
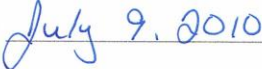


Section 3 Responsibilities

Approved by: 
(General Manager)

Prepared by: 
(Quality Assurance Specialist)

Date: 
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Responsibilities

For the purpose of this Quality Assurance Program, Advatek Systems Inc. shall:

- a) maintain the Quality Assurance Program, including all related documentation;
 - b) ensure that all *Measurement Canada*'s legal requirements are followed;
 - c) enter an agreement with the *Minister of Industry Canada* and the *President of Measurement Canada*;
 - d) comply to all requirements of the above stated agreement;
 - e) maintain the inspection program as set in the Quality Assurance Manual;
 - f) update and maintain the Quality Assurance Program as required and obtain approval from *Measurement Canada* for any modifications to the Quality Assurance Program prior to their implementation, where the modification may affect the manner in which the organization meets the requirements stipulated in *Measurement Canada's S-A-01*;
 - g) update and resubmit the Quality Assurance Manual as required by *Measurement Canada*;
 - h) provide *Measurement Canada* representatives with access to the premises and measuring equipment for the purposes of surveillance audits, product audits and other quality monitoring activities;
 - i) promptly correct any potential or actual non-conformity of the Quality Assurance Program that is identified in the course of an audit or otherwise;
 - j) provide *Measurement Canada* with any information that is required for the purpose of the administration of the *Weights and Measures Act and Regulations*;
 - k) provide *Measurement Canada* with any information that is required for planning purposes and determination of resource allocation and utilization;
 - l) provide inspection certificates, where required, and maintain the Quality Records (4.16) as required by *Measurement Canada's S-A-01*;
 - m) ensure that Advatek Systems Inc.'s accreditation remains in good standing and is renewed at the appropriate time;
 - n) ensure that all applicable fees are paid within the deadlines specified for payment;
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- o) modify the Quality Assurance Program or quality procedures to meet any new requirements that may be brought about by changes to legislation or technical specifications;
 - p) report immediately to *Measurement Canada* any changes in the organizational structure, personnel or measuring apparatus or test equipment that would affect compliance with the criteria and requirements;
 - q) adhere to *Measurement Canada's Enforcement Policy Regarding Accredited Organizations*, as per section 12 of the *Measurement Canada Training Manual*;
 - r) for accreditation pursuant to the Weights and Measures Act; ensure that at least one person, employed at the site to be accredited, has successfully completed the appropriate Measurement Canada training course or courses;
 - s) ensure the confidentiality of the results of any inspections performed, in the case of third party inspection organizations;
 - t) ensure that non-conforming devices are not certified, sold, leased or otherwise disposed of for use in trade;
 - u) provide services covered under the quality system accepted by Measurement Canada in the language of its clients' choice.
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