



Innovation, Science and
Economic Development Canada
Measurement Canada

Innovation, Sciences et
Développement économique Canada
Mesures Canada

S-A-01-G:2017—Accreditation standard guide

(revised 2021-02)

Canada 

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Revisions table

This document will continue to be periodically reviewed by Measurement Canada to ensure its effectiveness with respect to its objectives. The following revisions are authorized by the President of Measurement Canada.

Date of revision or addition	Language	Section	Nature of the revision or addition
2021-02	English and French	3.2	Removed the paragraph pertaining to the requirement to have criminal record checks conducted.
2021-02	English and French	3.3	Added a reference to the web page that includes the fees applicable to authorized service providers.
2021-02	English and French	11.5	Added guidance regarding the expansions of scope. Clarified the intent of the existing points.

[Previous revisions table](#) ^[link 1]

Introduction

This edition of S-A-01-G:2017 provides guidance for the application of S-A-01:2017. To facilitate cross-referencing to S-A-01:2017 and ISO 9001:2015, this document has the same clause structure as those standards.

The information contained in this supplementary document does not entail additional requirements. This document provides guidance, direction and clarification regarding the development, implementation and maintenance of quality management systems that are intended to satisfy the requirements contained in S-A-01:2017.

1 General

The purpose of this document is to give guidance to enable applicants and other users to have improved consistency, clarity and understanding when applying the requirements of S-A-01:2017. However, this guidance document does not add to, or otherwise change, the requirements of S-A-01:2017.

1.1 Applicability

No guidance provided.

1.2 Scope of Measurement Canada's accreditation program

The inspection of a conditionally approved device by an authorized service provider is allowed; however, certain guidelines are to be followed prior to a device being inspected and these guidelines can be found in [bulletin GEN-04](#) ^[link 2].

1.2.1 Under the *Electricity and Gas Inspection Act*

No guidance provided.

1.2.2 Under the *Weights and Measures Act*

An organization that is accredited for field inspections is also authorized to conduct inspections at the request of an organization (that is accredited or is not), at the place of business of the organization making the request or in the field, provided that all requirements, including inspection conditions described in the documented test information and S-A-01:2017, section 7.1.5 Monitoring and measuring resources, are met by the accredited organization conducting the inspection.

[Bulletin GEN 41](#) ^[link 3] clarifies which activities are considered trade in order to determine whether devices used in trade require type approval and inspection.

The [Submit Inspection Results](#) ^[link 4] page on Measurement Canada's website provides all the information related to device types.

Note: Inspections of devices belonging to [companies licensed by the Canadian Grain Commission to operate transfer or terminal elevators](#) ^[link 5] are typically carried out by Canadian Grain Commission inspectors who have been recognized by Measurement Canada.

1.3 Excluded from the scope of the accreditation program

1.3.1 Under the *Electricity and Gas Inspection Act*

No guidance provided.

1.3.2 Under the *Weights and Measures Act*

Inspections of systems for liquefied petroleum gases such as propane and butane (product code 31) and anhydrous ammonia (NH₃, product code 32) are included in the present scope of accreditation.

Subsequent inspections of non-automatic weighing devices used in the precious metal and precious stones sector which were initially inspected after the coming into force of the Specifications Relating to Non-automatic Weighing Devices (1998) are included in the present scope of accreditation.

1.4 Eligibility

1.4.1 Additional requirement applicable to weights and measures organizations

No guidance provided.

2 Definitions

2.1 Definitions applicable to all organizations

No guidance provided.

2.2 Additional definitions applicable to weights and measures organizations

For weights and measures sites, the authority to make decisions is typically associated with a middle management role or supervisory role.

Such delegated authority for management at this additional location or site could be for one or more of the following:

- a) the training or evaluation of competencies of the technicians, as they relate to inspection duties
- b) storage of documented information (e.g. documented information for training, device inspection, standards calibration and designation)
- c) ensuring a valid calibration and designation of standards used for inspection purposes

This list is not exhaustive and other factors may be considered to establish a location as an additional location or site by Measurement Canada.

2.3 Additional definitions applicable to electricity and gas organizations

No guidance provided.

