

Based on the results of recent audits (Measurement Canada and Internal), and new audit requirements from Measurement Canada, we have made some changes to the examination paperwork submitted by our Recognized Technicians that are EFFECTIVE IMMEDIATELY:

New direction* Work Order attachment:**

Now we require to collect, review and file a copy of your ORA work order along with other paperwork you submit for each examination. It is very important that you fill up your work order COORECTLY AND COMPLETELY.

Mandatory fields that need to be completed on the Work order (see attached example of filled work orders):

- 1- Standards used: you have to enter the standards serial number that's been used in the examination into your work order; such as open neck prover, gravimetric prover, thermometer etc.
- 2- Comments: make use of the comments section to add a work summery, procedure or any extra information that gives more details about the device or the examination in general.
- 3- Truck location: enter the truck exact location/coordinated under " Add Directions" when completing work order for truck mounted meters
- 4- Trade Sub-Sector: many examinations we found have the wrong trade sector, such as putting trade sector 1899 for most of the work. Make sure to enter the correct trade sector for the meter you examine using [Trade Sector Table](#), part of you ORA manual package.

Paperwork need to be sent to Accreditation office:

Pit calibration:

- ORA Work order
- Examination report from Calibration tool NEE-07
- Prover checklist NEE-06
- ORA certificate

Field inspection- Retail Petroleum/propane:

- ORA Work order
- Examination report from Calibration tool NEE-08
- Prover checklist NEE-06
- ORA certificate

Field inspection- Bulk Rack/Truck Mounted meters:

- ORA Work order
- Examination report from Calibration tool NEE-08
- Prover checklist NEE-06
- ORA certificate
- Printed ticket

Lube Oil:

- ORA Work order
- NEE-16 lube oil testing worksheet
- Prover checklist NEE-06
- ORA certificate
- Printed ticket

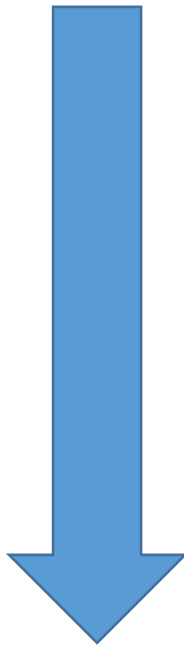
Pipe prover-Wyoming metering:

- ORA Work order
- Inspection report
- ORA certificate

Note Prover checklist needs to be filled out ACCURATELY & COMPLETELY**

Accreditation office will be reviewing all the paperwork and work with technician to correct the submission if necessary.

Not sending complete documents, late paperwork and repeat mistakes will follow by NON-CONFORMANCE for the IT.





DEVICE EXAMINATION WORKSHEET

PROTECTED (when completed)

Examined by: Alex Conly (A00230106)
National Energy Equipment Inc. (A0023)
1467 Spitfire Place
Port Coquitlam, British Columbia, V3C 6L4
Telephone No.778-588-7635

Work Order / Reference Number: 10267989

Note: This worksheet cannot be used for uploading examination results.

Establishment Details					
Legal Name: Fuels LTD	Operating Name: A&A's fuel	Banner: A&A's fuel	DEC Language Preference: English	Telephone: 604-327-4185	Establishment ID: <input type="text"/>
Address: 710 S.E. Marine Dr.	City: Vancouver	Province: BC	Postal Code: V5X 2T7	Certificate Delivery Method: Email <input checked="" type="radio"/> Fax <input type="radio"/>	
+ Add Directions					
Contact Person: Craig Mills	Title: suncor central maintenance	Email Address: centmtce@suncor.com			Fax:

Device Examination Details												
Device 1 of 1 <input checked="" type="radio"/> Active <input type="radio"/> Inactive												
Primary Serial Number: ECEN310021 A4	Primary Approval N°: AV-2372	Device Type: 50-11	Capacity: 45.0	Unit: LPM	Interval:	Unit:	Trade Sub-Sector: 1801	Product Code: 10	Examination Type: A3	Seal Status: 3	As Found: D1	Results: R
Secondary Serial Number:	Secondary Approval N°:	Comments: DEVICE WAS REJECTED DUE TO MEASUREMENT ERROR, CONSUMER DISADVANTAGE								Banner: A&A's fuel		

