



Innovation, Science and
Economic Development Canada
Measurement Canada

Innovation, Sciences et
Développement économique Canada
Mesures Canada

C-D-01:2017

Conditions for the delegation of authority for the calibration and certification of measuring apparatus pursuant to the Electricity and Gas Inspection Act

(revised 2017-12)

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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 Alan E. Johnston, President of Measurement Canada.

| Date of revision or addition | Language | Section | Nature of the revision or addition |
|-------------------------------------|--------------------|-------------------------|---|
| 2017-12 | English and French | Throughout the document | Made format and editorial modifications throughout the document. Added clarifications to align with the format, terminology and clause numbering of ISO 9001:2015 and S-A-01:2017. There are no changes to the intent of the previous delegation of authority requirements. |

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

Authorization

This document is issued pursuant to section 26 of the Electricity and Gas Inspection Act and section 4 of the Electricity and Gas Inspection Regulations.

This document will continue to be periodically reviewed by Measurement Canada to ensure its effectiveness with respect to its objectives.

Alan E. Johnston
President
Measurement Canada

Sonia Roussy
Vice-President
Innovative Services Directorate
Measurement Canada

Revision process

Revisions to this standard and C-D-01-G will be processed as follows.

Major changes to the quality management system requirements or to the Measurement Canada conditions will be processed after stakeholder consultation.

Changes such as editorial changes, structure, format or content that do not require external consultation will be made by Measurement Canada as needed.

1 General

This document contains the quality management system, technical and administrative requirements that organizations must meet in order to be delegated the authority to perform calibrations and certifications in accordance with the Electricity and Gas Inspection Act and to maintain this authority. Compliance with all of the relevant criteria and requirements defined in this document is a prerequisite to obtaining and maintaining delegated authority.

This document must be read in conjunction with ISO 9001:2015 - Quality Management Systems—Requirements. The requirements of ISO 9001 that apply are not duplicated in C-D-01 due to copyright and intellectual property laws.

Terminology in this document aligns with that of ISO 9001:2015. In particular, “documentation, quality manual, documented procedures and records” are referred to as “documented information”. For the purpose of Measurement Canada delegation of authority, documented information also includes any additional documented information required by C-D-01. In addition, for the purpose of Measurement Canada delegation of authority, any time a clause of the English version of ISO 9001:2015 applies, the use of the word “shall” is to be interpreted as an equivalent to “must” and an obligation.

For ease of reference, this document may be referred to as “C-D-01”, “delegation of authority standard” or “this standard”.

[Additional information on section 1 in the guide](#) ^[link 2]

1.1 Applicability

This document applies to organizations that have been delegated the authority or that are seeking to be delegated the authority by Measurement Canada to perform calibrations and certifications in accordance with the Electricity and Gas Inspection Act.

[Additional information on section 1.1 in the guide](#) ^[link 3]

1.2 Scope of Measurement Canada’s delegation of authority program

The scope of this program is presently limited to specific measuring apparatus and activities.

1.2.1 Calibration and certification of temperature, pressure and dimensional measuring apparatus used in the natural gas sector

Prerequisite:

Organizations must be:

- Calibration Laboratory Assessment Service (CLAS) certified;
- currently accredited by Measurement Canada for the verification and/or reverification of meters;
or
- currently ISO 9001 registered.

Organizations may apply to certify their own measuring apparatus and/or measuring apparatus owned by other accredited organizations.

[Additional information on section 1.2.1 in the guide](#) ^[link 4]

1.2.2 Calibration and recertification of electricity meter calibration consoles

Prerequisite:

- Organizations must be currently accredited by Measurement Canada for the verification and/or reverification of electricity meters.

Organizations may apply to recertify their own electricity meter calibration consoles and/or electricity meter calibration consoles owned by other accredited organizations.

1.2.3 Calibration and initial certification of electricity meter calibration consoles

Prerequisite:

- Organizations must be currently authorized to recertify electricity meter calibration consoles.

Organizations may apply to initially certify their own electricity meter calibration consoles and/or electricity meter calibration consoles owned by other accredited organizations.

1.3 Eligibility

Measurement Canada accepts applications from organizations that are incorporated under the laws of Canada or the laws of one of the provinces or territories.

Any organization that agrees to comply with the criteria and requirements established in this document may apply to be delegated the authority to perform calibrations and certifications at specific sites in Canada, the United States and Mexico. In making such an application, the organization agrees to abide by Measurement Canada's policies and procedures related to the delegation of authority process.

Note: With regard to applications from organizations in the United States and Mexico, additional review of the organization's legal status must be conducted by Measurement Canada prior to the acceptance of the application. These organizations are not required to be incorporated under the laws of Canada or the laws of one of the provinces or territories, but they are required to be an established legal entity in their respective country.

2 Definitions

For the purposes of this document, the definitions included in the Electricity and Gas Inspection Act and Regulations are applicable and must supersede any ISO definition.

The definitions set out in the following documents apply except where superseded:

- ISO/IEC Guide 2, Standardization and Related Activities - General vocabulary;
- ISO/IEC Guide 99, International Vocabulary of Metrology - Basic and General Concepts and Associated Terms (VIM);
- ISO 9000:2015 - Quality Management Systems—Fundamentals and Vocabulary.

The following definitions also apply:

Act: the [Electricity and Gas Inspection Act](#) ^[link 5].