3 Responsibilities

3.1 Measurement Canada

- j) The frequency of audits of remote locations and sites is dependent on the extent of the processes and activities at the remote location or site.

3.2 All organizations

Organizations seeking accreditation to perform inspections in accordance with the *Weights and Measures Act* should define the number of persons requiring the mandatory training from Measurement Canada.

- p) The changes to requirements include changes that may be brought about by changes to legislation, technical specifications, bulletins, policies, procedures or the accreditation standard.
- r) All and any fees associated to the confirmation of the validity of the legal entity status are the responsibility of the organization. An online search or hard copy from the governing body is deemed acceptable.

3.2.1 Additional responsibilities of weights and measures organizations

- a) The requirement is that the accredited organization has one employee at all times who has received the training directly from Measurement Canada. There is no requirement for this person to be a recognized technician, to have received a practical evaluation or to be the one who delivers the training to others.
- h) Legal requirements include those related to device configuration, performance and installation.

3.2.2 Additional responsibilities of electricity and gas organizations

No guidance provided.

3.3 Fees payable to Measurement Canada

Effective 2019, all fees are increased annually by the applicable Consumer Price Index determined by the Government of Canada.

- [Fees applicable to authorized service providers](#) ^[link 13]

For organizations located in Canada, all fees are subject to applicable taxes.

Examples of fees payable to Measurement Canada

Example 1

Accreditation audit conducted in January 2017; no expansions of scope are granted in 2017.

Fee payable = accreditation audit fee \$1,000 (plus applicable taxes)

Example 2

Accreditation audit conducted in January 2017; one expansion of scope audit is conducted prior to the end December 2017.

Fees payable:

- accreditation audit \$1,000 (plus applicable taxes)
- expansion of scope audit \$1,000 (plus applicable taxes)

Example 3

Accreditation audit conducted in January 2016. Combined expansion of scope and surveillance audit conducted in 2017.

Fee payable for year 2016 = accreditation audit fee \$1,000 (plus applicable taxes)

Fee payable for year 2017 = expansion of scope / surveillance audit fee \$1,000 (plus applicable taxes)

Guidance applicable to weights and measures organizations

If an organization wishes to send three individuals on a five-day training session which starts at 1:00 p.m. on Monday and ends at noon on Friday of the same week, the fees (prior to July 1, 2019) would have been:

3 individuals x 5 days x \$100 each = \$1,500 (plus applicable taxes)

There are no fees for practical examinations. However, if they are performed during an initial inspection, the normal fees for the inspection apply.

Quality management system requirements

4 Context of the organization

4.1 Understanding the organization and its context

No guidance provided.

4.2 Understanding the needs and expectations of interested parties

No guidance provided.

4.3 Determining the scope of the quality management system

Guidance applicable to weights and measures organizations

The device types, product types and physical standard types can be selected from manuals and tables related to the Online Reporting Application Terms and Conditions of Use.

An accredited organization is not required to list the makes and models of devices in its documented information. However, the device model number should appear on the test report form that is completed when an inspection is performed and inspection data and results are submitted.

Guidance applicable to electricity and gas organizations

The required list may be part of the documented information or be maintained through other means.

Certain device types may have particular makes and models with various available ranges. In such cases, specifying the particular ranges intended to be verified or reverified helps ensure the organization has measuring apparatus and test equipment to cover all applicable ranges of operation.

If the term "verification" is in an organization's statement of accreditation scope, the organization is only permitted to inspect meters that are new and are being initially verified.

If the term "reverification" is in an organization's statement of accreditation scope, the organization is only permitted to inspect meters that are reserviced and are being reverified.

If an organization wants to inspect renewed meters (refer to bulletin [GEN-42—Policy for the Renewal of Electricity and Gas Meters](#) ^[link 10]), the statement "reverification - includes renewed meters" must be included in its statement of accreditation scope and the organization must maintain a list that includes details on the renewed meters in accordance with section 4.3 of S-A-01.

4.4 Quality management system and its processes

Where the term procedure is used, it is meant to include other mechanisms for describing activities or actions, such as processes, process flow charts, other diagrams, etc.

