

	Form	QMS_20_03
	Date: July 24, 2013	Revision: 1
	Approved By: QMS Representative/QMS Designate	
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Updated: June 2017
Item Update: November 2017

Agenda Item	Decision/Action	Responsible	Date Due	Status
a) Incidents of regulatory non-compliance	-Reviewed and discussed. Director, PW requested that Supervisor, WWW Operations contact the Supervisor, Water Inspections, MOECC again regarding the non-compliance (ORO designation) on our inspection report that we do not agree with. (Supervisor, Water Inspections, MOECC and the Inspection Officer had been contacted previously but no answer was received) Director, PW asked Supervisor, WWW Operations to request that the item be reviewed and possibly removed from the inspection record. -Director, Public Works also suggested that in the future, operators be provided the inspection report and asked to read it	-Supervisor, WWW Operations	Not stated	Closed
b) Incidents of adverse drinking water tests	-Reviewed and discussed. All AWQI's resolved. -Supervisor, WWW Operations suggested adding Reactivator (Suspended Solids) to DWS Sampling Plan (is currently on the Sampling Schedule as a monthly sample) QMPC will update the plan as requested	-Supervisor, WWW Operations -QMPC/QMS Representative	ASAP	Complete
c) Deviations from critical control point limits and response actions	-Reviewed and discussed. No actions items identified.	-Operators responsible for noting all deviations in facility logbook	N/A	N/A
d) Efficacy of the risk assessment process	-Reviewed and discussed. No actions items identified.	N/A	N/A	Ongoing process. Next Risk Assessment Nov 2017
e) Results of audits (internal and external)	-Reviewed and discussed. Employees suggested quarterly QMS training to replace annual training. Suggestion accepted and quarterly QMS training is currently in place.	QMPC/QMS Representative	Ongoing	Ongoing process. Next onsite audit is May 2018. Next internal audit Nov

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				2017. Training will continue on a quarterly basis
f) Results of relevant emergency response testing	-Last Emergency Testing done March 2017 Process reviewed and discussed. No action items identified/	-Supervisor, WWW Operations -QMPC/QMS Representative	N/A	Ongoing process. Next testing is Mar 2018.
g) Operational performance	-Reviewed, discussed and no action items identified.	N/A	N/A	Ongoing
h) Raw water supply and drinking water quality trends	-Reviewed, discussed and no action items identified.	N/A	N/A	N/A
i) Follow-up action items from previous management reviews	-All ongoing items identified at 2016 Management Review addressed and discussed. Only remaining item is the MOECC DWQMS revision – awaiting documents regarding Best Management Practices. Upon release of this documentation the QMS will be updated accordingly.	-QMPC/QMS Representative	ASAP	Open
j) Status of management action items identified between reviews	-Items discussed and reviewed. No action items identified	-Top Management	N/A	Ongoing process. Action items can be identified at any time
k) Changes that could affect the QMS	-MOECC DWQMS revision Climate Control and its effects to be added to the QMS. Most revisions are complete however we are waiting on the Best Management Practices documentation to complete -organizational changes (staff changes) can affect the QMS and vacancies need to be filled as soon as possible. -budget decisions affect the QMS and the	-QMPC/QMS Representative, Supervisor, WWW Operations -Top Management -QMPC/QMS Representative	Ongoing	Ongoing



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	<p>requirements of the system should be taken into consideration when budget decisions are made</p> <ul style="list-style-type: none"> -Audit results – any OFI's or non-compliances would require addressing -OnWARN Membership – membership was finalized and reference to membership added to QMS documentation -Level of Service Policy – when finalized, may affect QMS documentation -Management Review Directives -Consumer Complaints/Suggestions can be accepted/applied and alter the QMS 	-Top Management and QMPC/QMS Representative		
l) Summary of consumer feedback	-Report included in this review and items discussed. Noted that the switch from Cartegraph to JDE may have resulted in incomplete report. A more accurate report will be available at the next Management Review. No action items identified.	N/A	N/A	N/A
m) Resources needed to maintain the QMS	<ul style="list-style-type: none"> -Reviewed and discussed -full staff and budget considerations are all required -training, support, communication and networking are all required -No action items identified 	N/A	N/A	N/A
n) Results of the infrastructure review	-conducted yearly during the capital and operating budget process. No action items identified.	-Engineering and Assets and PW, WWW	N/A	N/A

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	presented as a Council Policy. Remaining Frozen Services information to be presented as a Management Directive	-QMPC		
r) Date of Next Meeting	-June 2018	-QMPC/QMS Representative	June 2018	Ongoing process