Authorized service provider:

an organization that has been delegated the authority to calibrate and certify measuring apparatus in accordance with the Electricity and Gas Inspection Act.

Calibration Laboratory Assessment Service:

a Standards Council of Canada and National Research Council Canada program to accredit calibration laboratories.

Certification: certification pursuant to section 5 of the Electricity and Gas Inspection Act and includes, for the purposes of this document, recertification.

Legal

requirements: all pertinent conditions contained in the applicable act, regulations, specifications and any related documents used for the purposes of administering the act and regulations.

Measuring

apparatus: an apparatus that is required for the measurement of electricity or gas or for the verification of meters.

Regulations: the [Electricity and Gas Inspection Regulations](#) ^[link 6]

Top manager: the person who directs and controls the organization at the highest level for the scope of delegation of authority being sought.

3 Responsibilities

3.1 Measurement Canada

Measurement Canada must:

- a) establish and publish the conditions, policies and procedures regarding delegation of authority
- b) assist organizations interested in acquiring and interpreting information relevant to the delegation of authority program
- c) review applications for delegation of authority and verify that they fall within the scope of the program
- d) where applicable, deliver the appropriate technical training to technicians of organizations seeking delegated authority
- e) review and evaluate the quality management system's documented information submitted by applicant organizations and advise applicants of the results
- f) following the evaluation and acceptance of documented information, conduct a comprehensive evaluation audit of an applicant's ability to comply with the criteria and conditions for the specified delegated authority
- g) delegate authority to organizations which have demonstrated compliance with all applicable criteria and conditions for delegation of authority
- h) specify any conditions to which the delegation of authority is subject
- i) issue certificates of delegation of authority and when applicable, prior to any delegation, publish a notice of delegation in the Canada Gazette
- j) perform, as a minimum, annual surveillance audits of delegated organizations' quality management systems to confirm the continued adherence to the delegation of authority criteria and conditions, and to evaluate the organizations' ability to provide calibration and certification services that ensure measuring apparatus and monitoring and measurement equipment meet legal requirements
- k) conduct or authorize, as deemed necessary, interlaboratory comparison calibrations or proficiency tests to obtain additional assurance in the organization's ability to provide calibration and certification services that ensure measuring apparatus and monitoring and measurement equipment meet legal requirements
- l) report the results of audits to the organizations concerned
- m) maintain and publish a list of organizations that have been delegated authority
- n) suspend delegated authority for all or part of an organization's scope if the organization fails to adhere to the conditions of the applicable act and regulations and the terms and conditions under

which it was delegated authority, and amend the list of organizations to indicate that the delegated authority has been suspended

- o) recommend revocation of delegated authority to the Director (President of Measurement Canada), where a delegated organization fails to take corrective action following a suspension of delegated authority or the commission by an organization of an offence under the Electricity and Gas Inspection Act and its associated regulations
- p) notify a transgressing organization of the pending revocation of its delegated authority and, after revocation of delegated authority, amend the list of organizations to indicate that the delegated authority has been revoked
- q) publish the notice of revocation of delegated authority in the Canada Gazette, Part I
- r) inform delegated organizations of any changes to the applicable legislation, regulations, policies and procedures

3.2 All organizations

An organization that has been delegated authority or that is seeking delegated authority must:

- a) submit an Application for Authorization of Service Providers in accordance with this standard. The application must be made to Measurement Canada in writing and signed by the organization's top manager with executive authority and must include:
 - the legal (registered) name and address of the organization
 - the provincial or federal incorporation number and the articles of incorporation if the organization is incorporated
 - the location of the organization's calibration and certification facility
 - the scope of the organization's program

Applications for delegation of authority will be processed as presented. If an organization wants to reduce or change the scope of its application after Measurement Canada has performed a document review or an audit, it must submit a new application.

Measurement Canada will not allow tailoring of applications after an unsuccessful audit. An applicant must meet all of the applicable requirements for the complete scope of an application.

- b) develop and submit the quality management system's documented information (including policies and procedures) to meet the requirements stipulated in this standard
- c) implement the quality management system described in the version of the documented information that has been accepted by Measurement Canada
- d) update and maintain the quality management system as required and obtain approval from Measurement Canada for any modifications to the documented information prior to their implementation, where the modification may affect the manner in which the organization meets the requirements stipulated in this standard
- e) update and resubmit documented information as required by Measurement Canada
- f) provide Measurement Canada representatives with access to the premises and measuring equipment for the purposes of surveillance audits and other monitoring activities
- g) promptly correct any potential or actual nonconformity to the quality management system that is identified in the course of an audit or otherwise
- h) provide Measurement Canada with any information that is required to administer the Electricity and Gas Inspection Act and its regulations
- i) provide Measurement Canada with any information that is required for planning purposes and determination of resource allocation and utilization