Determining full compliance with these requirements is a two-step process: documented information review and on-site auditing. Documented information submitted to Measurement Canada for review should demonstrate a commitment to meeting S-A-01:2017 requirements. Technical procedures should reference the forms that are completed in the process. Evidence of the effectiveness of the documented information in meeting the requirements is usually confirmed at the time of audit.

Organizations may structure their documented information in any fashion, as long as all requirements are adequately addressed.

5 Leadership

5.1 Leadership and commitment

5.1.1 General

No guidance provided.

5.1.2 Customer focus

While meeting the customer satisfaction aspects of ISO 9001:2015 is not a requirement for Measurement Canada accreditation, the organization should consider customer satisfaction (see section 9.1.2 of this guide) as it relates to its scope of accreditation.

5.2 Policy

5.2.1 Establishing the quality policy

No guidance provided.

5.2.2 Communicating the quality policy

No guidance provided.

5.3 Organizational roles, responsibilities and authorities

The management representative is responsible for liaising with Measurement Canada on matters relating to the accreditation of the organization.

6 Planning

6.1 Actions to address risks and opportunities

An organization should consider the risks if it or the devices it has inspected do not meet requirements (i.e. suspension, potential recall of devices).

6.2 Quality objectives and planning to achieve them

No guidance provided.

6.3 Planning of changes

For product realization, organizations need only address those areas specified in section 1.2 of this standard. That is, when planning to address quality planning for inspection purposes, all legal requirements will be implemented within the context of section 1.2, in order to obtain or maintain accreditation.

Section 1.2 forms the auditing basis of the accreditation standard in terms of processes addressed by an organization planning to perform inspections according to the applicable act.

7 Support

7.1 Resources

7.1.1 General

No guidance provided.

7.1.2 People

No guidance provided.

7.1.3 Infrastructure

No guidance provided.

7.1.4 Environment for the operation of processes

No guidance provided.

7.1.5 Monitoring and measuring resources

7.1.5.1 General

No guidance provided.

7.1.5.2 Measurement traceability

Organizations that apply to receive and/or receive accreditation from Measurement Canada to perform inspections may in some circumstances be able to borrow some certification equipment from the local Measurement Canada district office. The conditions under which the equipment may be borrowed are governed by [bulletin GEN-37](#) ^[link 7].

Guidance applicable to weights and measures organizations

Physical standards: See the electronic thermometer ice point test of [bulletin V-24](#) ^[link 8].

Guidance applicable to electricity and gas organizations

Measurement Canada delegates certain authorities to qualified organizations for the calibration and certification of measuring apparatus. The conditions for this delegation are set out in C-D-01—Conditions for the Delegation of Authority for the Calibration and Certification of Measuring Apparatus Pursuant to the *Electricity and Gas Inspection Act*.

Test standards: See the portable electronic thermometer ice point test from laboratory practices [TE-LP-003](#) ^[link 11] and [TE-LP-001](#) ^[link 12].

7.1.6 Organizational knowledge

No guidance provided.

7.2 Competence

Guidance applicable to weights and measures organizations

Measurement Canada will evaluate candidates through a theoretical and a practical examination. A mark of 70% or higher is required to pass examinations.

A candidate who fails an examination for the first time will be given an opportunity to take a make-up examination. A second failure will result in certain conditions having to be met, such as having to attend the training again and redo the examination. A further failure would result in the candidate not being qualified as a recognized technician by Measurement Canada. Even if a technician is already recognized for a certain scope, subsequent examination failures for new scopes could result in the existing recognition being withdrawn.

If the technician is not recognized within 12 months following the practical examination, another successful practical examination will be required before the technician can be recognized.

Measurement Canada will determine the device type, product, standard and procedure required for the practical examinations based on the scope requested for the technician.

Measurement Canada reserves the right to monitor technicians at any time. If a recognized technician is found to no longer have the required knowledge or skills, the technician's recognition may be suspended by Measurement Canada.

If specialized training is not yet available through Measurement Canada, Measurement Canada may accept that the training be given by other means. Measurement Canada can provide the conditions that must be met by the organization given the specific circumstances. In all cases, Measurement Canada will remain responsible for evaluating all candidates through theoretical and practical evaluation.

Measurement Canada reserves the right to refuse to add a technician to the Schedule A of any authorized service provider or to restrict the technician's scope.

