

**SUMMARY REPORT
TOWN OF ERIN**

**ERIN WELL SUPPLY
DRINKING –WATER SYSTEM NO. 220000013**

Municipal Drinking Water License Number 102-101
Drinking Water Works Permit Number 102-201

PTTW# 4364-7LWPT7
PTTW# 2201-7LQN73
PTTW# 8112-9CPNNW

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Submitted by: Frank Smedley
Water Superintendent

Signature: _____

Date: February 25, 2014
Prepared by: Sara McDougall

SUMMARY REPORT FOR THE TOWN OF ERIN ERIN WELL SUPPLY

Ministry of Environment
Municipal Drinking Water License Number 102-101
Drinking Water Works Permit Number 102-201
PTTW# 4364-7LWPT7
PTTW# 2201-7LQN73
PTTW# 8112-9CPNNW

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Section 1 – Introduction

The 2013 Erin Well Supply Summary Report addresses the requirements outlined in Schedule 22 of the Ontario Drinking Water Systems Regulation (O. Reg. 170/03) under the *Safe Drinking Water Act, 2002*. For purposes of that regulation, the Town of Erin - Erin Well Supply is considered to be a large municipal residential system.

The summary report identifies Erin Well Supply's Licenses and Permits, and includes a statement of compliance with the terms and conditions of the Drinking Water Works Permits, Municipal Drinking Water Licenses, Permits to Take Water and the drinking water regulations under the *Safe Drinking Water Act*. The report also includes a summary of the quantities and flow rates of water supplied, including monthly average and maximum daily flows during the period from January 1st to December 31st, 2013.

A copy of Schedule 22 from O.Reg. 170/03 is in Appendix 1 of this report.

Section 2 – Background

In 2002, the *Safe Drinking Water Act* was passed by the Ontario government, and by 2003, all municipal and non-municipal drinking water systems in Ontario were governed by this Act and its Regulations.

A list of the Regulations enacted under the *Safe Drinking Water Act* can be found in Appendix 2 of this report.

The reporting period for this report is January 1, 2013 to December 31, 2013.

The Town of Erin continues to operate our water systems through adherence to our Municipal Drinking Water License and our Drinking Water Works Permit. The Municipal Drinking Water License provides the required legislative authority to operate the system, and the Drinking Water Works Permit provides the descriptive scope of our water system and the authority to establish and alter the system.

During the reporting period, the Town of Erin – Erin Well Supply was operated pursuant to:

- Municipal Drinking Water License Number 102-101, issued December 20, 2010; *once issued, a condition on the license revokes all C of A's which were previously issued for the drinking water system.*
- Drinking Water Works Permit Number 102-201, issued December 20, 2010

Both our license and our permit were issued through our demonstration of compliance to the Drinking Water Quality Management Standard (DWQMS).

DWQMS

The Standard contains 21 Elements which specify the minimum requirements for the Quality Management System of an Operating Authority for a subject system:

- a. to facilitate the Operating authority's ability to consistently produce and/or deliver drinking water that meets applicable legislative, regulatory and Owner requirements, and
- b. to enhance consumer protection through the effective application and continual improvement of the Quality Management System.

Operational Plan

Our adopted Quality Management System (QMS) Operational Plan continues to govern the water system in assuring conformance to the Standard and continuous operational improvements.

A portion of this required conformance is included in the Financial Plan submitted under O. Reg. 453/07. We must fulfill our submitted financial commitment to infrastructure renewal and utility operations in a demonstrated life cycle based full cost recovery model.

Copies of our QMS Operational Plan are available at the Municipal Office.

Section 3 – External Audit & MOE Inspections

On August 22, 2013 the Ministry of Environment (MOE) conducted an inspection of the Erin Well Supply System for the period of December 1, 2012 – July 31, 2013. The inspection included a review of operational standards and procedures, record keeping, sampling protocols, status of operator's licensing, training initiatives and a random field test for the analysis of system free chlorine residual in conjunction with joint microbiological water sample collections.

This inspection provided a scoring of 100% in meeting all legislative requirements of the *Safe Drinking Water Act* and associated regulations under the act.

The final inspection scoring; non-compliance with regulatory requirements and actions required; and summary of best practice issues and recommendations for this inspection period are included in Appendix 3.

On November 20th, 2013 SAI Global conducted an external off-site system verification audit of the Town of Erin's Quality Management System. This audit resulted in zero non-conformances and one opportunity for improvement. SAI Global's recommendation is: Maintenance of existing accreditation. The results of the external off-site system verification audit are included in Appendix 4.

