
New rules for approval flow

Packaging Requirements, Seal Association, Verification, and
Label Printing for Water Meters

V1.0.1 (DEC/2023)



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1 Introduction

Procedure for packaging water meters. The main objective is to ensure the correct association of the meter with a specific seal and to print the necessary labels for meter identification.

This procedure aims to associate each meter with a specific seal, verify its compliance, and print the required labels for proper identification. This sequence of procedures not only ensures the correct packaging of the meters but also aims for traceability and compliance with specific standards, such as the regulations of the National Institute of Metrology, Quality, and Technology (Inmetro).

2 Water Meter Packaging

2.1 Stage Function

Associate the meter with an “Inmetro” or “Not Inmetro” seal and print the meter label.

2.2 Requirements

- Insert employee code;
- Check if the employee code is valid; if not, inform “Employee Code not found. Please insert a valid code.”;
- Insert the meter’s serial number.
- Check if the serial number exists; if not, inform “Serial number not found {serial number}, please try again with a valid serial number.”;
- Check if the work order (OF) has expired; if not, inform “OF “{OF number}” expired, contact the PPC team.”;
- Check if all meters from the OF have already been packaged; if yes, inform “All meters from OF “{OF number}” have been packaged”;
- Load fields for “Meter Code and Description”; “Customer Name,” “OF,” “Batch,” “quantity of seals,” “total quantity of OF,” and “quantities packed.”;
- Check if the meter has undergone addressing; if not, inform “Meter did not undergo addressing. ID: {serial number}”.
- Insert the seal number(s) of the meter.
- Click the “pack” button.
- Check if the seal field has been filled with the quantity specified in the execution plan; if not, inform “Please insert the valid quantity of seals. Quantity of seals in the execution plan: {quantity of seals in the execution plan}”;
- Check if the entered seal(s) are associated with any OF; if not, inform “The seal {seal code} is not associated with OF “{OF number}””;
- Check if the seal has been used on another meter; if yes, inform “The seal {seal code} has already been associated with the meter “{serial number}””;
- Link the serial number to the seal code in EletraEA and TopManager, after linking, display the message “Packaging successfully done.”;

- Check if the technical sheet has a label on the meter (4.20), if yes, print the label;
- Check if the technical sheet has a label for the individual box (4.19), if yes, print the label;
- Clear the screen for the reception of the next meter;

3 Change log

3.1 Version 1.0.0

- Documents on the procedure for packaging water meters.

3.2 Vesion 1.0.1

- Header modification.
- change subtitle.
- changes to the introduction.