7.3 Awareness

No guidance provided.

7.4 Communication

Organizations will not be required to establish documented information describing internal communication

processes. The effectiveness of internal communications will be determined during the audit process.

7.5 Documented information

7.5.1 General

No guidance provided.

7.5.2 Creating and updating

No guidance provided.

7.5.3 Control of documented information

An organization can establish and maintain documented test and inspection information (previously known as test and inspection records) in a variety of ways (travellers, field notes, test reports, checklists, etc.). Documented test and inspection information may refer to the applicable weights and measures standard test procedures and inspection procedure outlines without repeating their content. Documented test and inspection information may be designed to cover a variety of device types in a single document.

Evidence that documented information has been established and maintained is determined during the on-site audit process.

Guidance applicable to weights and measures organizations

Accredited organizations may choose to provide their personnel with either paper or electronic (e.g. compact discs) copies of the documented information mentioned in S-A-01:2017. As an option, it is also acceptable that accredited organizations refer to the documents posted on the Measurement Canada website provided that their personnel, including those who perform field inspections, have direct access to them at all times. Accredited organizations may choose to make available to their personnel copies of Measurement Canada's weights and measures inspection manual (field inspection manual, inspection procedure outlines and standard test procedures for mass and volume) as work instructions, or include their own documented evaluation and inspection information in the form of work instructions that have been reviewed and accepted by Measurement Canada prior to implementation.

The Online Reporting Application Terms and Conditions of Use and related manuals and tables provide all the necessary details regarding inspection certificates.

8 Operation

8.1 Operational planning and control

Product realization is applied within the context of sections 4.3 and 4.4 of S-A-01:2017, including all of the requirements from a) through e). Other production processes do not have to be addressed unless they incorporate aspects of final inspection.

8.2 Requirements for products and services

8.2.1 Customer communication

No guidance provided.

8.2.2 Determining the requirements for products and services

No guidance provided.

8.2.3 Review of the requirements for products and services

No guidance provided.

8.2.4 Changes to requirements for products and services

No guidance provided.

8.3 Design and development of products and services

No guidance provided.

8.4 Control of externally provided processes, products and services

8.4.1 General

The packing, handling, storage, preservation and transportation of trade devices for which the accredited organization has responsibility may be outsourced. The necessary instructions should be given to the supplier and effective processes should be implemented to control these activities.

Guidance applicable to weights and measures organizations

Accredited organizations may outsource the assembly and installation of devices (vehicle scales, hopper scales, loading rack meters, etc.). However, they should provide all the necessary instructions, plans, blueprints, etc., and should exercise the necessary controls to ensure that the assembly and installation are carried out by the supplier in accordance with all the device manufacturer's specifications and instructions, and with Measurement Canada requirements.

Guidance applicable to electricity and gas organizations

For the purpose of obtaining accreditation in accordance with the *Electricity and Gas Inspection Act* and Regulations, in instances where accredited organizations outsource, the following should apply:

- a) Activities outsourced by an accredited organization are considered to be part of its operations. Even if these activities are not directly performed by the accredited organization, the organization should address the activities as part of its documented information. This includes evaluating suppliers. Suppliers may also be subject to Measurement Canada audit.
- b) Accredited organizations that outsource for the provision of the services listed below should ensure that the supplier has been evaluated and performs these activities in a controlled manner:
 - lot formation for the purpose of compliance sampling;
 - retrieval of compliance sample meters;
 - cleaning and calibration of meters for reverification, excluding compliance sample meters;
 - retention of inspection certificates;
 - retrofitting diaphragm meters in situ with an automatic meter reading device;
 - handling, storage, preservation and delivery;
 - documented quality and inspection information;
 - internal audits.
- c) In all instances, when an accredited organization outsources device-related activities, the organization is responsible for ensuring that these activities are carried out in a controlled manner. The accredited organization should set out the criteria and the basis for the selection of suppliers.
- d) The following services should only be outsourced to organizations that are also accredited to perform these activities:
 - final inspection during verification, reverification, seal extension by compliance sampling (including sample selection) and sealing of meters;
 - issuing and retaining inspection certificates.
- e) Inspection, sealing and issuing of the inspection certificate for any meter should be performed by the same organization.