Examination details applicable to all devices (unless standard details filled in above)			
Standards (only applies if information on standards not filled in above)			
Equipment Used (MC Only):	Physical Standard Type: 1	Physical Standard ID: 10-501211-12	
Add a Physical Standard ID:	Thermometer c4366366		
Comments applicable to all examined devices: device rejected, out of LOE			Examination Date: 2018-02-28



DEVICE EXAMINATION WORKSHEET

PROTECTED (when completed)

Examined by: Xiao Ji (A00230097)
National Energy Equipment Inc. (A0023)
1467 Spitfire Place
Port Coquitlam, British Columbia, V3C 6L4
Telephone No.778-588-7635

Work Order / Reference Number: 10235433

Note: This worksheet cannot be used for uploading examination results.

Establishment Details													
Legal Name: Mr.B's gas station	Operating Name: B gas	Banner: B gas	DEC Language Preference: English	Telephone: 521-555-5555	Establishment ID: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Address: 123 nelson road	City: vancouver	Province: BC	Postal Code: V9N 9W1	Certificate Delivery Method: Email <input checked="" type="radio"/> Fax <input type="radio"/>									
+ Add Directions													
Contact Person: Bob Derek	Title: Assistant manager	Email Address: bd@liv.ca			Fax:								

Device Examination Details												
Device 1 of 1 <input checked="" type="radio"/> Active <input type="radio"/> Inactive												
Primary Serial Number: 080	Primary Approval N°: AV-2409	Device Type: 50-11	Capacity: 70	Unit: LPM	Interval:	Unit:	Trade Sub-Sector: 1804	Product Code: 31	Examination Type: A3	Seal Status: 2	As Found: 1	Results: W
Secondary Serial Number:	Secondary Approval N°:	Comments: Meter showed error against the trader									Banner: B gas	

Examination details applicable to all devices (unless standard details filled in above)												
Standards (only applies if information on standards not filled in above)												
Equipment Used (MC Only):	Physical Standard Type: 2	Physical Standard ID: Hydrometer 9221										
Add a Physical Standard ID:	Physical Standard ID: Thermometer c424626	Physical Standard ID: weights NEE1-12										
Comments applicable to all examined devices: Meter rejected due to error against the trader. Need to change meter chamber											Examination Date: 2018-03-09	



DEVICE EXAMINATION WORKSHEET

PROTECTED (when completed)

Examined by: Harold Young (A00230062)
National Energy Equipment Inc. (A0023)
1467 Spitfire Place
Port Coquitlam, British Columbia, V3C 6L4
Telephone No.778-588-7635

Work Order / Reference Number: 10345762

Note: This worksheet cannot be used for uploading examination results.

Establishment Details																				
Legal Name: West fuels			Operating Name: West fuels			Banner: West fuels		DEC Language Preference: English		Telephone: 911-111-1111		Establishment ID: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Address: 12 Forkland Drive			City: Manitoba			Province: MB		Postal Code: M0Q 1B8		Certificate Delivery Method: Email <input checked="" type="radio"/> Fax <input type="radio"/>										
+ Add Directions																				
truck#204B location 91 lions drive, Manitoba																				
Contact Person: aron Lee			Title: Manager			Email Address: Alee@west.ca				Fax:										
Device Examination Details																				
Device 1 of 1 <input checked="" type="radio"/> Active <input type="radio"/> Inactive																				
Primary Serial Number: 434912		Primary Approval N°: S.WA-0368	Device Type: 52-22	Capacity: 570.0	Unit: LPM	Interval:	Unit:	Trade Sub-Sector: 1809	Product Code: 10	Examination Type: A2	Seal Status: 1	As Found: C	Results: V							
Secondary Serial Number: 6816230302		Secondary Approval N°: AV-2342	Comments: Truck@204B calibrated for fuel oil density 840. A2 inspection on LCR ser#3816230302									Banner: West fuels								
Examination details applicable to all devices (unless standard details filled in above)																				
Standards (only applies if information on standards not filled in above)																				
Equipment Used (MC Only):	Physical Standard Type: 1		Physical Standard ID: 2500408		Add a Physical Standard ID:	Physical Standard ID: Thermometer 02118458														
Comments applicable to all examined devices: meter verified											Examination Date: 2018-03-01									