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Device Manual

Audience and use

This manual is intended for use by prospective and current authorized service providers and Measurement Canada employees. It explains what establishment and device information to enter in Measurement Canada's Online Reporting Application (ORA) relating to examinations conducted under the authority of the *Weights and Measures Act*.

The term "examination" is used in this manual as it is in the *Weights and Measures Act* and has the same meaning as the term "inspection".

Related links

- [Weights and Measures Act](#)
- [Weights and Measures Regulations](#)

The names of ORA pages, tabs, menu options, columns, fields and buttons are highlighted in this document using **bold text** to make it easier to look for them within the instructions. References to related documentation are hyperlinked.

Terms, conditions and termination

ORA users are bound by the [Online Reporting Application terms and conditions of use](#) and must also comply with [Innovation, Science and Economic Development Canada's Terms and Conditions](#). Measurement Canada may, at its sole and absolute discretion, cancel or terminate your right to use ORA or any part of the application at any time, without notice or liability to you or any other person.

1.0 Establishment details

This section describes the establishment profile fields and the information required to complete these fields.

1.1 Establishment identification number

The establishment identification number (ID) is a database-generated seven-digit number assigned to any person or business that has a weighing or measuring device in their possession for use in trade.

1.2 Legal name

The legal name of an establishment that uses devices for trade as it appears on government or corporate documents.

Do not update ORA establishment details to reflect ownership changes

A change in ownership requires that:

- a new establishment be added (to include the new owner)
- devices in use be transferred from the old establishment to the new establishment
- the old establishment be closed

Do not attempt to submit a legal name change in ORA if there has been a change in ownership. For more information, see the “New legal name due to a change of establishment ownership” section below.

Devices used for trade by an individual

When an individual (not a company or a corporation) uses a device for trade, record their name in the **Legal name** field. For example, if Dennis Jones uses a scale for trade, “Dennis Jones” would be entered in the **Legal name** field.

Devices rented and used for trade

When a device is rented for use in trade, the legal name of the company or the individual using the device for trade is recorded in the **Legal name** field. The contact information (address, telephone number, etc.) of the company or individual using the device is recorded.

New legal name due to a change of establishment ownership

If the legal name of an establishment changes because there is a change in ownership, the establishment should be considered as a new establishment in ORA.

For example, an establishment is recorded in ORA as Clark Street Meats Ltd. A new owner buys the establishment and its new legal name is 1293949 Ontario Ltd. The following steps need to be followed in ORA:

1. Add a new establishment:
 - Legal name: 1293949 Ontario Ltd.
 - Banner: IND
 - In the **Comments** field, include a comment (e.g. change in ownership, new establishment created) for the ORA support desk.
2. Transfer devices from the old establishment that are used by the new establishment (refer to the [ORA user manual](#) for the steps to transfer devices).
3. Close the old establishment (refer to the [ORA user manual](#)).
 - In the **Comments** field, include a comment (e.g. change of ownership, old establishment closed) for the ORA support desk.

Updating the legal name without a change of ownership

If the legal name of an establishment was incorrectly entered in ORA, it must be updated.

An establishment's legal name is only updated in the following situations:

- There are spelling errors in the recorded name.
- The legal name and operating name were inverted or combined.
- The store number is missing.
- Where applicable, "Ltd." or "Inc." is missing from the **Legal name** field.

When submitting an establishment legal name change, make the necessary changes and, in the **Comments** field, include a comment for the ORA support desk explaining why the legal name of the establishment was changed.

1.3 Operating name

The operating name is the name that an establishment does business as, or under which it operates; it often appears on signs. For example, a company with the legal name 123456 Ontario Ltd. could be doing business as Joe's Deli.

Numbered company

The operating name is required when the legal name is a numbered company.

The **Operating name** field is left blank when it is the same as the legal name.

1.4 Banner

Banners are listed in ORA for a group of establishments that share common ownership or are part of a franchise or chain of companies (e.g. Petro Canada, 7-Eleven, Sobeys, Rona, etc.).

Second banner, same establishment ownership

Where an establishment operates at a location under more than one banner (e.g. a Shell gas station also has a Superior propane dispenser), enter the main banner (i.e. Shell) in ORA.

Second banner, separate establishment ownership

Where two establishments that are separate legal entities operate at the same location (i.e. they each use measuring devices in trade at the same location), enter both establishments in ORA. For example, an Esso gas station uses gas dispensers, but has an agreement whereby a separate legal entity operates a Superior propane dispenser from the same location. The business operating the gas station under the Esso banner and the one operating the propane dispenser under the Superior banner would be entered in ORA as separate establishments.

Updating the banner, no change of establishment ownership

The banner of an establishment can change without there being any changes to the ownership of the establishment. An establishment owner may change from one franchise to another or drop the franchise name altogether. If the legal name does not change, the **Banner** field can be updated without providing a comment to the ORA support desk. However, if there is a legal name change and a banner change, refer to section 1.2 for more details.

New banner needed

If an establishment or chain has at least five locations and can't be found in the list of banners, send a general message in ORA or an email to the ORA support desk at ORA-ADEL@ised-isde.gc.ca to request that the banner table be updated.

1.5 Address

Refers to the location where the device can be found.

When an address is entered, ORA attempts to validate it. If ORA is unable to validate it, a warning message will appear. Verify the address and, if correct, select **Save** again.

Rural or remote locations

If the establishment is in a rural or remote location (i.e. has no street address), enter one of the following in the **Address** field:

- Road name
- Intersection
- Highway mile marker
- Site name

- Another identifier that will assist in locating the establishment (GPS coordinates can be entered in the **Directions** field)

Device location with no street address

Directions must be added when the device location has no street address or is difficult to find.

If a mailing address, post office box or head office address is required, enter it in the **Establishment notes** field.

Provide as much detail as possible in the **Address** field if an actual address (e.g. 235 Queen Street) cannot be entered. The purpose of adding details for non-street addresses is to make it easier to get to the device to carry out future examinations.

1.6 City

Refers to the city, town or village where the device is located, as designated by the Canada Post Corporation.

