

**Authorized Service Providers - Appendix 4 - Related to the Accreditation Program (S-A-01:2002) and the Registration Program (Terms and Conditions) [revised 2005-01-10]**

**Appendix 4 - Seals, Inspection Markings and Verification Indicators**

**1.0 Seals, Inspection Markings and Verification Indicators - General**

Seals, inspection markings and verification indicators, used on devices that are certified, for trade use, on behalf of Measurement Canada by an Authorized Service Provider must have been accepted by Measurement Canada and be in accordance with the agreement signed by the organization and the President, Measurement Canada. They must be distinctly different from those commonly used by the organization when performing other activities, such as service work.

In this document, the organization number refers to the number assigned by Measurement Canada (including the letter A for accredited organizations or R for registered organizations) as described in section 28 of the *Weights and Measures Inspection Certificate Completion Manual*. There are two examples of organization number in the appropriate format: A-123 and R-234.

**Note:** Refer to Bulletin GEN-22 for the appropriate usage of inspection marking of a sticker type rather than steel dies.

**2.0 Specifications for Stickers**

Inspection markings or verification indicators of a sticker type shall be in black and white only. Red color is only permitted for the flag in the Measurement Canada signature and/or on the "Canada" wordmark and the words Certified/Certifié on the verification indicator. The colour "Flushed Ink Process Red" (FIP Red) must be used.

The information on the stickers must be bilingual.

- Durability - stickers must be able to last a minimum of 3 years when exposed to the elements.
- Permanence - stickers must be able to remain adhesive for a minimum of three years when exposed to the elements.
- Ink - printing method and ink must be such that printed information must be able to last a minimum of three years when exposed to the elements.
- Material must be destructible when tampering is attempted (no repeat sticking).
- No shiny material.
- Must be able to write on stickers with a standard pen.

Inspection markings as defined in section 2 of the Weights and Measures Regulations are the organization number and the date. These inspection markings must be of a minimum of 3 mm in height as stipulated in section 18 of the Weights and Measures Regulations.

**Material used and pre-approved by Measurement Canada:**

Avery Dennison Dextrux with permanent adhesive #P13.  
Avery Dextrux with permanent adhesive #P5.  
Fasson Fascal 2920 with 0.001" of #8-652 permanent adhesive or stronger.  
Fasson Tamperfas with 0.001" of #8-730 permanent adhesive or stronger.

Note: The above last 3 materials have been approved by Measurement Canada as they meet the required criteria. However, some utilization problems have been noted. Measurement Canada assumes no responsibility for the reliability or ease of use of the material supplied to organizations by their suppliers.

Organizations that wish to submit stickers made with alternate materials may do so. These will be evaluated by the Measurement Canada Approval Services Laboratory in Ottawa.

**The following is a summary of the procedure used which is detailed in the *Laboratory Manual for the Evaluation of Non-Automatic Weighing Devices*.**

### **Durability of Information (LG-1.01)**

The durability of lettering is evaluated by trying to erase the information using an ink eraser; by cleaning stickers using diverse cleansing products. The detailed procedure can be found in the *Laboratory Manual for the Evaluation of Non-Automatic Weighing Devices*.

### **Permanence of Installation (LG-1.02)**

The initial inspection label is to be placed on mild aluminum alloy plate and place in an environmental chamber at a temperature range of -10 degrees Celsius to 40 degrees Celsius for three hours. The sticker must remain affixed to the plate and must readily demonstrate signs of tampering when removed.

## **2.1 Information required on Seals of a sticker type**

It must contain the following information:

- the organization number;
- the year the seal is applied (e.g., "2001"), in four digit format (hand written or pre-printed); and
- the words: "Official seal" and "Sceau officiel", in high contrast, bold type.

### **Sample of adhesive seal:**



**Note:** Measurement Canada is presently developing specifications for seals and new requirements could be issued in the future regarding seals of a sticker type.

