



## 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**

Surveillance Audit

#### **Auditor**

James Pang

#### **Standard**

Ontario's Drinking Water Quality Management Standard Version 2

(Exp Date: 24-OCT-2026)

#### **Audit Date(s):**

10/16/2024 - 10/16/2024

#### **Recommendation**

Ontario's Drinking Water Quality Management Standard Version 2 : Continue Certification (No NCRs)



<b>Executive Summary</b>	
Ontario's Drinking Water Quality Management Standard Version 2	Good team participation by the Director, manager and compliance coordinator.

<b>Opportunities</b>	
Ontario's Drinking Water Quality Management Standard Version 2	See the four OFIs.

<b>Corrective Action Requests</b>	
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><b>Location of OFI</b> Emergency Management;</p> <p><b>Discussed With</b> Alyssa Keller;</p> <p><b>Description</b> Reviewed a record of an emergency exercise held on December 18, 2023. All members of the Operating Authorities were involved except for two who underwent a mock exercise on the following day. The municipality was involved together with the OPP. The lessons learned was recorded for improvement. However, the management concerned may consider to track the lessons learned in their Continual Improvement Report (CIR) Spreadsheet.;</p>
Opportunities for Improvements (DWQMS)-02	<p><b>Location of OFI</b> Internal Audit;</p> <p><b>Discussed With</b> Alyssa Keller;</p> <p><b>Description</b> Reviewed the record of an internal audit conducted by Ange Barnes in June 2024. All 21 elements were addressed. Objective evidences were documented for each requirement. The status of each requirement reviewed was recorded. Overall, it was a well documented audit. However, the management concerned may consider to include an "overall conclusion" resulting from this audit.;</p>
Opportunities for Improvements (DWQMS)-03	<p><b>Location of OFI</b> Management Review;</p> <p><b>Discussed With</b> Alyssa Keller;</p> <p><b>Description</b> Reviewed the record of a management review held on July 25, 2024. All the prescribed agenda items were addressed. The Top Management was in attendance. Members from the Owner's side, the CAO and Council Representative were in attendance, which was a good thing. Although there was no action item resulting from the management review, as an improvement, the management concern may consider to include a blank table at the end of the management review minutes to serve as a reminder to record any decision / action.;</p>
Opportunities for Improvements (DWQMS)-04	<p><b>Location of OFI</b> Continual Improvement;</p> <p><b>Discussed With</b> Alyssa Keller;</p> <p><b>Description</b> Reviewed the Continual Improvement report spreadsheet last updated on October 9, 2024. Although in general conformance, the intent of this requirement is to track and measure the continual improvement of the QMS. Therefore, the management concerned may consider to summarize improvements resulting from OFIs raised internally and externally, improvements resulting from the MECP inspectors comments, etc.;</p>

## General Information

<b>Operating Authority: Legal Name &amp; Address</b>	<b>The Corporation of the Municipality of South Huron 322 Main Street South, Exeter. ON. N0M 1S6</b>
<b>Language Preference: Correspondence</b>	<b>English</b>
<b>Language Preference: Audit</b>	<b>English</b>



<b>Owner: Legal Name and Address</b>	<b>The Corporation of the Municipality of South Huron 322 Main Street South, Exeter. ON. N0M 1S6</b>
<b>Owner Language Preference: Correspondence</b>	<b>English</b>
<b>Owner Language Preference: Audit</b>	<b>English</b>
<b>Applicant Representative Information; Include Name, Title, Phone, Fax, Email &amp; Website</b>	<b>Don Giberson, Director of Environmental Services, 519-235-0310 X 226 dgiberson@southhuron.ca</b>
<b>Accreditation Option</b>	<b>Full Scope - Entire DWQMS</b>
<b>Date of Previous Systems Audit:</b>	<b>Dec 12, 2022</b>
<b>Date of Previous On-Site Verification Audit:</b>	<b>August 8-10, 2023</b>

## Processes



<b>Summary of Findings</b>	
<b>Requirement</b>	<b>Finding</b>
1. Quality Management System	N/A
2. Quality Management System Policy	N/A
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Record Control	N/A
6. Drinking-Water System	N/A
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	N/A
10. Competencies	N/A
11. Personnel Coverage	N/A
12. Communications	N/A
13. Essential Supplies and Services	N/A
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	C
16. Sampling, Testing & Monitoring	N/A
17. Measurement & Recording Equipment, Calibration & Maintenance	N/A
18. Emergency Management	OFI
19. Internal Audits	OFI
20. Management Review	OFI
21. Continual Improvement	OFI
<b>Mj</b>	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.
<b>Mn</b>	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.
<b>OFI</b>	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
<b>C</b>	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.**

No CAR from the previous audit. .