- Names of previously amalgamated cities, towns, etc., can be used if these names continue to exist with the Canada Post Corporation.
- If the establishment is in a rural or remote location, enter the closest city, town or village in the **City** field.

1.7 Province

Refers to the province where the device is located. It must correspond to the address.

1.8 Postal code

Refers to the Canada Post Corporation code for the device's location.

- Enter the postal code in the A1A 1A1 format.

Note: Measurement Canada uses the postal code to assign establishments to geographic regions and districts; it must therefore match the information entered in the **City** field.

1.9 Telephone number

Refers to the telephone number of the establishment.

- Enter the telephone number in the 999-999-9999 format.

Unknown phone number

If the phone number for the establishment is unknown or the phone line is not yet connected, enter 123-456-7890.

A head office or centralized phone number for multiple establishments should only be included in the **Directions** field.

1.10 Directions

Clear and concise directions to a device location are very important if the device may be difficult to find based on the location provided in the **Address** field.

Example: One kilometre north and two kilometres west of town X.

Device location with no street address

Directions must be added when the device location has no street address or is difficult to find.

If a mailing address, post office box or head office address is required, enter it in the **Directions** field.

1.11 Establishment notes

Record additional details about the establishment that are not related to the directions. This can include information such as site access requirements, seasonal hours of operation, the establishment's mailing address and additional establishment contacts. Establishment notes will not appear on transfer notices or examination certificates.

1.12 Latitude and longitude

The establishment's geographic coordinates are automatically calculated by ORA based on the address indicated in the establishment profile. Select the **Latitude and longitude** link to display the coordinates and access the link to view the establishment's location on Google Maps.

Note: For establishments where no fixed street address is recorded, the coordinates will be those of the general location for the city, town or village entered in the **City** field.

1.13 Details of establishment's contact person

Refers to the primary contact person for the establishment where the device is located. The Device Examination Certificate or Device Transfer Notice will be emailed or mailed to them. The following fields are required:

- Name
- Title
- Certificate delivery method
- Language preference

No email address provided

If the establishment does not provide an email address, select “mail” as the delivery option and the ORA support desk will mail the Device Examination Certificate or Device Transfer Notice to the establishment.

A secondary email address can be added and saved to an establishment profile. The recipient will receive the same notifications from ORA as that of the primary contact.

2.0 Device and examination data fields

This section describes the examination data fields and the information needed to complete each field.

2.1 Serial numbers

No spaces between characters of serial numbers

Enter the serial number indicated on the device information plate with **no spaces** between characters.

- Enter the serial number of:
 - the device or component as indicated on the information plate of the device, with no spaces between characters (more information on entering the serial numbers of volumetric devices is found later in this section);
 - the primary device in the **Serial number** field.
 - the secondary device in the **Secondary serial number** field (any additional components will be added separately).

Refer to the Online Reporting Application User manual for information about adding and/or updating device information.

Missing or illegible serial numbers

- If the serial number of a device cannot be determined, after verifying in ORA, contact the nearest Measurement Canada office or the ORA support desk.
- If the serial number still cannot be found, create a unique one in accordance with [Measurement Canada’s bulletin GEN-39](#).
- Enter “replacement plate” in the **Comments** field.

Multiple devices with the same primary serial number

ORA does not accept multiple devices with the same primary serial number in the same establishment, unless a secondary serial number allows for their differentiation. The only active devices should be the ones with the correct primary and secondary serial numbers.

Incorrect serial numbers in ORA must be updated (e.g. a “B” was entered when it should be an “8”).

Gravimetric devices

- Primary serial number: load receiving element (base)
- Secondary serial number: electronic indicator
- Components: computer, load cell, etc.

Weighing systems with multiple load receiving elements

For definitions and configuration scenarios for weighing systems with multiple load receiving elements, refer to [STP-26](#).

Type 1: Multiplex scales

- Each load receiving element must be a separate device in ORA.
- Each load receiving element must be identified in some manner to prevent confusion (e.g. scale A, scale B).
- The same indicating element must be entered for each of the load receiving elements.

Type 2: Multi-deck scales

- Each load receiving element and its corresponding indicating element must be entered as a separate device in ORA.
- The primary serial number is that of the load receiving element and the secondary serial number is that of the corresponding indicator.
- For each multi-deck scale, indicate in the device **Comments** field the serial numbers of all the primary elements that form the multi-deck scale.
 - Example: Primary element serial numbers 123456, 784569 and 123 form a multi-deck scale.

Replacement indicators (loaner or spare)

For installation, examination, usage and marking requirements, as well as definitions, refer to bulletin [M-20](#).

- When a load receiving element has a spare indicator, it will be captured twice in ORA, creating two distinct devices: once with the in-service indicator, once with the replacement indicator.
- When used as a replacement indicator, you must indicate “spare indicator for scale [xxx]” or “loaner indicator for scale [xxx]” in the **Comments** field.

Addition and removal of indicators in ORA

Do not change the existing indicator serial number when a new indicator has been installed. To add a new indicator to an existing base, you must create a new device (scale and new indicator). You must then deactivate the old device (scale and old indicator).

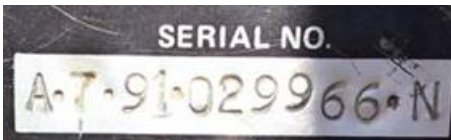
Volumetric devices

- Primary serial number: measuring element (meter)
- Secondary serial number: register (indicator)
- Components: automatic temperature compensator (ATC), pulser, etc.

Notes:

- A single fuel dispenser (i.e. one meter housed within the cabinet) or high-speed dispenser approved as a complete unit with an integral register has a single serial number for the entire device.

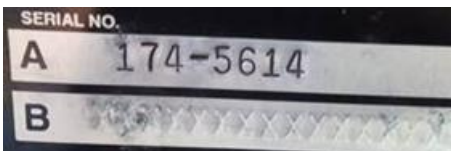
The following examples illustrate how to enter serial numbers in ORA.