Section 4 – Statement of Compliance

The Erin Well Supply System complied with the terms and conditions of all Licenses and Permits, Ontario Drinking Water Quality Standards Regulation (O. Reg. 169/03), and the Drinking Water Systems Regulation (O. Reg. 170/03) with the exception of those events detailed in Appendix 3 and 4 of this report.

Section 5 – Summaries of Quantities and Flow Rates and Water Supply

The following table is a summary of flows for the reporting period of January 1 – December 31, 2013.

Table 1

E7	Total Flow		Average Day		Max Day		Max Flow Rate	
	Date	Raw m ³	Treated m ³	Raw m ³	Treated m ³	Raw m ³ (rated capacity = 2160 m ³ /day)	Treated m ³ (rated capacity = 2592 m ³ /day)	Raw L/min (rated capacity = 1,800 L/min)
January	8609.55	8834.98	277.73	285.00	1052.56	1022.33	1551.52	1559.61
February	11196.43	11323.14	399.87	404.40	852.88	879.79	1551.63	1474.54
March	14148.99	14430.65	456.42	465.50	956.62	1002.72	1525.31	1526.75
April	10096.12	10343.81	336.54	344.79	960.80	1079.15	1461.79	1482.28
May	15141.91	15352.07	488.45	495.23	1039.13	968.83	1467.21	1608.59
June	13363.99	13485.35	445.47	449.51	1191.92	1178.15	1462.74	1454.56
July	15402.76	15597.86	496.86	503.16	1144.28	1086.61	1472.92	1458.43
August	14691.19	15087.49	473.91	486.69	990.40	1040.31	1468.76	1479.70
September	12565.99	12676.63	418.87	422.55	880.65	844.77	1467.60	1499.68
October	11134.99	11284.39	359.19	364.01	953.42	965.75	1471.73	1587.33
November	13618.65	13964.41	453.96	465.48	941.42	955.13	1456.43	1598.93
December	13916.08	14072.69	479.87	485.27	1051.21	1105.19	1463.00	1430.08
Total	153886.7	156453.5						

E8	Total Flow		Average Day		Max Day		Max Flow Rate	
	Date	Raw m ³	Treated m ³	Raw m ³	Treated m ³	Raw m ³ (rated capacity = 1968 m ³ /day)	Treated m ³ (rated capacity = 2362 m ³ /day)	Raw L/min (rated capacity = 1,640 L/min)
January	14965.53	14459.36	498.85	481.98	926.17	1060.01	1308.72	1488.54
February	16127.20	15314.80	575.97	546.96	1039.60	913.65	1300.96	1453.74
March	15737.54	15246.55	507.66	491.82	949.82	938.11	1301.03	1251.56
April	16974.28	16513.90	565.81	550.46	994.90	1005.9	1301.59	1412.20
May	17231.24	15751.90	555.85	508.13	1044.01	1021.85	1293.98	1546.68
June	16905.49	16476.97	563.52	549.23	970.31	927.37	1298.61	1198.92
July	17904.67	17474.23	577.57	563.68	989.39	942.39	1286.91	1360.37
August	20134.27	19731.26	649.49	636.49	1369.91	1337.54	1282.45	1386.26
September	17289.88	16920.86	576.33	564.03	1170.51	1148.75	1279.78	1402.11
October	19657.84	18994.35	634.12	612.72	1046.34	1032.13	1278.27	1414.51
November	16161.97	15778.91	538.73	525.96	946.44	913.31	1279.71	1234.81
December	15359.95	15064.81	495.48	485.96	1094.42	987.27	1278.10	1116.67
Total	204449.9	197727.9						

The following table is a summary of the flow rates and the rated capacity flow rates approved in the system's approval.

Table 2

E7	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	1052.56	1022.33	2160	2592	48.73%	39.44%
February	852.88	879.79	2160	2592	39.49%	33.94%
March	956.62	1002.72	2160	2592	44.29%	38.69%
April	960.80	1079.15	2160	2592	44.48%	41.63%
May	1039.13	968.83	2160	2592	48.11%	37.38%
June	1191.92	1178.15	2160	2592	55.18%	45.45%
July	1144.28	1086.61	2160	2592	52.98%	41.92%
August	990.40	1040.31	2160	2592	45.85%	40.14%
September	880.65	844.77	2160	2592	40.77%	32.59%
October	953.42	965.75	2160	2592	44.14%	37.26%
November	941.42	955.13	2160	2592	43.58%	36.85%
December	1051.21	1105.19	2160	2592	48.67%	42.64%

