

	Town of Arnprior	Policy No.	PW-DWQMS-02
	Policy/Procedure/ Document:	Quality Management System Policy	
	Originating/Responsible Department:	Public Works Department	
	Author:	QMS Representative	
	Approval Authority:	Owner and Top Management	
	Date of Original Procedure:	October 9, 2009	
	Date of Last Edit/Review:	October 29, 2020	

1.0 Policy

The Corporation of the Town of Arnprior has established a Quality Management System Policy to fulfill the requirements of The Drinking Water Quality Management Standard – Version 2.0 (DWQMS).

2.0 Purpose

The Policy was developed following the DWQMS Element 2 Plan and Do requirements.

2.1 DWQMS Element 2 – Quality Management System Policy

Plan – The Operational Plan shall document a Quality Management System Policy that provides the foundation for the Quality Management System (QMS), and:

- a) includes a commitment to the maintenance and continual improvement of the QMS,
- b) includes a commitment to the consumer to provide safe drinking water,
- c) includes a commitment to comply with applicable legislation and regulations, and
- d) is in a form that provides for ready communication to all Operating Authority personnel, the Owner and the public.

Do – The Operating Authority shall establish and maintain a QMS that is consistent with the Policy.

3.0 Scope

The QMS Policy is applicable to the Operating Authority of the Walter E. Prentice Water Filtration Plant that includes, the Owner, Top Management, Waterworks staff, QMS Representative, QMS Implementation Lead, as well as, the consumers and the public.

4.0 Responsibility

As per DWQMS Element 9 – Organizational Structure, Roles, Responsibilities and Authorities.

5.0 Definitions

N/A

6.0 References

DWQMS Element 2 – Ontario’s Drinking Water Quality Management Standard Ver. 2.0 Implementing Quality Management: A Guide for Ontario’s Drinking Water Systems

7.0 Circulation

As per DWQMS Element 12 – Communications.

8.0 ProcedureE

8.1 The Operating Authority shall establish and maintain a Quality Management System that is consistent with the Policy.

8.2 As per DWQMS Element 9 – Organizational Structure, Roles, Responsibilities and Authorities, the designated personnel will be assigned to create and distribute the Policy.

8.3 As per DWQMS Element 12– Communications, the procedure for communications will be followed.

8.4. As per DWQMS Element 5 – Document and Records Control, the procedure for document and records control will be followed.

8.5 The merit of the Policy will be reviewed by Top Management during the annual management review meeting (Element 20) **at least once (1) per calendar year.**

9.0 Attachments

Appendix 2A – Quality Management System Policy

10.0 Revision Control
Revision Control Sheet

Review Date	Revisions Issued	Effective Date	Reviewed By	Revised By
Jan. 7, 2010	Addition of 8.5 to include that the merit of the policy will be reviewed by Top Management 1 x year during the management review meeting. This line was deleted from section 2 of this policy.	Jan. 7, 2010	JC	HG
Nov. 26, 2013	Template Updates Policy Format Updated Last Reviewed date added to Policy	Nov. 26, 2013	GB	DS
Dec 8, 2014	Policy (appendix A) reviewed and date edited.	Dec 8, 2014	GB	DS
Dec 2, 2015	Procedure reviewed/last edit date updated. Policy (appendix A) reviewed and date edited.	Dec 2, 2015	GB	DS
Oct 18, 2016	Policy (appendix A) reviewed and date edited.	Oct 18, 2016	JS	DS
Nov 17, 2017	Removal of 2.0 (a) "is appropriate for the size...." DWQMS 2.0 update.	Nov 17, 2017	JS	DN
Apr 10, 2018	Added 'Ver. 2.0' to Section 6.0	Apr 10, 2018	JS	DN
Oct 30, 2018	Added once per "calendar" year under 8.5.	Oct 30, 2018	JS	EW

Nov 13, 2019	Last reviewed date updated on policy page. Added Ver 2.0 to Section 1.0	Nov 9, 2019	JS	DN
--------------	---	-------------	----	----

Appendix 2A

Quality Management System Policy for the Corporation of the Town of Arnprior Water Supply and Distribution System

The Corporation of the Town of Arnprior owns, maintains and operates the Walter E. Prentice Water Filtration Plant. The Town is responsible for the supply and distribution of safe drinking water to the residential, commercial, institutional and industrial consumers of the Town.

The Town of Arnprior is committed to the provision of safe drinking water, while adhering to applicable legislative and regulatory requirements. The Waterworks Staff at the Town are on the front line to ensure safe drinking water reaches the consumer. The Waterworks Staff follow all applicable legislation and regulations and are committed to providing safe drinking water.

The Town of Arnprior is committed to conforming to the mandatory requirements of the Drinking Water Quality Management Standard (DWQMS) through the implementation and maintenance of a Quality Management System (QMS), while continuing to improve the drinking water system. Through the annual internal auditing process and management review, the Town shall maintain the quality and improve the overall drinking water system.

The Town of Arnprior is committed to providing consumers with a consistent supply of safe drinking water by managing the quality of the water from source to consumer.

The Corporation of the Town of Arnprior

Date of Original Policy: October 1, 2009

Last Reviewed: October 29, 2020