- j) ensure the confidentiality of the results of any calibration and certification performed, in the case of third-party organizations
- k) issue calibration certificates, where required, and maintain the documented information (i.e. records) as required by this standard
- l) ensure that the organization's delegated authority remains in good standing
- m) pay, upon completion of a delegation audit, an audit fee (section 3.3)
- n) modify the documented information to meet any new conditions that may be brought about by changes to legislation or technical specifications
- o) report immediately to Measurement Canada any changes in the organizational structure, personnel or measuring apparatus or monitoring and measuring equipment that would affect compliance with the conditions
- p) provide services covered under the quality management system, accepted by Measurement Canada in accordance with the Official Languages Act
- q) only claim that it is authorized with respect to those activities for which it has been delegated authority
- r) not use its delegated authority in such a manner as to bring Measurement Canada into disrepute, and not make any statement regarding its delegated authority which Measurement Canada may consider misleading or unauthorized
- s) upon suspension or revocation of its delegated authority (however determined), discontinue use of all advertising material that contains any reference to it and return any delegation of authority documents as required by Measurement Canada
- t) ensure that no mark, report or delegation of authority document, or any part thereof, is used in a misleading manner
- u) comply with the conditions of Measurement Canada in making reference to its delegated authority in communication media such as documents, brochures or advertising
- v) in the case of organizations calibrating and certifying pressure, temperature and dimensional measuring apparatus, engage in interlaboratory comparison calibrations or proficiency tests and seek Measurement Canada's authorization for such exercises or request Measurement Canada's help to organize such exercises

3.3 Fees payable to Measurement Canada

Organizations seeking to be delegated the authority to perform calibrations and certifications in accordance with the Electricity and Gas Inspection Act must pay, upon completion of a delegation audit, a \$1,000 audit fee.

Each delegated organization must then pay a \$500 audit fee for each surveillance or expansion of scope audit. To qualify as an expansion of scope audit, a document review and an on-site assessment must be conducted. When surveillance and expansion of scope audits are combined, a single \$500 audit fee is payable.

Note: Delegation of authority fees are separate and distinct from the accreditation fees contained in S-A-01.

[Additional information on section 3.3 in the guide](#) ^[link 7]

Quality management systems – Requirements

4 Context of the organization

4.1 Understanding the organization and its context

ISO 9001:2015

4.1

4.2 Understanding the needs and expectations of interested parties

ISO 9001:2015

4.2

4.3 Determining the scope of the quality management system

ISO 9001:2015

4.3

Measurement Canada condition

For the purpose of obtaining delegated authority from Measurement Canada, the organization must clearly state the scope of its calibration and certification program. Organizations not addressing any element of this standard must clearly demonstrate why the element does not apply to their application.

4.4 Quality management system and its processes

ISO 9001:2015

4.4.1

4.4.2

Measurement Canada condition

The organization must submit documented information addressing all of the identified clauses contained in ISO 9001:2015 and all of the applicable Measurement Canada conditions.

[Additional information on section 4.4 in the guide](#) ^[link 8]

5 Leadership

5.1 Leadership and commitment

5.1.1 General

ISO 9001:2015

5.1.1

5.1.2 Customer focus

ISO 9001:2015

5.1.2

Note: Section 8.2.2, Determining the requirements for products and services, is included as a requirement of this standard, but section 9.1.2, Customer satisfaction, is not required for the purpose of Measurement Canada delegation of authority.

5.2 Policy

5.2.1 Establishing the quality policy

ISO 9001:2015

5.2.1

Measurement Canada condition

To be delegated authority by Measurement Canada, the organization's policy and objectives must include a commitment to meeting Measurement Canada's conditions.

5.2.2 Communicating the quality policy

ISO 9001:2015

5.2.2

5.3 Organizational roles, responsibilities and authorities

ISO 9001:2015

5.3

Measurement Canada condition

The authority to perform calibrations and certifications, and to sign and issue calibration certificates must be documented.

The authority to automatically renew electricity meter calibration console certificates in compliance with the requirements of bulletin E-17 must be exercised by the incumbent of the same position that has been identified as the signatory of calibration certificates. Measurement Canada retains the right to revoke any certificate or withhold automatic renewal of a certificate if it is confirmed that the calibration console does not meet the requirements of:

- EL-ENG-12-01—Requirements for the Certification and Use of Measuring Apparatus—Electricity Meter Calibration Consoles
- EL-ENG-11-01—Initial Certification of Calibration Consoles by Organizations Delegated by Measurement Canada
- P-E-01—Procedures for Calibrating and Certifying Electricity Meter Calibration Consoles Pursuant to EL-ENG-12-01—Requirements for the Certification of Measuring Apparatus—Electricity Meter Calibration Consoles
- P-E-02—Procedure for Generating and Issuing Calibration Console Certificates for Consoles Compliant With the Requirements of EL-ENG-12-01 and S-E-01
- E-17—Renewal of Certificates for Electricity Calibration Consoles

The organization must notify Measurement Canada in writing of the appointment of the management representative.

[Additional information on section 5.3 in the guide](#) ^[link 9]

6 Planning

6.1 Actions to address risks and opportunities

ISO 9001:2015

6.1.1

6.1.2

Note: For the purposes of Measurement Canada delegation of authority, the actions to be taken may be limited to eliminating the causes of potential nonconformities in order to prevent their occurrence (i.e. preventive action).

Measurement Canada condition

The organization must establish, implement and maintain documented information (i.e. procedures) to define requirements for:

- a) determining potential nonconformities and their causes
- b) evaluating the need for action to prevent the occurrence of nonconformities
- c) determining and implementing the action needed
- d) documenting information (i.e. results) on action taken
- e) reviewing the effectiveness of the preventive action taken

[Additional information on section 6.1 in the guide](#) ^[link 10]

6.2 Quality objectives and planning to achieve them

ISO 9001:2015

6.2.1

6.2.2

6.3 Planning of changes

ISO 9001:2015

6.3

Measurement Canada condition

Measurement Canada's legal requirements must be addressed in the organization's quality planning.

