



S-A-01:2017—Criteria for the accreditation of organizations to perform inspections pursuant to the Electricity and Gas Inspection Act and the Weights and Measures Act

Appendix 3—Requirements for seals, initial examination marks and examination (inspection) stickers applicable to organizations authorized to perform examinations pursuant to the Weights and Measures Act

(Revised 2018-11)

1.0 Seals, initial examination marks and examination (inspection) stickers—General

Seals and initial examination marks used by an authorized service provider for devices which are certified in accordance with the [Weights and Measures Act](#) ^[link 1] must:

- have been accepted by Measurement Canada
- be in accordance with the agreement signed by the organization and Measurement Canada
- be distinctly different from those commonly used by the organization when performing other activities such as service work

Note 1: Measurement Canada may monitor seals, initial examination marks and examination (inspection) stickers and their use at any time to ensure the requirements set out in this document are met.

Note 2: Authorized service providers may use their former organization number (A-123 format) that was issued prior to August 1, 2014, on their seals and initial examination markings, or elect to use their new number (A0123 format). However, to use the new format, an authorized service provider must request an update to the Schedule C of their agreement with Measurement Canada. Any authorized service provider recognized after July 31, 2014, is required to use the new numbering format on its seals and initial examination markings.

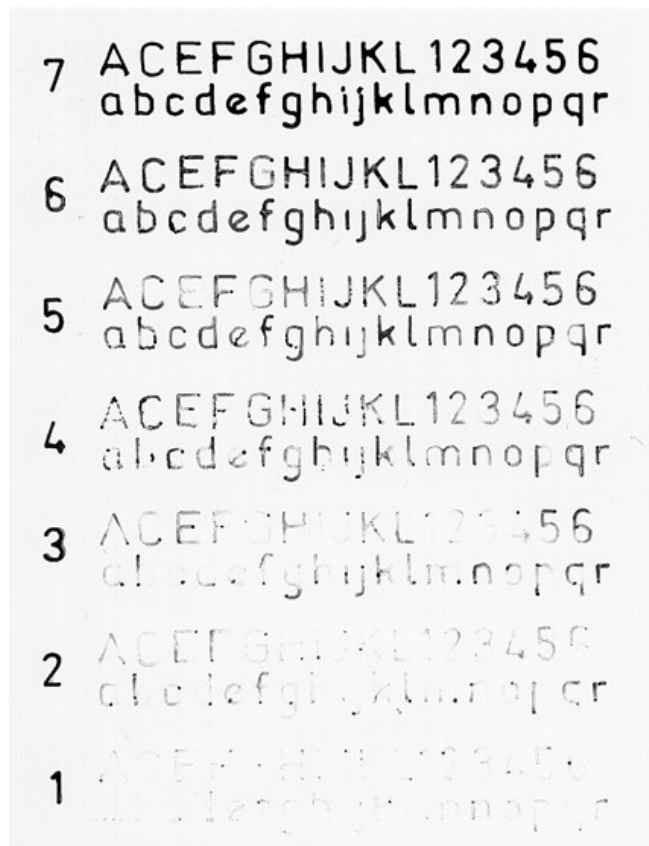
2.0 Specifications applicable to all seals and initial examination mark stickers

The information on stickers must be in both official languages.

Materials for stickers must be destructible when tampering is attempted (i.e. no repeat sticking).

Stickers must remain adhesive and printed information legible for at least three years.

The information marked on the sticker is deemed to be legible if, during a verification in the field, the sticker receives a grading of four or higher when compared to the sample of degrees of wear below.



Samples of degrees of wear

When acquiring their stickers (i.e. ordering stickers from a printer or supplier), authorized service providers must ensure that their stickers will meet or exceed all permanence and durability requirements.

2.1 Seals of a sticker type

Mandatory information:

- the organization number
- the words “Official seal” and “Sceau officiel”, in high contrast (e.g., use of bold type)

Note 1: The use of the "Canada" wordmark or Measurement Canada's corporate signature on these seals is not authorized.

Optional information:

- the year (hand written or pre-printed), if added, must be in a four-digit format (e.g. 2016)
- the legal or business name of the organization

Note 2: Seals of a sticker type may be any colour.

Sample of a seal of a sticker type that may be used by authorized service providers:



2.2 Initial examination marks of a sticker type

The initial examination marks are applied at the time of initial examination only. The minimum height of letters and numbers of the initial examination marks must meet the applicable regulatory requirements (3 mm for devices in general and 2 mm for non-automatic weighing devices).