- f) If the retrieval of compliance sample meters is conducted by non-accredited organizations, handling, storage, preservation and delivery activities should be evaluated by the accredited organization which is outsourcing these services.
- g) In the case of shipping devices post inspection (including the return of compliance sample meters), the handling, storage, preservation and delivery requirements are to be applied to the original point of shipment. This does not absolve a meter owner or contractor from the responsibilities arising from section 16 of the *Electricity and Gas Inspection Act*. Measurement Canada may periodically monitor the performance of in-service meters. Any nonconformities arising from these monitoring activities should be addressed by the meter owner.
- h) This guidance applies only to accredited organizations outsourcing the work of retrofitting diaphragm meters in situ with an automatic meter reading device. Those employed by an accredited organization who come under the direct control and supervision of the subject organization may be recognized by Measurement Canada as being eligible to install automatic meter reading devices, including breaking meter seals and resealing the meters being retrofitted. In this case, being employed by or under the control and direction of an accredited organization is sufficient. It is not required to be an employee of the organization. This means that an accredited organization can outsource the work, but must take actions to demonstrate that it has remained in control of the work performed by the supplier. Under no circumstances will the outsourcing of work be permitted for the verification or reverification of meters.
- i) The paired difference experiment tests need to be performed for the purpose of establishing appropriate automatic meter reading device installation procedures prior to granting the expansion of scope. See [bulletin G-19](#)—Policy on In Situ Retrofitting of Diaphragm Meters With an Automatic Meter Reading Device and/or Replacement Register ^[link 6] for the prerequisite conditions.
- j) Sections 8.4.1 a), b) and c) of this guide are also applicable to outsourcing the work of retrofitting diaphragm meters in situ with an automatic meter reading device.

8.4.2 Type and extent of control

No guidance provided.

8.4.3 Information for external providers

Incoming replacement parts and device components should be inspected to ensure that they conform to the manufacturer's specifications and that they are of types approved by Measurement Canada.

8.5 Production and service provision

8.5.1 Control of production and service provision

No guidance provided.

8.5.2 Identification and traceability

Guidance applicable to weights and measures organizations

Organizations submit information on all the physical standards used during an inspection when reporting device inspection data and results via the Online Reporting Application.

As there is no legal requirement in the *Weights and Measures Act*, it was established that, until further notice, the use of the year mark on seals used by authorized service providers is permissible and left up to each organization to apply or not as they see fit, and that Measurement Canada will not take any enforcement action where a seal is marked with a year which differs from the one stated on the inspection certificate.

Guidance applicable to electricity and gas organizations

For traceability purposes, organizations record the identification numbers, kit numbers or series number (e.g. XX-01 to XX-20) of all the physical standards used for the inspection on the inspection certificate, a test report or any other document kept by the organization. Organizations may create their own numbering system.

8.5.3 Property belonging to customers or external providers

No guidance provided.

8.5.4 Preservation

No guidance provided.

8.5.5 Post-delivery activities

No guidance provided.

8.5.6 Control of changes

Section 8.5.6 should apply only to areas other than the design and development of products and services and customer satisfaction. However, the organization should consider customer satisfaction (see section 9.1.2 of this guide) as it relates to its scope of accreditation.

8.6 Release of products or services

Guidance applicable to weights and measures organizations

Accredited organizations are not required to submit the reports required under sections 40, 41 and 42 of the *Weights and Measures Regulations* when the devices being serviced (repaired, altered or adjusted) are of a type included in the scope of their accreditation and for which a recognized technician submits device inspection data and results, since the submission of data and results serve this purpose. In all other circumstances, when a seal is broken or a device is repaired, altered or adjusted, accredited organizations are to send the reports required under sections 40, 41 and 42 of the *Weights and Measures Regulations*.

Accredited organizations are neither permitted nor required to lock devices out of service or seize devices.

An inspection certificate certifying that the device meets the requirements of the *Weights and Measures Act* may be issued only after a complete inspection performed by a recognized technician. A complete inspection is not required when issuing a rejection certificate for a device that does not meet the requirements.