Table 2 continued

E8	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	926.17	1060.01	1968	2362	47.06%	44.88%
February	1039.60	913.65	1968	2362	52.83%	38.68%
March	949.82	938.11	1968	2362	48.26%	39.72%
April	994.90	1005.9	1968	2362	50.55%	42.59%
May	1044.01	1021.85	1968	2362	53.05%	43.26%
June	970.31	927.37	1968	2362	49.30%	39.26%
July	989.39	942.39	1968	2362	50.27%	39.90%
August	1369.91	1337.54	1968	2362	69.61%	56.63%
September	1170.51	1148.75	1968	2362	59.48%	49.56%
October	1046.34	1032.13	1968	2362	53.17%	43.70%
November	946.44	913.31	1968	2362	48.09%	38.67%
December	1094.42	987.27	1968	2362	55.61%	41.80%

Section 6 – Summary and Conclusion

Table 3 provides information with respect to the quantity and flow rates of water supplied to the system during the reporting period.

1. The monthly average taking for all wells individually and for all wells combined, the maximum daily taking from each well individually and from all wells combined, and the daily instantaneous peak flow rate for each well and for all wells combined. There are footnotes to the table that provide additional information regarding the data.

Table 3
Town of Erin, Erin Well Supply
Pumping Volume % Flow Summary
(January 1 to December 31, 2013)

Raw Well	Monthly Average (m ³ /mo.)	Approved Rated Capacity (m ³ /month)	Maximum Daily Flow (m ³ /day)	Approved Rated Capacity (m ³ /day) ¹	Maximum Daily Instantaneous Peak Flow Rate (L/min.)	Approved Rated Capacity (L/min) ¹
<i>E7</i>	12823.89	65,700	1191.92	2,160	1551.63	1,800
<i>E8</i>	17037.49	59,860	1369.91	1,968	1308.72	1,640
Combined Wells:	29861.38	125,560		4,128	N/A	N/A

1. Based on water taking rates and amounts specified in Table A of PTTW # 4364-7LWPT7, PTTW # 2201-7LQN73 & PTTW # 8112-9CPNNW.

In conclusion, E7 is pumping at a 19.5% average of the approved rated capacity of 65,700 m³ per month, and E8 is pumping at a 28.5% average of the approved rated capacity of 59,860 m³ per month. The Erin Well Supply system is pumping at an average of 23.78% of the approved rated capacity of 125,560 m³ per month.

This report will be given to the members of the Town of Erin Council on or before March 31, 2014, as required by Section 22-2 (1) (a) of Schedule 22 of O. Reg 170/03, as amended. It will be circulated to Council as an information item on the first available agenda following the date completed to formally put the report on the public record. The report is available to the public at no cost, and will be posted on the Town's website.

Appendix 1
SCHEDULE 22
SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

OWRA approvals

22-3. A provision of an OWRA approval that requires the completion and presentation of a compliance report does not apply to a drinking water system if the owner of the system complies with section 22-2.

O. Reg. 170/03, Sched. 22; O. Reg. 249/03, s. 24; O. Reg. 253/05, s. 18; O. Reg. 418/09, s. 26.

Appendix 2

Regulations under the *Safe Drinking Water Act, 2002*

- O. Reg. 128/04: Certification of Drinking Water System Operators and Water Quality Analysts
- O. Reg. 169/03: Ontario Drinking Water Quality Standards
- O. Reg. 170/03: Drinking Water Systems
- O. Reg. 171/03: Definitions of Words and Expressions Used in the Act
- O. Reg. 172/03: Definitions of Deficiency and Municipal Drinking Water System
- O. Reg. 188/07: Licensing of Municipal Drinking Water Systems
- O. Reg. 242/05: Compliance and Enforcement
- O. Reg. 243/07: Schools Private Schools and Day Nurseries
- O. Reg. 248/03: Drinking Water Testing Services
- O. Reg. 453/07: The Financial Plans Regulation
- O. Reg. 229/07: Service of Documents

Appendix 3



Ministry of the Environment
Inspection Report

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The following issues were also noted during the inspection:

1. The distribution system has 11 pressure tanks to maintain pressure in the distribution system. These pressure tanks are not listed in the DWWP.
2. The continuous analyzers in the pumphouses are verified using handheld colorimeter and are adjusted if the reading differs more than 0.05mg/l.
3. Section 11.10.2 of the operations manual recommends that the reservoirs be examined (and if necessary, cleaned) once every two years. The ORO indicated that the reservoirs were last cleaned in 2004.
4. The operators did not strike out the unused lines in the logbook for each day. There were numerous overwritten entries in all logbooks.
5. In the pumphouse with well E7, the line from the treated water from well E8 is connected to the distribution line from treated water from the well E7 just after the high lift pumps on the E7 pumphouse reservoir and before the distribution line exits the pumping station. The portion of the treated water line between the high lift pumps and the exit point from the pumping station has treated water from the well E8 when the high lift pump at E7 reservoir is not working. The chlorine analyser and the treated water sample tap are installed on the above explained portion of the pipe.
6. The information related to the system's certificate issue date is incorrect in the annual report-2012.