[Additional information on section 6.3 in the guide](#) ^[link 11]

7 Support

7.1 Resources

7.1.1 General

ISO 9001:2015

7.1.1

7.1.2 People

ISO 9001:2015

7.1.2

7.1.3 Infrastructure

ISO 9001:2015

7.1.3

7.1.4 Environment for the operation of processes

ISO 9001:2015

7.1.4

7.1.5 Monitoring and measuring resources

7.1.5.1 General

ISO 9001:2015
7.1.5.1

7.1.5.2 Measurement traceability

ISO 9001:2015
7.1.5.2

[Additional information on section 7.1.5.2 in the guide](#) ^[link 12]

7.1.6 Organizational knowledge

ISO 9001:2015
7.1.6

Note: For Measurement Canada delegation of authority purposes, knowledge is limited to the scope of this standard.

7.2 Competence

ISO 9001:2015
7.2

Measurement Canada condition

The organization must establish, implement and maintain documented information (i.e. procedures).

7.3 Awareness

ISO 9001:2015
7.3

7.4 Communication

ISO 9001:2015
7.4

[Additional information on section 7.4 in the guide](#) ^[link 13]

7.5 Documented information

7.5.1 General

ISO 9001:2015
7.5.1

7.5.2 Creating and updating

ISO 9001:2015
7.5.2

Measurement Canada condition

The organization must establish, implement and maintain documented information (i.e. procedures) to define the controls needed for this clause.

7.5.3 Control of documented information

ISO 9001:2015

7.5.3.1

7.5.3.2

Measurement Canada condition

The organization must establish, implement and maintain documented information (i.e. procedures) to define the controls needed for this clause.

The organization must maintain direct access to the current applicable act and its associated regulations, specifications, bulletins and notices of approval.

All document and data changes regarding calibration and certification procedures or changes which may affect the ability of or manner in which the organization ensures that measuring apparatus and monitoring and measuring equipment meet the conditions of the applicable act must be reviewed and accepted by Measurement Canada prior to being implemented (see section 13.0 for further details).

As part of its calibration and certification activities, the organization must generate calibration certificates. These certificates are considered documented information. Calibration certificates must be made available in either official language, in accordance with the Official Languages Act.

The retention period for calibration certificates is 15 years. Applicants can send copies of all calibration certificates to Measurement Canada for retention or retain the certificates for the required 15-year period.

Documented information must be made available, on request, to Measurement Canada representatives or those persons in the organization who require such information for the performance of their duties under this standard.

[Additional information on section 7.5.3 in the guide](#) ^[link 14]

8 Operation

8.1 Operational planning and control

ISO 9001:201

8.1

8.2 Requirements for products and services

8.2.1 Customer communication

ISO 9001:2015

8.2.1

8.2.2 Determining the requirements for products and services

ISO 9001:2015

8.2.2

8.2.3 Review of the requirements for products and services

ISO 9001:2015

8.2.3.1

8.2.3.2

8.2.4 Changes to requirements for products and services

ISO 9001:2015

8.2.4

8.3 Design and development of products and services

This standard does not include design and development. This ISO subclause is included to align the clause numbering to ISO 9001:2015 and is excluded from this standard.

8.4 Control of externally provided processes, products and services

8.4.1 General

ISO 9001:2015

8.4.1

8.4.2 Type and extent of control

ISO 9001:2015

8.4.2

8.4.3 Information for external providers

ISO 9001:2015

8.4.3

8.5 Production and service provision

8.5.1 Control of production and service provision

ISO 9001:2015

8.5.1

8.5.2 Identification and traceability

ISO 9001:2015

8.5.2

8.5.3 Property belonging to customers or external providers

ISO 9001:2015

8.5.3

8.5.4 Preservation

ISO 9001:2015

8.5.4

8.5.5 Post-delivery activities

ISO 9001:2015

8.5.5

8.5.6 Control of changes

ISO 9001:2015

8.5.6

8.6 Release of products or services

ISO 9001:2015

8.6.7.

Measurement Canada condition

The organization must establish, implement and maintain documented information (i.e. procedures).

8.7 Control of nonconforming outputs

ISO 9001:2015

8.7.1

8.7.2

9 Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

ISO 9001:2015

9.1.1

9.1.2 Customer satisfaction

This standard does not include customer satisfaction. This ISO subclause is included to align the clause numbering to ISO 9001:2015 and is excluded from this standard.

9.1.3 Analysis and evaluation

ISO 9001:2015

9.1.3

Note: Customer satisfaction is excluded from this standard.

9.2 Internal audit

ISO 9001:2015

9.2.1

9.2.2

Measurement Canada condition

The organization must establish, implement and maintain documented information (i.e. procedures) to define the responsibilities and requirements for planning and conducting internal audits, establishing documented information and reporting results.

The organization must select and assign qualified auditors for each activity being audited.

[Additional information on section 9.2 in the guide](#) ^[link 15]

9.3 Management review

9.3.1 General

ISO 9001:2015

9.3.1

Measurement Canada condition

Where management review occurs less frequently than annually, the organization must provide a complete assessment of the adequacy of this reduced frequency period.