Devices within an organization's accreditation scope may be serviced by a non-recognized person from the accredited organization. If the device owner wishes to obtain a certificate, a recognized technician of the accredited organization is to perform the inspection of the device and submit device inspection data and results. Accredited organizations may submit device inspection data and results only for device types that fall within their scope of accreditation.

A portable device (e.g. computing scale, point of sale scale) may be inspected on site (exemption from section 28 of the *Weights and Measures Regulations*) as long as the inspection is performed before the accredited organization disposes of the device and before the device is used in trade.

Note: Although it is not a requirement of accreditation, organizations are requested to notify Measurement Canada when they find that the use requirements of the *Weights and Measures Act* and Regulations are contravened (e.g. a scale is not properly set to zero before use; a device is used fraudulently; no tare is applied; load not fully supported by the weighing and load receiving element, etc.).

Guidance applicable to electricity and gas organizations

To assist Measurement Canada staff and accredited organizations in determining electricity and gas contractor registration, Measurement Canada has published an electricity and gas contractor registry.

8.7 Control of nonconforming outputs

No guidance provided.

9 Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

Guidance applicable to weights and measures organizations

The inspection of devices at the factory or any location other than the intended point of use may be subject to supplementary requirements such as those found in Measurement Canada bulletins.

The inspection of mass devices at the factory or any location other than the intended point of use is subject to the requirements found in the latest version of Measurement Canada [bulletin M-23](#) ^[link 9].

9.1.2 Customer satisfaction

While meeting the customer satisfaction aspects of ISO 9001:2015 is not a requirement for Measurement Canada accreditation, the organization should consider customer satisfaction as it relates to its scope of accreditation.

9.1.3 Analysis and evaluation

While meeting the customer satisfaction aspects of ISO 9001:2015 is not a requirement for Measurement Canada accreditation, the organization should consider customer satisfaction (see section 9.1.2 of this guide) as it relates to its scope of accreditation.

9.2 Internal audit

The requirement states that auditors must not audit their own work. In circumstances where this could not be achieved, such as in a small business, the organization needs to document the situation and propose a solution to Measurement Canada for assessment. It would be expected that the organization would need to revise its documented internal audit information. Advice and guidance from relevant ISO documentation should be considered when developing a solution.

The objective will be to ensure that the auditors conducting the internal audit are competent and as independent of the work or processes being audited as possible. The organization should demonstrate how the auditor will achieve objectivity and impartiality during the internal audit to ensure that there will not be any actual or potential conflict of interest.

The solution will be considered effective if Measurement Canada does not find any audit evidence contrary to the internal audit.

9.3 Management review

9.3.1 General

No guidance provided.

9.3.2 Management review inputs

Organizations will not be required to establish and document procedures describing the management review input process. The effectiveness of the management review will be determined during the audit process. With the exception of customer satisfaction, Measurement Canada auditors will expect to see all review inputs addressed during the management review process. However, the organization should consider customer satisfaction (see section 9.1.2 of this guide) as it relates to its scope of accreditation.

No action will be taken by Measurement Canada if the organization does not consider customer satisfaction

as an input to the management review process (also see section 10.3 of this guide).

9.3.3 Management review outputs

Organizations will not be required to establish and document procedures describing the management review output process. Measurement Canada auditors will expect to see all review outputs addressed during the management review process; however, they will not expect improvements to products that exceed Measurement Canada legal requirements.

10 Improvement

10.1 General

No guidance provided.

10.2 Nonconformity and corrective action

No guidance provided.

10.3 Continual improvement

Measurement Canada will exclude customer satisfaction from its audit scope and limits its continual improvement expectations to the use of the quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review. However, the organization should consider customer satisfaction (see section 9.1.2 of this guide) as it relates to its scope of accreditation.

No action will be taken by Measurement Canada if the organization does not consider customer satisfaction as an input to the management review and continual improvement processes (also see section 9.3.2 of this guide).

11 Accreditation process

11.1 General

No guidance provided.

11.1.1 Application for accreditation

No guidance provided.

11.1.2 Evaluation of applicant's documented information

No guidance provided.

11.1.3 Witness inspection process

No guidance provided.

11.1.4 Accreditation audits

No guidance provided.

11.1.5 Granting of accreditation

No guidance provided.