A791029966N



8Q60-22185B



A174-5614

- For fuel and high-speed dispensers, where more than one meter is housed in a cabinet and each has a designator code (e.g. A1, B) and a common serial number, enter the designator code and serial number for each meter as they appear on the information plate.

The following examples illustrate how to enter serial numbers in ORA:



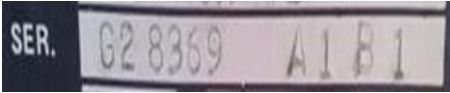
A11001100801

B11001100801



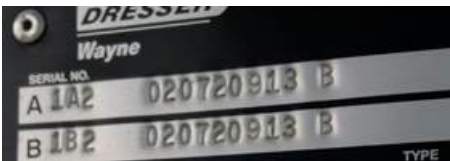
A1020721215B

B1020721215B



G28369A1

G28369B1

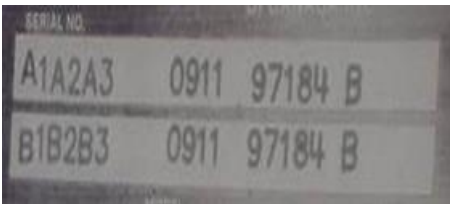


A1020720913B

A2020720913B

B1020720913B

B2020720913B



A1091197184B

A2091197184B

A3091197184B

B1091197184B

B2091197184B

B3091197184B

- For fuel and high-speed dispensers, where more than one meter is housed in a cabinet and each has a common serial number and a designator code that is indicated separately from the common serial number (i.e. on a separate line or somewhere else on the information plate), the designator code must follow the serial number.

The following examples illustrate how to enter serial numbers in ORA:



G28378A1

G28378B1



JPEN078653A1

JPEN078653A2

JPEN078653B1

JPEN078653B2

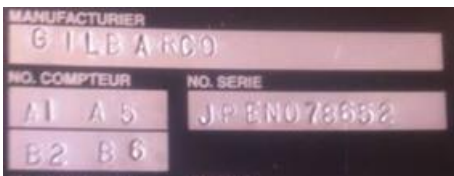


EN3139291

EN3139292

EN3139295

EN3139296



JPEN078652A1

JPEN078652A5

JPEN078652B2

JPEN078652B6

- When a dispenser has been retrofitted with an approved replacement register or an ATC, record both the serial number of the dispenser and that of the register.
- Most bulk metering systems consist of a primary component and one or more separately approved secondary components, each having their own information plate and serial number.
- To ensure consistency, wherever possible, compare the database serial numbers with the new serial numbers to ensure that they were recorded in exactly the same format. Corrections and recommended deletions should be flagged for the ORA support desk.

2.2 Approval numbers

Refer to [Measurement Canada's Notice of approval database](#) for device approval numbers.

Revision numbers

Do not record revision numbers for notices of approval.

- The device **Approval number** is a required field for the device and, if applicable, each of the listed components.
- The approval number must be entered in full starting with the alpha prefix and followed by a four-digit number.
 - Examples:
 - Gravimetric devices: AM-1234, AM-1234T
 - Volumetric devices: AV-1234, AV-1234T
 - Unspecified device types: SD-WA-1234, S.WA-1234
- If the approval number contains the letter "T" or "C", it must be recorded.

2.3 Device type

The device type code represents the general type of device. Volumetric devices (dispensers, high-speed dispensers and bulk meters) are differentiated by capacity only. Refer to the [Device type and subtype tables](#).

2.4 Device subtype

The subtype code describes in more detail the type of device. Refer to the device type and subtype tables. For information about altering the type of a previously examined gravimetric device, consult [bulletin M-08](#).

Note 1: A vehicle scale is considered unattended if it is:

- designed and intended to be used without the presence of a full-time operator; or
- used by a trained operator during the day, but not during the night.

Note 2: If a previously certified vehicle scale is modified to allow for unattended operation, it must be recertified (see bulletin M-08). Contact your Measurement Canada regional gravimetric specialist if you have any questions on whether or not an examination is required or what limits of error are applicable.

2.5 Trade sector

The terms "trade sector" and "category of trade" have the same meaning.

- The **Trade sector** field requires a four-digit numerical code for each device examined.
- To select a trade sector, it is necessary to determine whether transactions are at the retail or wholesale level. For definitions of wholesale trade and retail trade, as well as the inclusions and exclusions of each trade sector, refer to the [Trade sector tables](#).

- Where a device is used in more than one trade sector requiring mandatory examinations, the sector subject to the shortest examination period is to be selected.
- Where a device is used in more than one trade sector and one of the trade sectors requires mandatory examinations, the sector subject to mandatory examinations is to be selected.
- Where a device is used in more than one trade sector and none of the trade sectors require mandatory examinations, the sector representing the primary source of revenue generated by the device is to be selected.

Mandatory examination frequency

If a device is used even once a year in a trade sector subject to a mandatory examination frequency, the trade sector entered for the device must be the one applicable to the trade sector subject to mandatory examinations.

2.6 Capacity and interval

- To record the legal capacity of a device in ORA, enter a quantity and a unit of measure.
- If the device has one unit of measure, enter the capacity and interval in that unit of measure. If the device is switch selectable for units of measure, ensure the metric unit of measure is recorded in the **Capacity** field and a comment is entered in the **Comments** field to the effect that the device is capable of indicating in Canadian (or other) units of measure as well.
- Do not record the interval for volumetric devices.

Gravimetric devices

- For heavy-duty scales, the legal capacity refers to the capacity to which the device was certified during the initial examination. When the approved capacity differs from the legal capacity, record the approved capacity in the **Comments** field of the work order.
 - ORA does not recognize the units “tonne” and “ton”; kilograms or pounds must be used instead.

Multi-interval and multi-range scales

- Enter the largest capacity in the **Capacity** field.
- Enter the largest interval in the **Interval** field.
- Enter all other capacities and intervals in the **Comments** field.

Volumetric measuring systems

Enter the approved maximum capacity of the device in the **Capacity** field. The actual flow rate at the time of testing may be captured in the **Comments** field of the worksheet.

