

	Form	QMS_20_03
	Date: July 24, 2013	Revision: 1
	Approved By: QMS Representative/QMS Designate	
Top Management Review Action Items Tracking		Page 1 of 4


Agenda Item	Decision/Action	Responsible	Date Due	Status
a) Incidents of regulatory non-compliance	-2017 inspection– 100% on inspection report -Follow Up on 2016 inspection report – Director, PW questioned follow up to non conformance – suggested we follow up again to attain resolution	David Kerr – Manager, Environmental Services	ASAP	Open
b) Incidents of adverse drinking water tests	-Two AWQI's were minor and resolved. -Suggestion from 2017 Management Review by Supervisor, WWW Operations – add Reactivator (suspended solids) to sampling plan – complete. No new action item identified.	N/A	N/A	Complete
c) Deviations from critical control point limits and response actions	-One deviation (due to possible contamination during mainbreak repair), was rectified within 24 hours. -No new action item identified.	Operators responsible for noting all deviations in facility logbook	N/A	Ongoing
e) Efficacy of the risk assessment process	-MECP DWQMS revision requirements have been added to the process and were included in the November 2017 Risk Review - No new action item identified.	N/A	N/A	-Complete Next Risk Assessment Nov. 2018 Next 3 year review in 2020
d) Results of audits (internal and external)	-External audit resulted in minor OFI's – to be addressed via training. -At the time of meeting no report from	Julie Henry	ASAP – Scheduled for October 5	In progress

	Form	QMS_20_03
	Date: July 24, 2013	Revision: 1
	Approved By: QMS Representative/QMS Designate	
Top Management Review Action Items Tracking		Page 2 of 4

Agenda Item	Decision/Action	Responsible	Date Due	Status
	external auditor received -Update – Audit completed on August 8-10 with no identified compliances. Two minor OFI's already addressed		meeting/training	Complete
e) Results of relevant emergency response testing	-Emergency Response Training held in March 2018 was successful. Staff responsive and knowledgeable about the topic. -SOP draft written and with ORO, Supervisor DC for comment	Julie Henry, QMPC Terry Farr, ORO, Supervisor DC Amber Hayter, Supervisor WWW Operations	ASAP	SOP in progress Next training March 2019
f) Operational performance	-All required updates complete. All AWQI resolved. No new action item identified.	N/A	N/A	Ongoing
g) Raw water supply and drinking water quality trends	-All annual reports complete and posted on website for public access. No new action item identified.	N/A	N/A	Complete
h) Follow-up action items from previous management reviews	-All action items from 2017 Management Review addressed. Action item identified in agenda item a)	David Kerr, Manager Environmental Services	ASAP	Open
i) Status of management action items identified between reviews	-Items discussed and reviewed. Currently, no action item identified but Top Management may make suggestions at any time	Top Management and Julie Henry, QMPC	Ongoing	Ongoing

	Form	QMS_20_03
	Date: July 24, 2013	Revision: 1
	Approved By: QMS Representative/QMS Designate	
Top Management Review Action Items Tracking		Page 3 of 4

Agenda Item	Decision/Action	Responsible	Date Due	Status
j) Changes that could affect the QMS	-2017 Management Review items (changes/additions from MECP DWQMS revision) added to QMS. -No new action item identified.	N/A	2019	Complete
k) Summary of consumer feedback	Entry of cases into JDE requires updating. There are too many choices for similar calls and various employees are entering information differently. Reduction in choices required / standard process required.	Not confirmed. Management?	ASAP	TBA
l) Resources needed to maintain the QMS	-All resources required in place. Discussion regarding employee interest/buy in but no action item identified.	N/A	N/A	Ongoing
m) Results of the infrastructure review	-MECP DWQMS revision requirements installed within infrastructure review/capital budget preparation process. No new action item identified.	Amber Hayter, Supervisor WWW Operations Julie Henry, QMPC	N/A	Complete
n) Operational Plan currency, content and updates	-MECP DWQMS revision requirements complete. OP is a living document – updates are ongoing -Last full update April 2018. -All documents identifying MOECC to be updated to MECP.	Julie Henry, QMPC	ASAP	Ongoing
o) Summary of staff suggestions	-No staff suggestions received. No new action item identified.	N/A	N/A	Complete

	Form	QMS_20_03
	Date: July 24, 2013	Revision: 1
	Approved By: QMS Representative/QMS Designate	
Top Management Review Action Items Tracking		Page 4 of 4

Agenda Item	Decision/Action	Responsible	Date Due	Status
p) New Business	1. Director of PW noted that if not already done, LWTP requires clean up of maps/other material.	Amber Hayter, Supervisor WWW Operations	ASAP	Open
	2. Director, PW discussed offering QMS training, facility tours, training on policies etc. Action item related to this not determined during this meeting.		TBD	Open
q) Date of Next Meeting	The next meeting will be scheduled for July 2019	Julie Henry, QMPC	July 2019	Open