



Government  
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Standards Board

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générales du Canada

AP RPT 001 (Rev 2)  
Issued: September 2009

# ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

## SYSTEMS AUDIT REPORT – 2010

**FILE #: OAP- 652**

**Operating Authority Name:  
Township of Otanabee-South Monaghan**

**Operating Authority for:  
Keene Heights Subdivision Well Supply System  
Elgeti and Crystal Springs Subdivisions Well Supply System**

- INITIAL ACCREDITATION       SURVEILLANCE # 1  
 SURVEILLANCE # 2       RENEWAL OF ACCREDITATION

**Prepared by: S. Freiburger**

**Date: 2010/03/15**

**Approved by: Kirk Albert**

**Release date: 2010/03/23**

## 1. GENERAL INFORMATION

### Operating Authority:

Legal name and address Ontario Clean Water Agency  
131 St. Paul Street, PO Box 20157  
Belleville, Ontario  
K8N 5V1

Language preference Correspondence:  EN  FR Audit:  EN  FR

Applicant representative John C. Sequine

Title Cluster Manager

Telephone 705-653-1870 Fax 705-653-5657

E-mail jsequire@ocwa.com Web site

### Owner:

Legal name and address  
 same as above, or:

Language preference Correspondence:  EN  FR Audit:  EN  FR

Applicant representative Christine Wright

Title Chief Administrative Officer

Telephone 705-295-6852 Fax 705-295-6405

E-mail cawright@osmtownship.ca Web site www.osmtownship.ca

### Accreditation Option:

- Limited Scope – Partial DWQMS
- Limited Scope – Entire DWQMS
- Full Scope – Entire DWQMS
- Limited Scope – Transitional

This Audit Report covers the facilities listed on Form AP 602 *Applicant Profile*.

**Date of Previous Systems Audit:** N/A

**Date of Previous On-Site Verification Audit:** N/A

### **Audit Objectives:**

The objective of this audit is to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the *Applicant Profile Form* (AP 602). It is also intended to gather the information necessary for the Canadian General Standards Board (CGSB) to assess whether accreditation can be offered to the operating authority.

### **Audit Criteria:**

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- CGSB Accreditation Program Handbook

### **Auditor:**

- S. Freiburger

### **Audit Report Distribution List:**

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

### **Records Retention and Confidentiality:**

CGSB stores its records and reports to ensure their preservation and confidentiality.

Unless required by law, CGSB will not disclose Audit Records to a third party without the prior written consent of the Applicant.

## 2. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
<b>OPERATING AUTHORITY</b> Ontario Clean Water Agency						<b>OAP- 652</b>	
<b>ACCREDITATION CYCLE</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Surveillance Y1 <input type="checkbox"/> Surveillance Y2 <input type="checkbox"/> Re-accreditation							
<b>AUDIT TYPE</b> <input checked="" type="checkbox"/> Systems <input type="checkbox"/> On-Site Verification				<b>AUDITOR</b> S. Freiburger		<b>YEAR</b> 2010	
<b>SYSTEM(S)</b> ① Keene Heights Subdivision Well Supply System ② Elgeti and Crystal Springs Subdivisions Well Supply System							
<b>REQUIREMENT ↓</b>	<b>SYSTEM →</b>	①	②	③	④	⑤	⑥
1. Quality Management System		C	C				
2. Quality Management System Policy		C	C				
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control		C	C				
6. Drinking-Water System		C	C				
7. Risk Assessment		C	C				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		C	C				
10. Competencies		C	C				
11. Personnel Coverage		C	C				
12. Communications		C	C				
13. Essential Supplies and Services		C	C				
14. Review and Provision of Infrastructure		C	C				
15. Infrastructure Maintenance, Rehabilitation & Renewal		C	C				
16. Sampling, Testing and Monitoring		C	C				
17. Measurement & Recording Equipment Calibration and Maintenance		C	C				
18. Emergency Management		C	C				
19. Internal Audits		C	C				
20. Management Review		C	C				
21. Continual Improvement							
<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 non-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>OFl</b>	Opportunity for improvement. Conforms to requirement, but there is opportunity for improvement.						
<b>C</b>	Conforms to requirement.						
	Not applicable to this audit						
<b>*</b>	Additional comment added by auditor in the body of the report.						

### **3. NON-CONFORMITIES**

None identified.

### **4. COMMENTS**

None identified.

## 5. RECOMMENDATION

The auditor recommends the following:

- Offer of accreditation
- Offer of accreditation after response to corrective action requests has been deemed acceptable to CGSB
- On-site verification audit after response to corrective action requests has been deemed acceptable to CGSB
- On-site verification audit as next step in accreditation process
- On-site verification of corrective action requests
- Maintenance of existing accreditation
- Complete re-assessment

Final comments:



E-signature of Lead Auditor / Auditor

### REPORT RELEASE SECTION

*Note: This Section to be completed by CGSB personnel*

**Reviewed by Accreditation Specialist / Officer: Ron Dunse**

**Explanation/Comments: None required**

**Name and E-signature:**



**Date: 2010/03/23**

**Released by Senior Technical Authority / Team Leader: Kirk Albert**

**Explanation / Comments: None required.**

**Name and E-signature:**



**Date: 2010/03/23**