9.3.2 Management review inputs

ISO 9001:2015

9.3.2

[Additional information on section 9.3.2 in the guide](#) ^{[[link 16]]}

9.3.3 Management review outputs

ISO 9001:2015

9.3.3

[Additional information on section 9.3.3 in the guide](#) ^{[[link 17]]}

10 Improvement

10.1 General

ISO 9001:2015

10.1

10.2 Nonconformity and corrective action

ISO 9001:2015

10.2.1

10.2.2

Measurement Canada condition

The organization must establish, implement and maintain documented information (i.e. procedures) to define the controls needed for this clause.

10.3 Continual improvement

ISO 9001:2015

10.3

11 Additional conditions for the delegation of the authority to calibrate and certify electricity meter calibration consoles

11.1 Purpose

The purpose of this section is to set out the conditions and processes under which an accredited organization may certify electricity meter calibration consoles.

11.2 Scope

This section applies to organizations that meet the prerequisite set out in section 1.2.2 or 1.2.3.

11.3 Definitions

The definitions set out in the following documents apply:

- EL-ENG-12-01—Requirements for the Certification and Use of Measuring Apparatus—Electricity Meter Calibration Consoles
- EL-ENG-11-01—Initial Certification of Calibration Consoles by Organizations Delegated by Measurement Canada
- P-E-01—Procedures for Calibrating and Certifying Electricity Meter Calibration Consoles Pursuant to EL-ENG-12-01—Requirements for the Certification of Measuring Apparatus—Electricity Meter Calibration Consoles

C-D-01:2017— Conditions for the delegation of authority for the calibration and certification of measuring apparatus pursuant to the Electricity and Gas Inspection Act

- P-E-02—Procedure for Generating and Issuing Calibration Console Certificates for Consoles Compliant With the Requirements of EL-ENG-12-01 and S-E-01
- E-17—Renewal of Certificates for Electricity Calibration Consoles

11.4 Quality management system conditions

The quality management system conditions set out in sections 4 to 10 of this document apply.

[Additional information in the guide for section 11.4](#) ^[link 18]

11.5 Technical conditions

The applicable conditions set out in the latest version of EL-ENG-12-01 and the applicable electricity bulletins apply.

Organizations applying to be delegated the authority to calibrate and certify electricity meter calibration consoles, either as contractor or as a service organization, must use the procedures set out in P-E-01.

Organizations that wish to use procedures that differ from the procedures set out in P-E-01 must submit the relevant procedures and work instructions (if applicable) for review and acceptance by Measurement Canada.

11.6 Monitoring and measuring equipment conditions

All monitoring and measuring equipment (reference and working standards, check standards, test software, etc.) used in the certification of electricity meter calibration consoles must be fit for the intended purpose and certified as required by the Electricity and Gas Inspection Act and Regulations.

Monitoring and measuring equipment used in the applicant's certification process must be subject to the conditions set out in section 7.1.5.2 of this document.

When monitoring and measuring equipment is found to be out of calibration, organizations must assess and document the validity of previous inspection and test results and recall devices when necessary.

11.7 Training and evaluation of personnel conditions

Individuals responsible for calibrating and certifying electricity meter calibration consoles must be suitably trained by their organization in order to carry out their responsibilities. Measurement Canada will provide an information session on the requirements of EL-ENG-12-01. Applicants must have at least one person in their organization who has attended the information session and who will be authorized for training others in the organization on the requirements of EL-ENG-12-01, as necessary.

Prior to or during the initial audit, the audit team must assess the applicant's technician(s) who will be responsible for certifying electricity meter calibration consoles. During subsequent Measurement Canada audits, trained technicians involved in the electricity meter calibration console certification will also be assessed, as a minimum every three years.

Prior to issuing a certificate of calibration, organizations that have been delegated the authority to calibrate and recertify electricity meter calibration consoles must submit to Measurement Canada for review their first set of calibration and certification results for each trained technician who performs the process for the first time. Measurement Canada will perform a review and notify the organization of the acceptability of the results within 20 working days.

Only technicians who have performed recertifications may perform initial certifications.

[Additional information in the guide for section 11.7](#) ^[link 19]

11.8 Recertification and initial certification policies

11.8.1 Recertification policies

An organization may apply to be delegated the authority to calibrate and recertify electricity meter calibration consoles which have previously been calibrated and certified by Measurement Canada.

Organizations that have been delegated the authority to calibrate and recertify electricity meter calibration consoles may perform all subsequent calibrations and recertifications in accordance with these conditions.

11.8.2 Initial certification policies

An organization may apply to be delegated the authority to calibrate and initially certify electricity meter calibration consoles.

The calibration and initial certification of electricity meter calibration consoles are limited to console models which have been initially certified by Measurement Canada and recertified by the organization. The organization must make application to Measurement Canada for each console model. Each console model will be evaluated by Measurement Canada using criteria established by Measurement Canada.

[Additional information in the guide for section 11.8.2](#) ^[link 20]

11.9 Modifications to electricity meter calibration consoles

In accordance with section 5.2.11 of EL-ENG-12-01, accredited organizations must notify Measurement Canada prior to any modification or repairs made to calibration consoles.

Measurement Canada (local district office) will determine if modifications or repairs made require calibration consoles to be recalibrated and recertified.

If recalibration and recertification are required, Measurement Canada will determine if the recalibration and recertification will be performed by Measurement Canada or the organization.