11.1.6 Maintenance of accreditation

No guidance provided.

11.1.6.1 Product audits

Weights and measures product audits

Weights and measures product audits will be planned in a manner such that a variety of device types and subtypes, standard types and geographic locations are targeted to verify whether:

- the organization still has the competencies required to examine all devices within its scope;
- recognized technicians still have the competencies required to examine complex devices, physical standard types and products within their scope.

With respect to recognized technicians who have not conducted an inspection for three years or more, the authorized service provider should notify Measurement Canada as soon as the technician resumes conducting inspections. Measurement Canada will continue to interview these technicians in the meantime to ensure competencies have been maintained.

Electricity and gas product audits

Electricity and gas product audits will be planned in such a manner that as a minimum, over a three-year period, some devices inspected by each technician and other personnel involved in final inspection have been subjected to a product audit and all device types and inspection types under an accredited organization's scope have been subjected to a product audit.

For a fully automated system in an electrical manufacturing facility where there is a final inspection validation process or the system is self-validating, and no technician or other personnel is involved in making decisions on the test and its results, product audits may be conducted at Canadian utilities or other locations with suitable certified test equipment before the meters are distributed in the Canadian marketplace.

11.1.6.2 Loss of a recognized technician from accredited weights and measures organizations

No guidance provided.

11.2 Appeal process

No guidance provided.

11.3 Suspension of accreditation

No guidance provided.

11.3.1 Reinstatement of accreditation

No guidance provided.

11.4 Revocation of accreditation

No guidance provided.

11.5 Expansions of scope, minor revisions, additions of locations and additions to the list of recognized technicians

11.5.1 Expansions of scope

When the applicant's request for an expansion of scope is received, it is evaluated by the regional coordinator and, as necessary, with the support of auditors, specialists and program officers, the appropriate level of intervention is determined.

If the expansion of scope request does not significantly impact the organization's current processes and procedures, a minor revision may be considered.

[Further guidance related the reverification of renewed meters is provided in section 4.3 of this document.](#)

11.5.2 Minor revisions that require Measurement Canada acceptance and apply to electricity and gas organizations

The applicant's request for a minor electricity or gas revision should confirm that the organization has:

- reviewed its current documentation and has determined that significant changes are not required to its existing documented test procedure;
- assessed its measuring and test equipment to ensure that the device can be tested using the existing certified test points (electricity), flow rates or volumes (gas) of the measuring apparatus;
- included the results of a burden assessment confirming that an electricity meter and any associated apparatus do not exceed the established burden limits of the certified test consoles with which they will be tested.

11.5.3 Minor revisions requiring notification

No guidance provided.

11.5.4 Addition of locations to the scope of accreditation

No guidance provided.

11.5.4.1 Addition of locations (weights and measures)

No guidance provided.

11.5.5 Additions to the list of recognized technicians

No guidance provided.

11.5.6 Outstanding nonconformities and outstanding fees

For the purposes of this section, an outstanding nonconformity is a nonconformity for which the deadlines established by Measurement Canada are not met by the organization.

Delinquent accounts may be of any sort and not necessarily related to the accreditation program (e.g. device approval fees, calibration fees, initial inspection fees, etc.).

11.6 Changes to accredited organizations

It is important that authorized service providers notify Measurement Canada early on of any ownership or other structural change being planned, so that a smooth and seamless transition can be planned for the continued recognition by Measurement Canada of inspection work being performed by the organization.

It should be noted that fees may apply. For example, if an accredited authorized service provider decides to suspend its accreditation and seek accreditation under a different legal entity, an audit will be conducted and the applicable fees will be charged. The extent of the audit will depend on the changes to the organization.

[link 1] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00416.html>

[link 2] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00615.html>

[link 3] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04610.html>

[link 4] http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/h_lm04725.html

[link 5] <http://www.grainscanada.gc.ca/licensee-licence/licensed-agreees-eng.htm>

[link 6] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00040.html>

[link 7] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00069.html>

[link 8] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00111.html>

[link 9] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00087.html>

[link 10] <http://strategis.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04783.html>

[link 11] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00574.html>

[link 12] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00557.html>

[link 13] <https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04965.html#Section1.5>