



NSF International Strategic Registrations Audit Report

The Corporation Of The Municipality Of South Huron

322 Main Street South P.O. Box 759
Exeter, Ontario N0M 1S6 CAN

C0122376

Audit Type

Verification Audit

Auditor

James Pang

Standard

Ontario's Drinking Water Quality Management Standard Version 2

Audit Date(s):

11/25/2020 - 11/26/2020

Recommendation

Ontario's Drinking Water Quality Management Standard Version 2 : Continue Certification, NO CARs



| Executive Summary | |
|--|---|
| Ontario's Drinking Water Quality Management Standard Version 2 | The QMS Rep (Director of Environmental Services) and the Manager for Environmental Services are well verse in the requirements of the DWQMS Standard. |

| Opportunities | |
|--|---------------|
| Ontario's Drinking Water Quality Management Standard Version 2 | See the 7 OFI |

| Corrective Action Requests | |
|--|--|
| There is NO Corrective Action Request in this audit. | |

| Site Information | |
|---|--|
| The audit was based on a sampling of the company's management system. | |

Industry Codes

NACE:E 41

Scope of Registration

Ontario's Drinking Water Quality Management Standard Version 2 : South Huron Distribution System, 054-OA1, Entire Full Scope Accreditation



Opportunities for Improvements

Ontario's Drinking Water Quality Management Standard Version 2

| Opportunity | Observations / Auditor Notes |
|---|---|
| Opportunities for Improvements (DWQMS)-01 | <p>Location of OFI QMS policy;</p> <p>Discussed With Don Giberson and Shawn Young;</p> <p>Description QMS policy dated Jan 2015 on display at the Environmental Services Operations Centre as well as in the public area at the Town Hall.</p> <p>Interviewed Mark Sunderland for his understanding of the QMS policy.</p> <p>Although Tom Griffith was aware of his responsibility to guard the safety of the drinking water, he wasn't clear that there's a QMS policy established to guide the Operating Authority. The management is to consider to provide an awareness of this document and how it relates to each personnel's responsibility. ;</p> |
| Opportunities for Improvements (DWQMS)-02 | <p>Location of OFI Commitment and Endorsement;</p> <p>Discussed With Don Giberson and Shawn Young;</p> <p>Description The OP was signed off as endorsements by the Mayor, CAO and QMS Rep. on January 21, 2019.</p> <p>Although the above are conforming, it will be preferred that Don Giberson signs off as the Director of Infrastructure and Development.;</p> |
| Opportunities for Improvements (DWQMS)-03 | <p>Location of OFI Organizational Structure, Roles, Responsibilities and Authorities;</p> <p>Discussed With Don Giberson and Shawn Young;</p> <p>Description Although the description is in general conformance, the management should clearly identify who represents the Owner. ;</p> |
| Opportunities for Improvements (DWQMS)-04 | <p>Location of OFI Essential Supplies and Services;</p> <p>Discussed With Don Giberson and Shawn Young;</p> <p>Description Although a list of essential supplies and services was available and in conformance, the management is to consider to review it to highlight the products and services that were really essential for the delivery of safe drinking water. Examples of those deemed to be not essential but included aggregate, valve servicing. ;</p> |
| Opportunities for Improvements (DWQMS)-05 | <p>Location of OFI Sampling, Testing and Monitoring ;</p> <p>Discussed With Don Giberson and Shawn Young;</p> <p>Description The coverage of the water sampling locations were generally adequate. Water tests results from 10 locations from June to November 2020 were all found to be free of bacteria.</p> <p>It was noted that the senior water operator has some good water sampling practices; such as 1. squeeze the sample bottle as a seal test, 2. run water to waste until the water temperature changes, 3. holding the bottle cap facing the floor.</p> <p>The management is to consider to incorporate these good practices in their existing SOP for the others to emulate.;</p> |
| Opportunities for | Location of OFI |



| Opportunity | Observations / Auditor Notes |
|---|---|
| Improvements (DWQMS)-06 | <p>Internal Audit;</p> <p>Discussed With Don Giberson and Shawn Young;</p> <p>Description Verified the record of internal audit performed on Nov 16, 2020. Although the process is in general conformance, the management is to consider having parts of the implementation be audited by a person independent of the activity.;</p> |
| Opportunities for Improvements (DWQMS)-07 | <p>Location of OFI Continual Improvement;</p> <p>Discussed With Don Giberson and Shawn Young;</p> <p>Description Reviewed the Continual Improvement Report Spreadsheet with the latest entry dated as Nov 26, 2020. Although the table is in conformance, the management is to consider to incorporate other sources of improvements to the QMS such as internal audits, external audits, MECP inspections, etc. ;</p> |

| General Information | |
|---|--|
| Operating Authority: Legal Name & Address | The Corporation of the Municipality of South Huron; 322 Main Street South, Exeter. On. N0M 1S6 |
| Language Preference: Correspondence | English |
| Language Preference: Audit | English |
| Owner: Legal Name and Address | The Corporation of the Municipality of South Huron; 322 Main Street South, Exeter. On. N0M 1S6 |
| Owner Language Preference: Correspondence | English |
| Owner Language Preference: Audit | English |
| Applicant Representative Information; Include Name, Title, Phone, Fax, Email & Website | Don Giberson, Director of Environmental Services, 519-235-0310 X226 dgiberson@southhuron.ca |
| Accreditation Option | Full Scope - Entire DWQMS |
| Date of Previous Systems Audit: | Dec 12, 2019 |
| Date of Previous On-Site Verification Audit: | Sept 25 & 26, 2017 |

Processes



Summary of Findings

| Requirement | Finding |
|---|--|
| 1. Quality Management System | C |
| 2. Quality Management System Policy | OFI |
| 3. Commitment and Endorsement | OFI |
| 4. Quality Management System Representative | C |
| 5. Document and Record Control | C |
| 6. Drinking-Water System | C |
| 7. Risk Assessment | C |
| 8. Risk Assessment Outcomes | C |
| 9. Organizational Structure, Roles, Responsibilities, and Authorities | OFI |
| 10. Competencies | C |
| 11. Personnel Coverage | C |
| 12. Communications | C |
| 13. Essential Supplies and Services | OFI |
| 14. Review and Provision of Infrastructure | C |
| 15. Infrastructure Maintenance, Rehabilitation & Renewal | C |
| 16. Sampling, Testing & Monitoring | OFI |
| 17. Measurement & Recording Equipment, Calibration & Maintenance | C |
| 18. Emergency Management | C |
| 19. Internal Audits | OFI |
| 20. Management Review | C |
| 21. Continual Improvement | OFI |
| Mj | Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied. |
| Mn | Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS. |
| OFI | Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement. |
| C | Conforms to requirement. |
| | Not Applicable to this audit |
| * | Additional Comment added by auditor in the body of the report. |



Verification of CARs For Ontario's Drinking Water Quality Management Standard Version 2

Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)

No.

Discuss your evaluation in detail.

There was no CAR from the previous audit.