11.10 Monitoring of organizations

Measurement Canada will monitor each organization's electricity meter calibration console certification process as part of a regular annual surveillance audit. Measurement Canada may also utilize an electricity meter calibration console witness certification process. The purpose of the witness certification process is to determine the level of knowledge and competence of the technician conducting the certification.

11.11 Certificate content and issuance

Certificates must be generated and issued as per the applicable conditions set out in P-E-02.

11.12 Modifications of certificates

Organizations that have been delegated the authority by Measurement Canada to perform electricity meter calibration console certifications may modify certificates for the purpose of adding test points once the console has been calibrated at these test points by the organization in accordance with the conditions.

11.13 Certification of electricity meter calibration consoles owned by other accredited organizations

The organization conducting the certifications must submit to Measurement Canada, quality management system's documented information for each accredited organization where the certifications will take place. The documented information must, as a minimum, demonstrate that the responsibilities of the owner/user have been fulfilled by ensuring the owner/user:

- a) has an appropriate log book;
- b) conducts daily accuracy checks;
- c) applies corrections for known errors; and
- d) operates the electricity meter calibration consoles within the limitations of the calibration certificate.

The quality management system's documented information must be approved and authorized by the applicant's senior management and by the senior management from the other accredited organization.

The organization conducting the certification must:

- a) include in its internal quality audit program the activities and functions related to the electricity meter calibration console certification at each organization;
- b) ensure nonconformities related to electricity meter calibration consoles at the other locations are adequately addressed. Any necessary Measurement Canada enforcement action related to the certification of the electricity meter calibration console would be taken against the applicant and the other organization;
- c) ensure one copy of all completed documented information, test results and certificates are provided to the owner and one set is sent to the appropriate Measurement Canada office;
- d) treat all information received and gathered relating to the certification of electricity meter calibration consoles in accordance with Measurement Canada's policy regarding the security of third-party business information.

12 Additional conditions for the delegation of the authority to calibrate and certify pressure, temperature and dimensional measuring apparatus

12.1 Purpose

The purpose of this section is to set out the conditions and processes under which Measurement Canada may delegate the authority to calibrate and certify measuring apparatus.

12.2 Scope

This section applies to organizations that meet the prerequisite set out in section 1.2.1.

Only working level pressure, temperature and dimensional measuring apparatus used in the natural gas sector are eligible to be included under this program.

12.3 Delegation mechanism

For organizations wishing to certify measuring apparatus in accordance with the Electricity and Gas Inspection Act and Regulations, the authority will be delegated as per section 4 of the Regulations.

12.4 Quality management system conditions

The quality management system conditions set out in sections 4 to 10 of this document apply. CLAS-certified organizations must address the conditions set out in clause 12.7 of this document.

12.4.1 Management review

In addition to the conditions set out in section 9.3 of this document, the organization's management review must take account of the results of any interlaboratory comparison calibrations or proficiency tests.

12.4.2 Documented information of calibration services provided

In addition to the documented information required in section 7.5.3, the documented information identified in section 12.6 must be maintained.

12.4.3 Control of nonconforming calibration work

In addition to the control of nonconforming product and corrective action processes identified in section 8.6, the organization is responsible for notifying the client of the nonconforming calibration work and recalling the measuring apparatus that has been calibrated and certified (if it has been released). When a measuring apparatus is found to be out of calibration, organizations must assess and document the validity of previous inspection and test results and recall devices when necessary.

[Additional information in the guide for section 12.4.3](#) ^[link 21]

12.5 Technical conditions

The initial calibration and certification of working level measuring apparatus must be carried out by Measurement Canada's Approval and Calibration Services Laboratory. Measuring apparatus that have been previously submitted and successfully calibrated and certified by Measurement Canada are excluded from this requirement.

[Additional information in the guide for section 12.5](#) ^[link 22]

12.5.1 Traceability

Organizations seeking to provide calibration services in accordance with the Electricity and Gas Inspection Act may obtain traceability either through Measurement Canada or the National Research Council Canada.

12.5.2 Calibration and certification periods

Calibration and certification periods for measuring apparatus are prescribed in subsection 8(2) of the Electricity and Gas Inspection Regulations.

12.5.3 Environmental conditions

The organization must ensure that the environmental conditions do not invalidate or adversely affect calibration activities. Technical conditions for environmental conditions must be documented and controlled when required.

12.5.4 Calibration methodology

The organization must use appropriate methods and procedures for all calibrations within its scope.

The organization must have instructions on the use and operation of all relevant calibration equipment (monitoring and measuring equipment) and on the handling and preparation of items to be calibrated and certified.

12.5.5 Validation of calibration methodology

Organizations that have been delegated the authority to calibrate and certify measuring apparatus must participate in interlaboratory comparisons with one or more of the other laboratories which have been recognized by Measurement Canada or which are ISO 17025-accredited. CLAS-certified organizations must participate in monitoring programs as required by the Standard Council of Canada and the National Research Council Canada.

Organizations that have been delegated authority must participate in Measurement Canada proficiency testing activities such as witness inspections. These tests should typically occur every four years.

12.5.6 Estimation of measurement uncertainty

The organization must define, document and apply processes to estimate the uncertainty of measurement for all calibrations. When estimating the measurement uncertainty, all issues which are of importance for the calibration activity must be taken into account.

