



Township of South Stormont
Drinking Water Quality Management System

Document Title:	QMS Management Review Checklist
QMS Ref., Revision No. and Date:	QMS SYS-F12 Appendix L v3 February 28, 2013
QMS Representative:	Mark Zoppas

QMS Management Review Checklist

A copy of this checklist, once completed, is to be forwarded to the Owner, along with Management Review Action Item forms.

Management Review Participants Ross Gellately Debi LucasSwitzer Bailey McBride Mark Zoppas Mohammed Alsharqawi Jay St. Thomas	Date of Review December 14 th , 2021 Period Under Review 2020
Drinking Water Systems Included in this QMS Evaluation Long Sault/Ingleside Water Distribution System St. Andrews/Rosedale Water Distribution System Newington Water Distribution System	
Conclusions and Recommendations <i>(key messages about how the QMS is working)</i> The operation of the Township's drinking water systems is viewed as an important responsibility and there is acknowledgement at every level that QMS is part of this responsibility. Any changes required to the Operational Plan Manual will coincide with the endorsement by Council on January 12, 2022.	
Action Items <i>(complete a QMS SYS-F8 form for each)</i>	



Discussion Item	Notes, Comments
Period Under Review:	2020
a. Incidents of regulatory non-compliance	NONE
b. Incidents of adverse-water tests	NONE
c. Deviations from critical control point limits and response actions	NONE
d. The efficacy of the risk assessment process	Annual Review Completed – no issues.
e. Internal and third-party audit results	Internal audit completed by Bill Bryce; Reviewed non-conformances and opportunities for improvement. Third party off-site audit completed. No non-conformances.
f. Results of emergency response testing	Reviewed with operators September 2021 – no issues.
g. Operational performance	Operational performance is positive; no issues have been identified.
h. Raw water supply and drinking water quality trends	No issues to report. Raw and treated water quality monitored as per O. Reg. 170 as per contract with Caneau Water and Sewage Operations Inc.



Discussion Item	Notes, Comments
Period Under Review:	2020
i. Follow-up on action items from previous management reviews	No action items from previous review.
j. The status of management action items identified between reviews	No action items have been identified since last review.
k. Changes that could affect the QMS	NONE
l. Consumer feedback	All water related complaints and requests are dealt with on a case by case basis. None outstanding.
m. The resources needed to maintain the QMS	Staff time and scheduling remain the biggest obstacle.
n. The results of the infrastructure review	Repairs to hydrants ongoing.
o. Operational plan currency, content and updates	A review of the Operational Plan has taken place; updates will be presented to Council along with the Management Review results at the January 12 Council meeting.
p. Staff suggestions	Provide training opportunities.
q. Other items (describe)	<p>It is suggested that moving forward as part of the Management Review the 10 Year Capital Plan included in the Townships Asset Management Plan which is currently in the development stage be discussed.</p> <p>It is also suggested that this be added to the list of Discussion Items on the QMS Management Review Checklist.</p>



Discussion Item	Notes, Comments
Period Under Review:	2020
Other Notes	