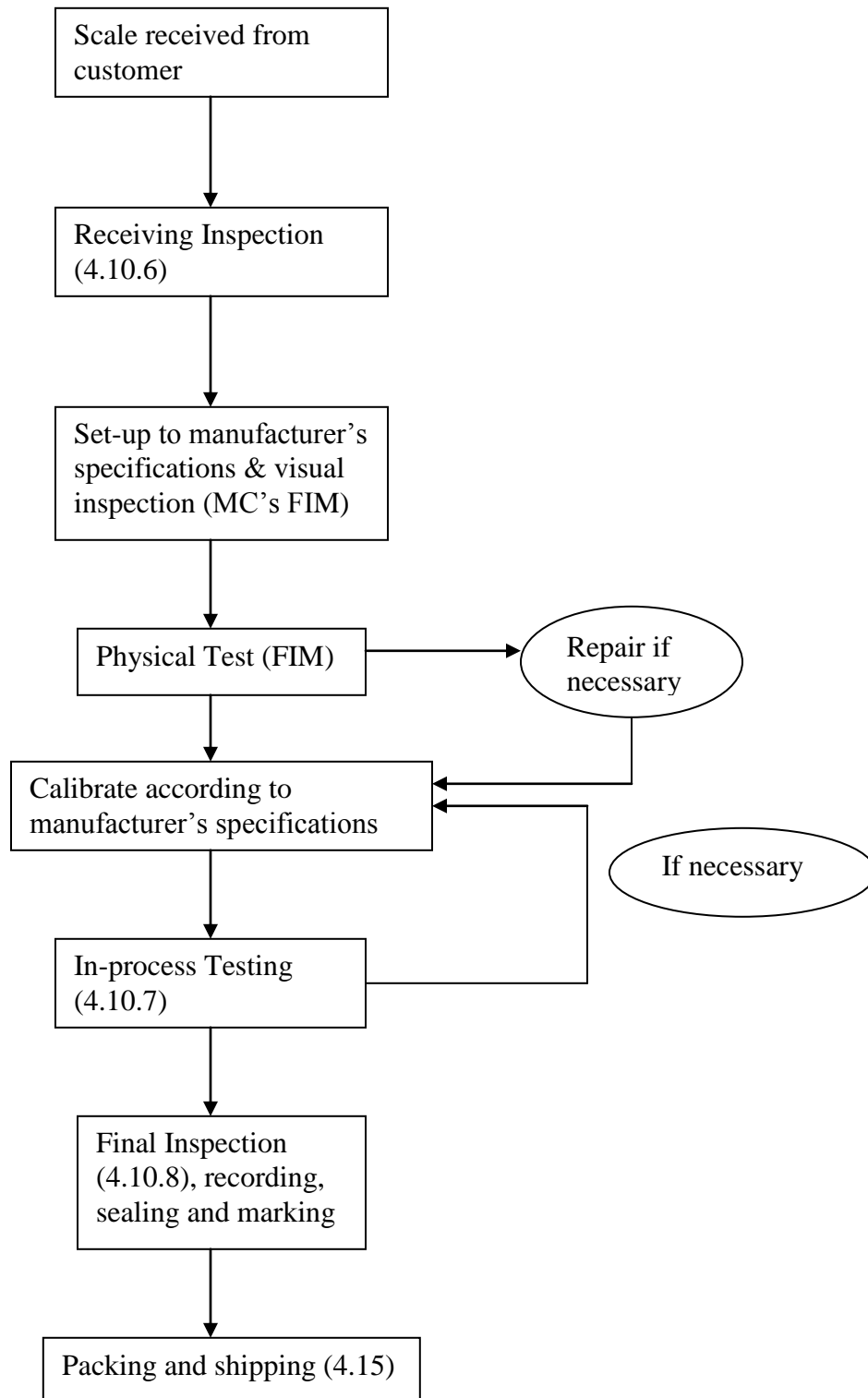
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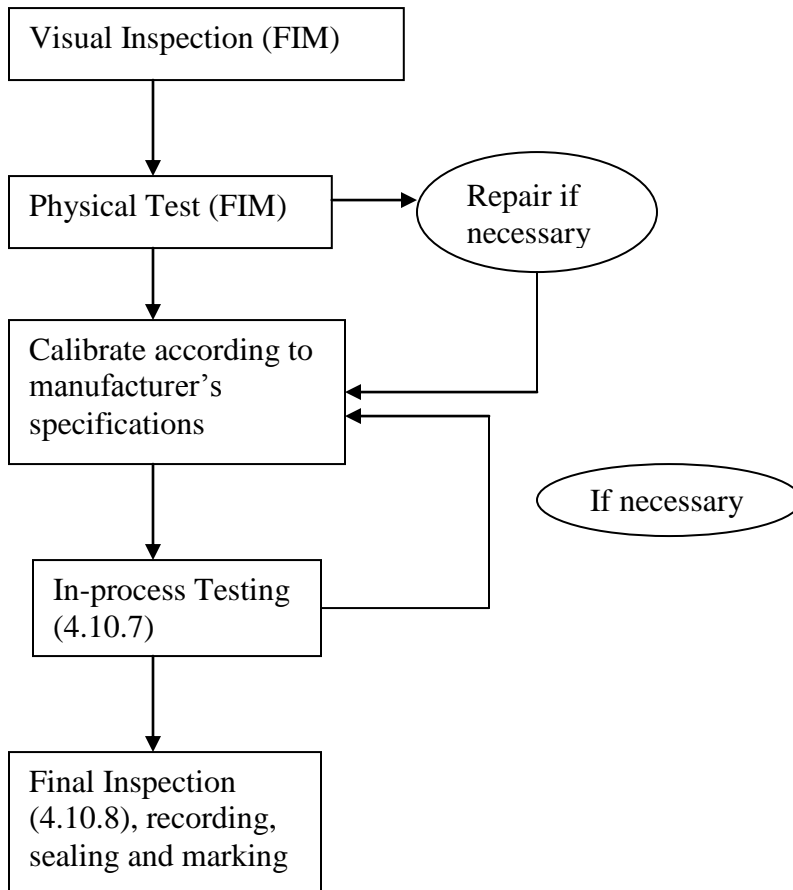
**New Scales Done In Shop**

In cases of new scales that can't be done in shop, the same process will be done at the customer site.

#### New Scales Kept As Inventory



**Customer Scales In Shop**

**Customer Scales In Field****4.9.5.3 Process of Servicing Weighing Devices**

The servicing of weighing devices including repairs, refurbishing, cleaning, calibrations, installation and programming shall be done by a service technician according to manufacturer's instructions and in-house training as well as experience. If a recognized technician does not do these tasks, the test results are not to be included in the Final Inspection. The servicing of weighing devices shall be done in a suitable work area using appropriate equipment and tools.

**4.9.6 Attachments (see Appendix A)**

4.9.6.1 Product Test Sheet (ADV-DOC-007)

4.9.6.2 POS Product Test Sheet (ADV-DOC-020)

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