Multiple dimension measuring devices

- In the **Capacity** field, enter the largest certified dimension (usually, this will

be length).

- In the **Comments** field, enter all dimensions, starting with the largest certified dimension.
 - Enter the appropriate letter before each dimension:
 - L (length)
 - W (width)
 - H (height)
- Enter the certified interval for each corresponding dimension in the device **Comments** field.
- When a multiple dimension measuring device is configured with a multi-interval axis, record the minimum certified interval for the axis.
- Enter other interval information in the **Comments** field as required.
- In case of a difference between approved and certified dimensions or intervals, the information plate must reflect approved values.

For multi-interval and multi-range devices, enter the largest certified capacity and interval. When appropriate, enter the smaller intervals and ranges in the **Comments** field.

Timber dimension measuring devices

- In the **Capacity** field, enter the largest certified diameter.
- In the **Interval** field, enter the certified interval for the diameter.
- In the **Comments** field, enter the longest approved length and length interval information.
- In case of a difference between approved and certified dimensions or intervals, the information plate must reflect approved values.

Dynamic length measuring devices

Dynamic length measuring devices are included under device subtype 90-10, which is only applicable to Measurement Canada ORA users.

- In the **Capacity** field, enter the maximum diameter that can be measured by the device.
- In the **Comments** field, enter the longest approved length.
- In case of a difference between approved and certified dimensions, the information plate must reflect approved values.
- Enter the minimum diameter that can be measured in the **Comments** field as required.

2.7 Device notes

This field is used to record pertinent information about the device that will be saved to the device profile. As an example, for a vehicle-mounted meter, this is where the vehicle number or license plate number would be entered. The information will appear on the examination certificate.

2.8 Device status

This field indicates whether a device is active (used in trade) or inactive (not used in trade).

2.9 Product type

- The **Product type** field is not required for gravimetric devices, but it is mandatory for volumetric devices (refer to the [Device product code table](#)).
- The product type code indicates the product measured by the device.

Distillates and gasoline have separate codes

Distillates (diesel fuels, fuel oils, stove oils, bio-diesel and bio-diesel blends): code 10

Gasoline (all grades of gasoline and alcohol-blended gasoline): code 11

Product code 11 is the default code when a meter measures both gasoline and distillates.

- Devices used to measure diesel exhaust fluid (code 17) are to be coded to the chemical products trade sector (10), not the retail petroleum trade sector.

2.10 Examination types

Examination carried out by a recognized technician in the presence of Measurement Canada

When an examination is performed by a recognized technician in the presence of Measurement Canada, the following examination types (starting with the letter “M”) must be used by the recognized technician.

Enter name of the inspector present during examination

When completing the work order for an examination conducted in the presence of Measurement Canada, the authorized service provider must select the inspector who was present during the examination in ORA.

Type M1 - Initial factory examination by a recognized technician in the presence of Measurement Canada

The first examination of a device. This type of examination is performed by a recognized technician and carried out at a manufacturer’s or dealer’s premises in the presence of Measurement Canada (includes all examinations until the device has been certified for the first time).

Type M2 - Initial field examination by a recognized technician in the presence of Measurement Canada

First examination of a device, performed by a recognized technician in the presence of Measurement Canada, whose performance cannot be determined until it is installed on site for use in trade (includes all examinations until the device has

been certified for the first time). If the device cannot be brought into compliance (certified), it is to be rejected, the examination type M2 used and the marking required by section 22 of the Regulations is to remain in place.

Type M3 - Subsequent examination by a recognized technician in the presence of Measurement Canada

Device examination, performed by a recognized technician in the presence of Measurement Canada, other than initial factory or field examinations, and factory or field re-examinations. Examination type M3 (not M7) is to be used for all examinations conducted where more than six months have passed since the device was found to be non-compliant.

Note for Measurement Canada personnel: The M3 code is used when an examination carried out by a recognized technician, in the presence of Measurement Canada, has been requested by a Measurement Canada Alternative Service Delivery team for the purpose of recognized technician monitoring.

Type M7 - Re-examination by a recognized technician in the presence of Measurement Canada

Device examination, performed by a recognized technician in the presence of Measurement Canada, within six months of an examination that determined the device did not meet requirements. The purpose of the examination is to determine whether the device now meets requirements. Includes examinations of non-compliant devices carried out at service agency premises, but doesn't include the examination of a device that has never been certified (initial examination) or examinations conducted where more than six months have passed following device non-compliance.

Type M12 - Other subsequent examination by a recognized technician in the presence of Measurement Canada

Examination of a previously certified device, performed by a recognized technician in the presence of Measurement Canada, where the Measurement Canada inspector asks the technician to use examination code M12. All examinations conducted in the presence of Measurement Canada where more than six months have passed following device non-compliance must be coded as a type M3 or M12 examination (and not as a re-examination).

Note for Measurement Canada personnel: This code is used when the examination by the recognized technician will contribute to unbiased marketplace monitoring targets and the examination has not been requested by a Measurement Canada Alternative Service Delivery team. Completion of recognized technician monitoring forms is not required for examination type M12; however, any comments (positive and negative) regarding the recognized technician must be forwarded to the applicable Measurement Canada Alternative Service Delivery team. The main purpose of this examination type is to obtain "as found" compliance data for devices in the marketplace and not to monitor the work of the technician.

Accredited organizations

When an examination is performed by a recognized technician of an accredited organization, the following examination types (starting with the letter “A”) must be used by the recognized technician.

Type A1 - Initial factory examination by an accredited organization

First examination of a device, performed by a recognized technician and carried out at a manufacturer’s or dealer’s premises (includes all examinations until the device has been certified for the first time).

Type A2 - Initial field examination by an accredited organization

First examination of a device, performed by a recognized technician, whose performance cannot be determined until it is installed on site for use in trade (includes all examinations until the device has been certified for the first time). If the device cannot be brought into compliance (certified), it is to be rejected, the examination type A2 used and the marking required by section 22 of the Regulations is to remain in place.

