

	Town of Arnprior	Policy No.	PW-DWQMS-03
	Policy/Procedure/ Document:	Commitment and Endorsement Policy	
	Originating/Responsible Department:	Public Works Department	
	Author:	QMS Representative	
	Approval Authority:	Owner and Top Management	
	Date of Original Procedure:	October 1, 2009	
	Date of Last Review/Edit:	October 10, 2020	

1.0 Policy

The Corporation of the Town of Arnprior has established a commitment and endorsement policy to fulfill the requirements of The Drinking Water Quality Management Standard (DWQMS).

2.0 Purpose

The Commitment and Endorsement policy was developed following the DWQMS Element 3 Plan and Do requirements.

DWQMS Element 3 – Commitment and Endorsement Policy

Plan – The Operational Plan shall contain a written endorsement of its contents by Top Management and the Owner.

Do – Top Management shall provide evidence of its commitment to an effective Quality Management System by:

- a) ensuring that a Quality Management System is in place that meets the requirement of this Standard,
- b) ensuring that the Operating Authority is aware of all applicable legislative and regulatory requirements,
- c) communicating the Quality Management System according to the procedure for communications, and
- d) determining, obtaining or providing resources needed to maintain and continually improve the Quality Management System.

3.0 Scope

This policy applies to the Owner and Top Management of the Operating Authority.

4.0 Responsibility

The Owner and Top Management of the Operating Authority shall be responsible for ensuring that the Quality Management System is implemented through their commitment and endorsement of the DWQMS.

5.0 Definitions

DWQMS – Drinking Water Quality Management System (DWQMS)

Operating Authority – person(s) or entity given responsibility by the owner for the operation, management, maintenance or alteration of the subject system.

Operational Plan (OP) – Document containing DWQMS policies and procedures

Owner – person(s) who is legal or beneficial owner of all or part of the system

QMS – Quality Management System

Top Management – person(s) at the highest management level within an operating authority

6.0 References

DWQMS Element 5 – Ontario’s Drinking Water Quality Management Standard Ver. 2.0
Implementing Quality Management: A Guide for Ontario’s Drinking Water Systems

7.0 Circulation

The Owner and Top Management of the Operating Authority.

8.0 Procedure

A draft copy of the written Commitment and Endorsement Policy shall be circulated to the Owner and Top Management of the Operating Authority. Upon comments and final revisions (if any), the Owner and Top Management of the Operating Authority shall approve and sign.

A hyperlink to the location in filehold with most recent signed version of the Commitment and Endorsement policy shall be maintained in section 9.0 below.

9.0 Attachments

Appendix A – Commitment and Endorsement Policy

[Link to Signed Commitment and Endorsement Policy](#)

10.0 Revision Control

Revision Control Sheet

Review Date	Revisions Issued	Effective Date	Reviewed By	Revised By
Dec 5, 2013	Edits to template. Addition of "is implemented through" to section 4.0 Edits to Policy Template Policy Re-Endorsed by current Top Management and Mayor (on behalf of Council)	Dec 5, 2013	GB	DS
Dec 2, 2015	Hyperlink to the location in filehold with the signed version of the endorsement policy added to the soft copy of the procedure (Section 9.0)	Dec 2, 2015	GB	DS
April 27, 2017	Updated hyperlink to most recent signed endorsement policy	April 27, 2017	JS	DS
Dec 8, 2017	Changed Dir of PW to GM of Operations	Dec 8, 2017	JS	DN
Apr 10, 2018	Added "Ver 2.0" to section 6.0 and updated link to April 4, 2018 signed version of Policy.	Apr 10, 2018	JS	DN
Oct 10, 2020	Updated link to signed version of endorsement policy	Oct 10, 2020		DN

Appendix A



QMS Commitment and Endorsement Policy

The Owner and Top Management of the Operating Authority for the Corporation of the Town of Arnprior have reviewed the contents of this Operational Plan and endorse the Quality Management System.

The Operating Authority has:

- Ensured that the QMS meets the requirements of the standard
- Followed and is aware of the applicable legislative and regulatory requirements
- Communicated the QMS
- Determined, obtained and provided the necessary resources needed to maintain and continually improve the QMS

The Owner and Top Management acknowledge the need for and supports the provision of sufficient resources to implement, maintain and continually improve the QMS.

Top Management of the Operating Authority has reviewed the contents of the Operational Plan and has ensured that the QMS meets the requirements of the Drinking Water Quality Management Standard.

Top Management has ensured that the relevant members of the Operating Authority, such as the Waterworks Staff are aware of all applicable legislative and regulatory requirements surrounding the operation of a drinking water system and communicate the QMS according to the procedures outlined within the Operational Plan.

_____	_____
Mayor	Date
_____	_____
Chief Administrative Officer	Date
_____	_____
General Manager of Operations	Date

Original Signed March 22, 2021