12.5.7 Monitoring and measuring equipment

All monitoring and measuring equipment (reference and working standards, check standards, test software, etc.) used for the purpose of calibrating and certifying measuring apparatus must be fit for the intended purpose. Measurement Canada will assess monitoring and measuring equipment selection and use based on Measurement Canada's recommended practices.

All monitoring and measuring equipment must be controlled. Where possible, unique identifiers must be used.

Documented information must be maintained for each item of monitoring and measuring equipment, and must be maintained for the life of the monitoring and measuring equipment. The documented information must include:

- a) name of the item;
- b) manufacturer's name, type identification and serial number (or other identifier);
- c) validation of the item's fitness for purpose;
- d) storage location (and where required special storage conditions);
- e) manufacturer's instructions;
- f) dates, results and copies of all certificates and accuracy checks performed;
- g) calibration intervals and frequencies; and
- h) documented information on the malfunction of or damage, repairs or modifications to monitoring and measuring equipment.

Any monitoring and measuring equipment that has been subjected to mishandling or is suspected to be out of calibration must be taken out of service until such time as its fitness for purpose has been ascertained.

[Additional information on section 12.5.7 in the guide](#) ^[link 23]

12.6 Calibration certificates

Each calibration certificate must contain:

- a) a title (e.g., Calibration Certificate);
- b) the name and address of the organization where the calibration activity was carried out;
- c) a unique identification number for the certificate (on each page, where multiple pages may be required);
- d) the name and address of the owner of the measuring apparatus that has been calibrated;
- e) a description and an identification of the measuring apparatus that has been calibrated;
- f) the date when the calibration and certification of the measuring apparatus occurred;
- g) the date (as per applicable legal conditions) when the measuring apparatus must be recalibrated;
- h) the calibration results with the appropriate units of measure;
- i) identification of the individual who performed the calibration;
- j) identification of the individual who authorized the issuance of the certificate (who has certified that the measuring apparatus meets the applicable legal conditions); and

- k) an appropriate certification and traceability statement.

[Additional information in the guide for section 12.6](#) ^[link 24]

12.7 Conditions for CLAS-certified organizations

CLAS-certified organizations may apply to perform calibrations and certifications of eligible measuring apparatus. The organization will be evaluated by Measurement Canada in order to ascertain its suitability as a calibration and certification provider. This assessment will confirm that the organization adequately addresses the generic conditions contained in sections 4 to 10 and that the organization:

- a) has acceptable traceability for monitoring and measuring equipment, including reference and working standards (see section 12.5.1);
- b) is willing to participate in monitoring activities as required by section 12.5.5;
- c) performs its calibration work within an acceptable level of uncertainty;
- d) addresses Measurement Canada's specific conditions for the issuance of certificates, for example traceability and certification statement, legally prescribed recalibration frequencies, prescribed retention periods for documented information (see section 12.6);
- e) has addressed section 12.5.2.

CLAS certification must be maintained in order to provide calibration and certification services under this delegation of authority program. Measurement Canada will monitor each CLAS-certified organization on an annual basis and determine the level of surveillance auditing that will be conducted to ensure compliance with Measurement Canada's additional conditions.

13 Delegation of authority process

13.1 General

Measurement Canada personnel are available to assist the organization in determining the feasibility of being delegated authority by supplying all of the relevant documented information and providing an in-depth description and explanation of the delegation of authority program and processes. An Application for Authorization of Service Providers is to be used for the initial application for delegation. All requests for subsequent expansions of scope must be submitted to Measurement Canada in writing (in a letter, electronically or with an Application for Authorization of Service Providers).

13.1.1 Application for delegation of authority

Any organization that is willing to comply with the conditions stipulated in this document and that meets the eligibility conditions may apply for delegation of authority. In making such an application, the organization agrees to abide by the policies and procedures established by Measurement Canada. The application must be signed by the organization's top manager as defined in section 2 of these conditions.

Following the application, the organization must submit to Measurement Canada for evaluation copies of the quality management system's documented information developed to meet the requirements of this standard. Measurement Canada will determine how many copies are required..

13.2 Evaluation of applicant's documented information

The applicant's documented information must be evaluated by Measurement Canada personnel for adequacy. A report summarizing how the applicant met or didn't meet all applicable criteria and conditions must be provided.

When the applicant's documented information meets all applicable criteria and conditions, Measurement Canada will issue a letter accepting the documented information.

The applicant must implement the quality management system for an adequate period prior to a Measurement Canada audit taking place. This implementation phase may vary from one client to another depending on the scope of the application and is to be determined by Measurement Canada. Measurement Canada may perform a pre-assessment prior to a delegation of authority audit to ensure that the applicant is prepared.

13.3 Delegation of authority audit

Measurement Canada will perform a comprehensive audit to ensure that the quality management system that has been described in the applicant's documented information has been implemented successfully. The purpose of the quality management system audit is to gather objective evidence that the applicant is capable of fulfilling all of the relevant criteria and conditions. A report summarizing how the applicant has or hasn't met all applicable criteria and conditions will be provided.

13.4 Delegation of authority by the President

The delegation of authority by the President of Measurement Canada (Director under the Electricity and Gas Inspection Act and Regulations) is based on the information provided by the applicant as well as the applicant's ability to demonstrate compliance with the conditions. Objective evidence of compliance will be obtained through the documented information review process and on-site audits.