Type A3 - Subsequent examination by an accredited organization

Examination of a device by a recognized technician, other than initial factory or field examinations and factory or field re-examinations. Examination type A3 (not A7) is to be used for all examinations conducted where more than six months have passed since the device was found to be non-compliant.

Type A7 - Re-examination by an accredited organization

Examination of a device, performed by a recognized technician, within six months following an examination that determined the device did not meet requirements. The purpose of the examination is to determine whether the device now meets requirements. Includes examinations of non-compliant devices carried out at service agency premises, but doesn’t include the examination of a device that has never been certified (initial examination) nor examinations conducted where more than six months have passed following device non-compliance.

Registered organizations

When an examination is performed by a recognized technician of a registered organization, the following examination types (starting with the letter “R”) must be used by the recognized technician.

Type R1 - Initial factory examination by a registered organization

First examination of a device, performed by a recognized technician and carried out at a manufacturer’s or dealer’s premises (includes all examinations until the device has been certified for the first time).

Type R2 - Initial field examination by a registered organization

First examination of a device, performed by a recognized technician, whose performance cannot be determined until it is installed on site for use in trade (includes all examinations until the device has been certified for the first time). If the device cannot be brought into compliance (certified) it is to be rejected, the

examination type R2 used and the marking required by section 22 of the Regulations is to remain in place.

Type R3 - Subsequent examination by a registered organization

Examination of a device by a recognized technician, other than initial factory or field examinations and factory or field re-examinations. Examination type R3 (not R7) is to be used for all examinations conducted where more than six months have passed since the device was found to be non-compliant.

Type R7 - Re-examination by a registered organization

Examination of a device, performed by a recognized technician, within six months following an examination that determined the device did not meet requirements. The purpose of the examination is to determine whether the device now meets requirements. Includes examinations of non-compliant devices carried out at service agency premises, but doesn't include the examination of a device that has never been certified (initial examination) nor examinations conducted where more than six months have passed following device non-compliance.

Examination types applicable to Measurement Canada personnel

The examination types listed in Table 1 are for quick reference only. For examination type definitions, refer to the Time Reporting Manual. For commodity examinations, refer to the Commodities Manual.

Table 1: Measurement Canada device examination types

Code	Examination type
0	Used to deactivate a device not used in trade or not legal for trade. This code is used with "as found" and result codes X or Z and appears in the Examined Devices section of the Device Examination Certificate.
1	Initial
3	Unbiased marketplace monitoring
4	Selective marketplace monitoring
5	Complaint
6	Request
7	Re-examination
8	Periodic
9	Approval of type
F4	Follow-up
P4	Product audit

Note 1: If a device being initially examined is not compliant, it is to be coded as examination type 1 and rejected. The marking is to remain on the device as

required by section 22 of the Regulations. When the device is examined again, examination type 1 is to be used until it is compliant.

Note 2: An examination can apply toward both unbiased marketplace monitoring and recognized technician monitoring by using examination types F4 or P4, along with project number “X29”. Examinations reported under this project number contribute to the achievement of marketplace monitoring and recognized technician monitoring targets if the examination occurs within six months of the device’s examination by a recognized technician.

2.11 Seal status

This refers to the condition of the seal upon arrival at the establishment.

For some devices, seals must be affixed to more than one location. If a required seal is broken or missing, the appropriate code for a broken or missing seal is to be used and the location of the broken or missing seal entered in the **Comments** field.

Table 2: Seal status

Code	Status	Definition
1	Initial	A seal affixed by a Measurement Canada inspector or a recognized technician as part of an initial examination.
2	Intact	The seal is intact.
3	Broken	The seal has been broken.
4	Missing	The seal is missing.
5	Audit trail	Used for electronic devices "sealed" by means of an audit trail, which must comply with the minimum requirements found in the Terms and conditions for the approval of metrological audit trails .
6	Not sealable	Used if there is no practical means to affix a seal to the device (e.g. dial scales that cannot be sealed).
7	Partially examined	Used by Measurement Canada inspectors when a full examination was not performed.

2.12 "As found" status

Represents the device’s state of compliance upon arrival at the establishment, prior to its adjustment and/or repair.

The “as found” status is very important

The “as found” status is an indication of marketplace performance for Measurement Canada.

The “as found” status is also a factor that assists Measurement Canada:

- determine the frequency of certification periods
- target its marketplace monitoring programs

Errors selected from the “As found” dropdown list are also analyzed to identify trends.

- For initial examinations, the "as found" field will be greyed out when the examination result is V (verified).
- All other "as found" codes are required when applicable.

If more than one infraction is found, the most serious infraction must be selected from the “As found” dropdown list, which is sorted by descending order of importance. Any additional infractions are to be recorded in the **Comments** field.

Table 3: “As found” codes

Code	Description
C	The device complies with all requirements
R3	>3 times the limit of error, against the consumer
R2	>2 but <=3 times the limit of error, against the consumer
R1	>1 but <=2 times the limit of error, against the consumer
RT	>1° C error, against the consumer (i.e., the ATC senses a lower (colder) temperature than the standard)
W3	>3 times the limit of error, against the trader
W2	>2 but <=3 times the limit of error, against the trader
W1	>1 but <=2 times the limit of error, against the trader
WT	>1° C error against the trader (i.e., the ATC senses a higher (warmer) temperature than the standard)
I	A device that meets all requirements, with the exception of those applicable to installation (e.g. missing equipment or improper installation of equipment such as an air eliminator for a bulk meter or approaches for vehicle scales).
N	A device that meets performance, installation and use requirements, but violates one or more non-measurement requirements related to design, composition or construction (e.g. defective indicating element, missing information plate, etc.).

Code	Description
U	<p>A device that meets requirements, but is used in a manner that causes a weighing or measuring infraction (e.g. a scale used for multi-draft weighing, a vehicle-mounted meter set for multiple deliveries doing a single delivery, etc.).</p> <p>Note: A device is to be certified where the only infraction is use (U).</p>
X	For use by Measurement Canada only. Results in the removal of a “not for use in trade” device from the active device population.
Z	For use by Measurement Canada only. Results in the removal of a “not legal for trade” device from the active device population.