Note 1: The sticker must be a minimum size of 12 mm x 25 mm.

Note 2: Refer to [bulletin GEN-22—Initial Inspection Markings](#) ^[link 2] for the appropriate usage of examination mark stickers rather than steel dies.

Mandatory information:

- the organization number
- the year of the examination (e.g., 2016) preprinted (handwriting is not permitted)
- the information must be in black and white

Optional information:

- multiple years preprinted.

Sample initial examination markings of a sticker type that may be used by authorized service providers to indicate that the device has been initially inspected:

| |
|--------------|
| A9999 |
| 2016 |

| | |
|--------------|-------------|
| A9999 | |
| 2016 | 2017 |
| 2018 | 2019 |

| | | | |
|--------------|-----------|-----------|-------------|
| A9999 | | | |
| 2016 | 17 | 18 | 2019 |

2.3 Examination (inspection) stickers

Since August 2014, Measurement Canada provides examination (inspection) stickers at no cost to authorized service providers. This is a transition measure until the amendments to the Weights and Measures Act and [Weights and Measures Regulations](#) ^[link 3] are fully implemented. In the future, authorized service providers may be required to pay for these stickers.

Requests for examination (inspection) stickers are made by the top manager or management representative of an authorized service provider by completing an [online form](#) ^[link 4].

Measurement Canada reserves the right to refuse excessive requests and to monitor and audit the use and control of stickers by authorized service providers. Authorized service providers must also return examination (inspection) stickers to Measurement Canada upon request.

Authorized service providers must no longer possess outdated verification indicators, even if these were previously approved by Measurement Canada.

Examination (inspection) stickers cannot be altered in any manner other than punching the applicable dates.

For all sectors (categories of trade), the examination (inspection) sticker must be used by authorized service providers and the examination date (year and month) punched. The expiry date is to be punched only for the eight sectors subject to mandatory examinations. For the remaining sectors, the circle denoting N/A (not applicable) must be punched.

The hole made by the punch must not obscure other information on the sticker.

Note 1: When recognized technicians are conducting examinations of devices subject to mandatory examination frequencies, the date of inspection punched on the examination sticker must be the month and year the device examination took place. The date of inspection punched on the examination sticker must not be advanced to reflect the date the device will be sold or distributed to the end user. The expiration year punched on the examination sticker must indicate the appropriate examination cycle length (one, two or five years) based on the device type, category of trade and the examination date. The expiry date must not be the next examination due date based on the postal code of the device. Implementation dates based on postal codes no longer apply once an examination of a device subject to mandatory examination frequencies is carried out.

Note 2: Refer to bulletin [GEN-48—Examination Sticker Placement](#) ^[link 6] for information on the placement of examination stickers.

For further information on the current and previous inspection stickers, please see the [Inspection Stickers](#) ^[link 5] web page.

3.0 Specifications applicable to all seals and examination marks of a non-sticker type

3.1 Seals of a non-sticker type

Mandatory information:

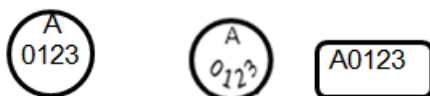
–the organization number

Optional information:

–the year the seal is applied, which must be in a four-digit format (e.g., 2016)

–the shape of the seal

Sample of markings on a seal of the self-locking or lead-and-wire type that may be used by authorized service providers:



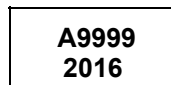
3.2 Examination marks of a non-sticker type

Examination marks applied with die stamps must be permanent and clear.

Mandatory information:

- the organization number
- the year of the examination (e.g., 2016)

Sample examination mark showing the organization number and the year of examination:



Exception:

The examination mark applied during the testing of weights is often an examination mark that complies with the above requirements. In some cases, the adjusting holes of some weights may be too small to accept the examination mark. Under these conditions, authorized service providers may select another examination mark (e.g. die stamps) to be applied to these adjusting holes. This mark must be submitted to Measurement Canada so that it can be added to Schedule C of the agreement signed between Measurement Canada and the organization.

[Link 1] <http://laws-lois.justice.gc.ca/eng/acts/W-6/index.html>

[Link 2] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00054.html>

[Link 3] <http://laws.justice.gc.ca/en/W-6/C.R.C.-c.1605/index.html>

[Link 4] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/frm-eng/NGRR-9KHNUQ>

[Link 5] <https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04710.html>

[Link 6] <https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04898.html>