The authority to perform calibrations and certifications in accordance with the Electricity and Gas Inspection Act will be delegated by the President of Measurement Canada pursuant to section 4 of the Regulations.

Pursuant to section 4 of the Electricity and Gas Inspection Regulations, Measurement Canada will ensure a notice of delegation is published in the Canada Gazette.

In the event an application for delegation of authority is not accepted, the applicant will be advised of the reasons for non-acceptance.

[Additional information in the guide for section 13.4](#) ^[link 25]

13.5 Maintenance of delegated authority

As a minimum, Measurement Canada will perform periodic surveillance of organizations to confirm continuing compliance with the criteria and conditions for delegation of authority and to ensure that the organization's policies and procedures are consistent with those which were in effect when the authority was delegated. The scope of the surveillance audits may include any or all of the aspects covered in the initial comprehensive audit.

13.6 Suspension of delegated authority

In instances when an organization demonstrates an inability to continue meeting the applicable conditions, Measurement Canada may suspend all or part of the organization's calibration and certification program until appropriate corrective action is taken.

An organization may voluntarily suspend its calibration and certification program. An organization that voluntarily suspends its program must demonstrate, through appropriate objective evidence, that the program has been fully implemented before Measurement Canada will reinstate the program. An audit by Measurement Canada may be required before reinstatement.

13.7 Revocation of delegated authority

In the case of non-compliance with the conditions on which authority was initially delegated, the organization concerned will be advised of this fact and any or all of the delegated authorities may be withdrawn.

13.8 Expansions of scope and revisions

13.8.1 Expansions of scope

Expansions of scope must be accepted by Measurement Canada prior to implementation. A written request for an expansion of scope must be submitted by the delegated organization to Measurement Canada. The request for expansion must be submitted by the organization's top manager as defined in section 2 of these conditions or by a person who has been delegated this responsibility by the organization's top manager. Upon acceptance, Measurement Canada will provide the applicant with a written approval of the expansion. Requests for expansions of scope may be subject to audit by Measurement Canada.

Expansions of scope include:

- a) expanding the scope of an organization's program to include the calibration and certification of measuring apparatus that belong to other accredited organizations;
- b) expanding the scope of an organization's program by including additional types of measuring apparatus (e.g. initial delegation includes temperature measuring apparatus only, expanding to include pressure measuring apparatus);
- c) making changes involving a legal entity name change, a new ownership and/or organizational structure changes;
- d) expanding the scope of an organization's program to include the calibration and initial certification of electricity meter calibration consoles.

13.8.2 Minor revisions requiring Measurement Canada regional acceptance

The following are considered minor revisions that require Measurement Canada regional acceptance only:

- a) addition of measuring apparatus to the scope which does not require any changes to the quality management system; and
- b) addition of functions to be calibrated on measuring apparatus which the organization has already been authorized to calibrate on other measuring apparatus.

Upon acceptance, Measurement Canada will issue a written notification to the applicant.

13.8.3 Minor revisions requiring notification

The following are minor revisions that require written notification but do not require Measurement Canada acceptance:

- a) editorial changes (e.g. grammar, spelling, wording) to the documented information accepted by Measurement Canada;
- b) deletion of fields of calibration and certification; and
- c) revisions to the titles of positions.

13.9 Expansions of scope / outstanding nonconformities

Measurement Canada will not process applications for expansions of scope if the applicant has not adequately addressed or resolved outstanding nonconformities.

13.10 Changes to delegated organizations

Once granted, the delegated authority is not transferable. In the case of a change of the organization's legal entity, the delegated authority is no longer valid. The organization must notify Measurement Canada and a new Application for Authorization of Service Providers must be submitted to and accepted by

Measurement Canada before the organization can proceed to perform any calibration or certification activities.

The applicant must revise their documented information accordingly and submit the changes to Measurement Canada for acceptance. Depending on the extent of the changes to the organization's documented information, an audit may be conducted by Measurement Canada.

When a delegated organization changes its structure or address, it must notify Measurement Canada, who will perform an assessment of the changes being made and determine what steps must be taken by the organization to maintain its delegation.

[Additional information in the guide for section 13.10](#) ^[link 26]

C-D-01:2017—Conditions for the delegation of authority for the calibration and certification of measuring apparatus pursuant to the Electricity and Gas Inspection Act

Appendix 1—Application for authorization of service providers

[Application for Authorization of Service Providers PDF – 67 KB](#) ^[link 27]

[link 1] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00476.html>
[link 2] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section1.0>
[link 3] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section1.1>
[link 4] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section1.2.1>
[link 5] <http://laws-lois.justice.gc.ca/eng/acts/E-4/>
[link 6] <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-131/>
[link 7] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section3.3>
[link 8] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section4.4>
[link 9] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section5.3>
[link 10] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section6.1>
[link 11] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section6.3>
[link 12] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section7.1.5.2>
[link 13] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section7.4>
[link 14] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section7.5.3>
[link 15] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section9.2>
[link 16] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section9.3.2>
[link 17] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section9.3.3>
[link 18] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section11.4>
[link 19] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section11.7>
[link 20] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section11.8.2>
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[link 22] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section12.5>
[link 23] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section12.5.7>
[link 24] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section12.6>
[link 25] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section13.4>
[link 26] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00474.html#Section13.10>
[link 27] <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00475.html>