Note 1: When “as found” code RT is selected, or could be selected if there wasn’t a higher ranked infraction, the actual temperature error is to be indicated in the **Comments** field (see comments related to volumetric devices).

Note 2: The absence of an examination sticker on a previously certified device, upon arrival at an establishment, is not an infraction.

Examples:

A class III, 15 kg x 5 g scale is examined at a deli. With 15 kg on the scale, it indicates 15.040 kg. As the in-service limit of error for a 15 kg test load is 15 g, the “as found” error is therefore $40 \text{ g}/15 \text{ g} = 2.67$ times the limit of error. Because the scale is over-indicating, “as found” code R2 is selected.

A 60,000 kg x 10 kg, class IIIHD, vehicle scale used for selling grain indicates 9,930 kg when a 10,000 kg load is applied. The scale indicator also has a faulty LED. Since the in-service limit of error for a 10,000 kg test load is 20 kg, the “as found” error is $70 \text{ kg}/20 \text{ kg} = 3.50$ times the limit of error. Based on the descending order of importance for infractions in Table 3, the “as found” code W3 would be selected rather than N, and the comment “faulty LED on indicator” would be added to the **Comments** field.

A gas dispenser examined on site indicates 19.800 L and the test measure contains 20.140 L. As the limit of error for a 20 L test run is 100 ml, the dispenser has an “as found” error of $340 \text{ ml}/100 \text{ ml} = 3.4$ times the limit of error. Because the dispenser is under-indicating, “as found” code W3 would be selected.

A five-year-old diesel fuel bulk metering system is examined on site and found to under-indicate by 0.30%. It has an ATC that senses/compensates for a product temperature of 7.7 °C when the temperature standard indicates an actual temperature of 12.1 °C, and prints a ticket that does not provide all the information required by SVM-1. Since the limit of error is 0.25%, the meter has an “as found” error of $0.30\%/0.25\% = 1.2$ times the limit of error. If this were the only infraction, the “as found” code W1 would be selected for the under-indicating meter. However, because the system also has both an ATC error of 4.4 °C and a non-measurement error, based on the descending order of importance for infractions in Table 3, “as found” code RT would be selected rather than W1 or N. The following comments would be added in the **Comments** field:

- temperature error of 4.4 °C
- measurement error of 0.30%
- printed ticket does not provide all required SVM-1 information.

2.13 Examination results

The following is a list of examination result codes and accompanying notes

Table 4: Examination result codes

Code	Result	Definition	Notes
V	Verified	The device complies with all requirements	<p>Service contracts may require limits of error that are more restrictive than the legislated limits of error. Adjustments to bring devices within service contract requirements may be noted in the Comments field and test reports, but are not reported as adjustments for certification purposes.</p> <p>Includes devices with "as found" errors that were adjusted/repaired during the examination in order to meet requirements.</p>
W	Warning	Error against trader (see note 1 below)	<p>A measurement error greater than the limit of error is found and the device cannot be brought into compliance during the examination. Also used when a device is found with non-measurement (N) or installation (I) errors against the trader.</p> <p>In such instances, devices must be re-examined at a later date, after servicing, to be certified.</p>
R	Rejected	Error against consumer (see note 2 below)	<p>A measurement error greater than the limit of error is found and the device cannot be brought into compliance during the examination. Also used when a device is found with non-measurement (N) or installation (I) errors against the consumer, as well as errors that can be against both the consumer and the trader.</p> <p>In such instances, devices must be re-examined at a later date, after servicing, to be certified.</p>
S	Seized	For use by Measurement Canada only	<p>If the examination result is "seized", the certificate must be annotated to this effect. The trader must be informed of their responsibilities and their signature must be requested.</p> <p>When a device used in trade without having been initially examined pursuant to section 8 of the Weights and Measures Act is seized, code S is selected from the Result dropdown list and code X is selected from the "As found" dropdown list.</p> <p>When an unapproved device used in trade is seized, S is selected from the Result dropdown list and Z is selected from the "As found" dropdown list.</p>
X	Not for use in trade	For use by Measurement Canada only	Select examination type 0. The device will be removed from the active device population.

Code	Result	Definition	Notes
Z	Not legal for trade	For use by Measurement Canada only	Select examination type 0. The device will be removed from the active device population.

Note 1: Examination result code W must be selected where a device is found operating with measurement errors in favour of the consumer and non-measurement or installation infractions against the trader. See note 3 below.

Note 2: Examination result code R must be used where a device is found operating with measurement errors against the consumer. This could be caused by a device used for selling that is over-indicating or a device used for buying that is under-indicating. See note 3 below.

Examination result code R and “as found” code X or Z may be selected under the direction of the District Manager.

Note 3: If examination result code R or W is selected, it is imperative that the recognized technician or inspector determine all uses of the device. If the device may be used for both buying and selling, code R must be selected, as for any infraction where it cannot be readily determined whether the consumer or the trader is the disadvantaged party.

2.14 Equipment identification number (for use by Measurement Canada only)

This is the ID number of the equipment that was used for the examination, as indicated in the equipment usage tables.

2.15 Physical standard type (for use by authorized service providers only)

Indicates the type of physical standard used for the examination, entered as a numerical value on the Device Examination Worksheet.

Table 5: Physical standard type codes

Code	Description
1	Open neck prover
3	Gravimetric prover
4	Vapour displacement prover
5	Pipe prover
6	Mass standard (volumetric)
7	Mass standard (gravimetric)
8	Reference meter prover
10	Pipe prover with entirely mechanical means of registration

2.16 Physical standard identification number

Indicates the identification number assigned to the physical standard used for the examination.

- If more than one standard was used during the examination, select the **Add Standard ID** link to add standards.
- If a set of standards was used, indicate the name of the set of standards, the range used and the capacity of each standard (e.g. PAC 1-40, 10 kg).