## **2.2 Information required on Measurement Canada Inspection Markings of a sticker type**

The inspection markings must be a minimum size of 12 mm x 25 mm, permanent, clear, and contain the following information in characters 3 mm in height (minimum):

- the organization number; and
- the year of the inspection (e.g., 2001).

**Note:** The name of the organization is optional

It is acceptable for an accredited organization to use an Inspection Marking of a sticker type with multiple years pre-printed on it which could be punched out at the time of initial inspection. The use of indelible ink to handwrite the year on the initial inspection sticker is not permitted.

## Sample Inspection Markings



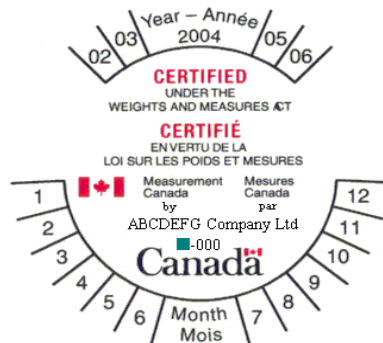
### 2.3 Information required for Measurement Canada Verification Indicators of a sticker type

The verification indicators must be round, a diameter from 55 mm to 70 mm and contain the following information:

- the organization's name;
- the organization number;
- a statement attesting the device was certified under the *Weights and Measures Act*; and
- the month and year the device was certified.

**Note:** Measurement Canada is considering adding an inspection expiry date on the Verification Indicators in conjunction with a mandatory re-verification period.

#### Sample Verification Indicator:



The organization's name and number are mandatory and can not be equal or exceed in size the Canada word.

### 3.0 Information required for Seals, Inspection Markings and Verification Indicators of a non-sticker type

If a seal of the self-locking or metal type is used, it must contain the following information:

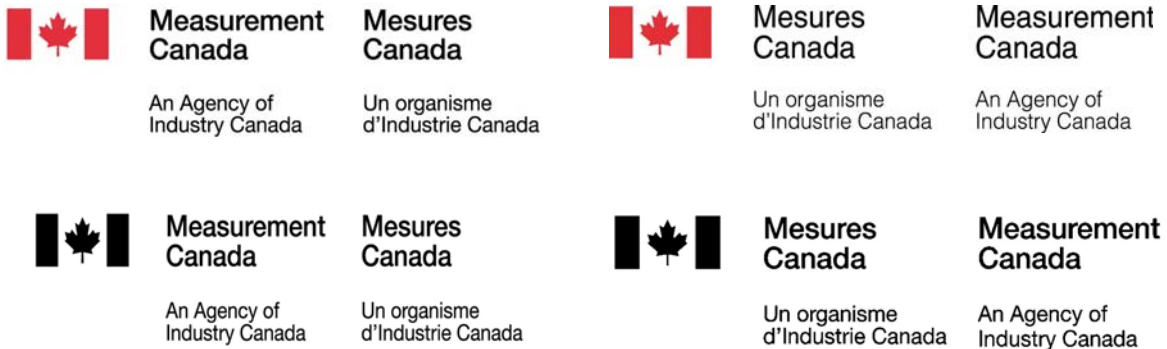
- the organization number; and
- the year the seal is applied (e.g., 2001), in four digit format

Organizations must stamp their number on counter-poise weights that have been found to conform to the requirements and verified.

**Note:** Measurement Canada is presently working on specifications on seals and new requirements could be issued in the future.

#### 4.0 Measurement Canada Signature and the “Canada” Wordmark

The Measurement Canada signature and “Canada” wordmark are supplied here for the printing of tags and stickers and are to be used as an “image”. The content of the image cannot be modified or altered in any way. The overall size of the image may be reduced.



Canada

Canada

#### 5.0 Transition Period

For Authorized Service Providers with stickers already accepted by Measurement Canada as of December 31<sup>st</sup> 2004, a delay of up to two years, ending December 31<sup>st</sup> 2006, will be allowed for using their existing supply of stickers. Any reprinting of new material within this time period shall meet the present requirements.