Authorized service provider standards

- The standards set number or the standard serial number indicated on the Measurement Canada Certificate of Designation must be entered in this field.
 - If a set of standards was used, indicate the range used and the capacity of each standard.
 - Ensure the Certificate of Designation is not expired.
- The authorized service provider must use the numbering system in a consistent manner to facilitate the traceability of standards used.

Measurement Canada standards

The number assigned by the Measurement Canada calibration laboratory or the number that appears on the Measurement Canada Certificate of Designation.

2.17 Physical standard expiry date

Refers to the expiry date of each physical standard used for the examination, as indicated on the Measurement Canada Certificate of Designation.

2.18 Temperature standard identification number

Indicates the identification number assigned to the temperature standard used for the examination.

- If more than one temperature standard was used during the examination, select the **Add temperature standard ID** link to add standards.

Authorized service provider standards

- The temperature standard serial number indicated on the Measurement Canada Certificate of Calibration and Designation must be entered in this field.
 - Ensure the Certificate of Calibration and Designation is not expired.
- The authorized service provider must use the numbering system in a consistent manner to facilitate the traceability of standards used.

Measurement Canada standards

The number assigned by the Measurement Canada calibration laboratory or the number that appears on the Measurement Canada Certificate of Calibration and Designation.

2.19 Temperature standard expiry date

Refers to the expiry date of each temperature standard used for the examination, as indicated on the Measurement Canada Certificate of Calibration and Designation.

2.20 Comments

Recognized technicians and Measurement Canada inspectors must enter information they deem necessary (e.g. reasons for device non-compliance, annotations, restrictions, etc.) in the ORA **Comments** field for the device. Where approvals allow for the use of audit trails instead of the usual seals, a comment must be recorded in the **Comments** field (refer to the specific approval document).

The following are examples of common comments and their descriptions.

Generic comments

“Repairs not carried out”

“Information plate is missing”

“Unreadable serial number”

“Defective indicating element”

Comments related to gravimetric devices

Example: “Repeatability - section error”

Note: Recognized technicians and Measurement Canada inspectors must provide the required information where square brackets [] appear in the table below.

Table 6: Comments related to gravimetric devices

Comment	Description and notes
“This device is not suitable for buying or selling precious metals at the retail level. For industrial or wholesale use only.”	Mandatory annotation applicable to the initial examination of any Class II device with $e > 0.010$ g (10 mg).
“This device is not suitable for buying or selling gemstones.”	Mandatory annotation applicable to the initial examination of any Class II device with $e > 0.001$ g (1 mg), including those devices noted above.

Comment	Description and notes
<p>“Not to be used to weigh a net load of less than [xxx] kg.”</p>	<p>Minimum quantity that can be weighed on the device as configured. This annotation must be used where the possibility exists that the device will be used below this minimum load.</p>
<p>“Portable installation valid until [date].”</p>	<p>Required when placing a portable vehicle scale in a portable installation. The date is generally no more than one year after the examination date. See STP-7 for more information.</p>
<p>“For prepacking use only”</p>	<p>Required for devices designed for prepackaging use only (i.e., retail food).</p>
<p>“Approaches were not completed at the time of the initial examination. The device owner agrees to complete the approaches in accordance with section 63 (SRNAWD), by May 31, [xxxx].”</p>	<p>Required for vehicle scales installed in the winter when it is not always feasible to provide either permanent foundations or approaches due to ground frost.</p> <p>Note: When an initial examination is scheduled for a vehicle scale under these circumstances, a letter of intent to complete the approaches in accordance with requirements by May 31 of the following year, signed by the prospective device owner, must be sent to the district manager of the nearest Measurement Canada office.</p>
<p>“This device is not to be used for multi-draft weighing (no split load weighing).”</p>	<p>Required whenever a short-deck vehicle scale is examined and there is a reasonable expectation that it may be used to weigh vehicles which are too long to be fully supported by the load receiving element. A typical example would be a 10 m scale used at a gravel pit to weigh trucks with trailers.</p>
<p>“This device was examined at the factory as a portable device. All permanent installations will be subject to pertinent requirements.”</p>	<p>Required when a portable device is examined in a factory but may ultimately be installed permanently.</p>
<p>“Suitable access to be provided/maintained for subsequent testing.”</p>	<p>Required whenever access to the device is likely to be hindered following initial examination. Typical installations include livestock scales that often have corrals built around them, which make subsequent access with test equipment impossible.</p>

Comment	Description and notes
<p>“The initial examination was performed at the factory. The scale(s) may require readjustment upon relocation from changes in acceleration due to gravity.”</p>	<p>Required for scales examined at the factory that can be affected by gravity (usually small capacity devices) at their final destination.</p>
<p>“The approval or manufacturer’s maximum capacity is [xxx] kg.”</p>	<p>Required for class approved scales when the legal maximum capacity (certified capacity) is lower than the approved or manufacturer’s nominal maximum capacity.</p>
<p>“Approved load cells installed: Manufacturer: [xxx] Number of load cells: [xxx] Load cell certificate number: [xxx] Model: [xxx] Emax: [xxx]”</p>	<p>Required upon initial examination of scale using a class approval.</p>
<p>“This scale was calibrated with a correction factor of [xxx]% post examination. If this scale is moved to another location, you must inform Measurement Canada. The scale may require recalibration.”</p>	<p>Required when biasing a scale (post examination) with a correction factor at a location other than the final destination because the difference in gravity between the locations affects the measurement beyond the limits of error.</p>
<p>“Indicator serial number [xxx] is a spare for scale serial number [xxx].”</p>	<p>Required when an indicator is certified as a spare.</p>
<p>“The value of the actual scale interval (d) is [xxx] mg.”</p>	<p>Required for a class II scale that has an actual scale interval (d) that is different than the verification scale interval (e). The value of the verification scale interval is captured in the Interval field.</p>

Comment	Description and notes
“Category of device [1, 2 or 3] Event counter number [xxx] Event logger number [xxx] Last access to calibration parameter [DD/MM/YYYY]”	One or more of these four independent comments is required when a scale is fitted with an audit trail, as per the Terms and conditions for the approval of metrological audit trails .
“Speed of the belt: [xxx] Speed of the conveyor: [xxx] Serial number of the bucket: [xxx]”	Required as per the specifications or NOA.
“Draft size at time of examination is [xxx].”	Required for bulk weigher at time of examination.
“Load receiving elements [xxx], [yyy], [zzz] and indicator [123] form a multi-deck scale.”	Required for multi-deck scales.

Comments related to volumetric devices

Example: “Temperature error of [x.x]° C”

Note: Recognized technicians and Measurement Canada inspectors must provide the required information where square brackets [] appear in the table below.

Table 7: Comments related to volumetric devices

Comment	Description and notes
“Meter # [x] must not be used at flow rates below [minimum flow rate].”	Required in cases where it is possible to operate a meter below its approved minimum flow rate.
“Meter # [x] product depletion test conducted at [xxx] lpm.”	Required if a device owner or service company will slow down the delivery rate of a system so that it will pass the product depletion test. As they may increase the flow rate following the examination, it is desirable to know at what flow rate the test was done.

Comment	Description and notes
<p>“The device(s) described above is (are) not to be used in trade when the automatic temperature compensation feature is not in use.”</p>	<p>Required to inform the trader that the ATC cannot be turned off without the permission of a Measurement Canada inspector. See bulletin V-19, section 4.2.4.</p>
<p>Liquid Controls meter example: “Unit #12, meter #1, products 1, 3, 6 and 10, 730 = 537.7654 P/L”</p>	<p>This comment means that vehicle 12, meter 1, was set up to measure gasoline as products 1, 3, 6 and 10. The density value was set at 730 kg/m³ and the pulses per litre, as left, were 537.7654.</p>
<p>Mid:com register example: “Unit# 6, meter #1, 730 switches 1, 0, 9, 8, 4, 5, 2”</p>	<p>N/A</p>
<p>AccuLoad register example: “Meter# 6, rack# 2, Basek = 13P/L, MMF= 1.000, MF1=1.0017 @ 1350LPM, MF2 = 1.0021 @ 600LPM, density 730 ATC and APC”</p>	<p>N/A</p>
<p>“Register common to meters #1 and #2, [product and calibration information to be entered for each meter].”</p>	<p>Example for meters in general: Meter #1 s/n: 12345 Register s/n: R1234 Product: 11 Meter #2 s/n: 3456 Register s/n: R1234 Product: 10</p>
<p>“The register must be reset to zero prior to delivery, with pump engaged and hose extended to delivery length. Register pre-set use is not permitted for deliveries requiring more than 150 feet of unreeled hose.”</p>	<p>Required in cases where a brand new fuel truck hose assembly exhibits hose expansion errors beyond the acceptable limit or error.</p>

Comment	Description and notes
<p>“The device was calibrated for and can only be used in trade to measure [generic name of product and density].”</p> <p>Or, in cases where the meter was not tested with the actual product, it is desirable to indicate the liquid and factors used:</p> <p>“Meter # [x] was not tested on [product name]. P/L of [xxx.xxxx] with [alternate liquid name] used. This may result in under-registration errors for this product.”</p>	<p>General restrictions for liquid measuring devices (gasoline dispensers, vehicle or rack mounted meters).</p>

2.21 Project number (for use by Measurement Canada only)

In this field, enter the marketplace monitoring project number. Choose **Select from list** for a complete list of current project numbers.

Project number X-29 may only be used with examination types F4 and P4. When this project number is used:

- the recognized technician’s identification number must be reported as part of examination results reporting;
- the inspector must send an email to the Alternative Service Delivery team to report issues that are discovered or devices that are not certified;
- all other requirements related to the reporting of examinations under F4 and P4 examination types apply.

3.0 Revisions

Effective date	Revisions
<p>June 28, 2024</p>	<ul style="list-style-type: none"> • Amended the instructions for adding directions in the warning message in subsection 1.5 Address. • Added new subsections to section 1.0 to account for new fields added to ORA: <ul style="list-style-type: none"> ◦ 1.11 Establishment notes ◦ 1.12 Longitude and latitude • Modified the instructions for adding a second email address in subsection 1.13 Details of establishment's contact person (previously 1.11). • Added new subsections to section 2.0: <ul style="list-style-type: none"> ◦ 2.17 Physical standard expiry date ◦ 2.18 Temperature standard identification number ◦ 2.19 Temperature standard expiry date • Renumbered the subsections of sections 1.0 and 2.0 to account for new content.

Effective date	Revisions
March 13, 2024	<ul style="list-style-type: none"> • Removed all references to fax from section 1.11. • Updated section 2.12 to reflect changes to how the As found field will function for initial examinations. • Added instructions pertaining to replacement indicators to section 2.1. • Added some required comments related to gravimetric devices to table 6 in section 2.17. • Amended a couple of the required comments related to gravimetric devices in table 6, section 2.17. • Minor editorial changes.
May 19, 2019	<p>Revisions made to reduce device duplication in the database:</p> <ul style="list-style-type: none"> • Indicated that the Device Examination Certificate is to be issued to the legal entity using the device for trade. • Corrected the Address and Directions sections for devices in rural or remote locations. • Clarified how serial numbers are to be entered, particularly those in the retail petroleum sector. <p>Revisions made to enhance data integrity:</p> <ul style="list-style-type: none"> • Added a Device Notes section. • Changed “as found” codes for measurement errors in order to clearly define the direction of the error and avoid any confusion with the actual scale interval, which is represented by “d”. • Added “as found” codes for ATC errors. • Provided examples to demonstrate how “as found” measurement errors are calculated and how infractions are prioritized. • Improved clarity/consistency throughout the manual. <p>Revisions made to simplify requirements:</p> <ul style="list-style-type: none"> • Removed “Interval” reporting for volumetric devices. • Removed “Product type” reporting for gravimetric devices. • Reduced the number of “as found” codes.
June 26, 2018	<ul style="list-style-type: none"> • Updated title page with new departmental name and corporate signature. • Updated Authorized service provider standards in the “Physical standard ID” section.