Recommendation:

1. The ORO is recommended to include these pressure tanks in the DWWP when it will be updated next time.
2. The operator is recommended to develop a procedure with the guideline on the percentage error and the frequency of the deviation of the continuous analyser reading from the verification device, which will prompt the service call for the equipment technician.
3. The ORO is recommended to consider inspection of the pumphouse reservoirs as per the schedule mentioned in their operations manual.
4. The operators are required to strike out the unused lines before entering the notes for the next day in the logbook as well as single strike, initial and rewrite any corrected entry in the logbook.
5. While the ORO ensured that the high lift pumps are started every time the treated water sample is taken from the tap, the ORO needs to develop procedure in their operations manual describing the unique situation at this pumping station and the steps to be taken before taking treated water samples.
6. The ORO needs to ensure that the information regarding the system's certificate is accurate in the next annual report.

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2013-2014)

DWS Name:	ERIN DRINKING WATER SYSTEM
DWS Number:	220000013
DWS Owner:	Erin, The Corporation Of The Town Of
Municipal Location:	Erin
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Detailed
Inspection Date:	August 22, 2013
Ministry Office:	Guelph District

Maximum Question Rating: 702

Inspection Module	Non-Compliance Rating
Source	0 / 40
Permit To Take Water	0 / 30
Capacity Assessment	0 / 38
Treatment Processes	0 / 103
Distribution System	0 / 25
Operations Manuals	0 / 42
Logbooks	0 / 42
Consumer Relations	0 / 8
Certification and Training	0 / 65
Water Quality Monitoring	0 / 156
Reporting & Corrective Actions	0 / 33
Treatment Process Monitoring	0 / 120
TOTAL	0 / 702

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Inspection Rating Record Generated On 23-OCT-13 (Inspection ID: 1-ANV71).

Appendix 4



1631559-01
#DWAR.12.08 Rev.01

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES SYSTEMS VERIFICATION AUDIT REPORT – 2012

FILE #: 1631559-01

**The Corporation of the Town of Erin
OAP 102**

Operating Authority for:

**Erin Drinking Water System
Hillsburgh Heights Drinking Water System**

12 Month Surveillance Audit

Prepared by: Janet McKenzie

Date: November 20, 2013

Confidential
20 Carlson Court, Suite 200
Toronto, ON CAN M9W 7K6
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Excellence. Assured.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario 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 was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

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

Auditor:

Janet McKenzie

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

PART A. MANAGEMENT SUMMARY

This was an off-site system verification audit of the The Corporation of the Town of Erin conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Erin Quality Management System is considered:

√ **Effective**

Zero non-conformities and one opportunity for improvement were identified during this assessment, as noted in Part D of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation.

Notes

Copies of this report distributed outside the organization must include all pages.

As part of the SAI Global Terms, it is necessary for you to notify the SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.

PART B. GENERAL INFORMATION

Operating Authority:

Legal name and address The Corporation of the Town of Erin OAP 102

Address 5684 Trafalgar Road Hillsburgh Ontario

Applicant representative Ms. Louise Warn

Title Compliance Administrator

Telephone 519-855-4407 Fax 519-855-4821

E-mail louise.warn@erin.ca

Owner:

Legal name and address

same as above, or:

Applicant representative Louise Warn

Title Compliance Administrator

Telephone 519-855-4407 «CIS13» Fax 519-855-4821

E-mail louise.warn@erin.ca

This audit report covers the subject systems listed:

Erin Drinking Water System
Hillsburgh Heights Drinking Water System

PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Erin OAP 102						1631559-01	
ACCREDITATION CYCLE: 12 Month Surveillance Audit							
AUDIT TYPE <input checked="" type="checkbox"/> Systems			AUDITOR Janet McKenzie		November 20, 2013		
SUBJECT SYSTEM(S) AUDITED ① Erin Drinking Water System ② Hillsburgh Heights Drinking Water System							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		///	///				
2. Quality Management System Policy		///	///				
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control		OFI	OFI				
6. Drinking-Water System		C	C				
7. Risk Assessment		C	C				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		///	///				
10. Competencies		///	///				
11. Personnel Coverage		///	///				
12. Communications		///	///				
13. Essential Supplies and Services		///	///				
14. Review and Provision of Infrastructure		///	///				
15. Infrastructure Maintenance, Rehabilitation & Renewal		///	///				
16. Sampling, Testing and Monitoring		C	C				
17. Measurement & Recording Equipment Calibration and Maintenance		///	///				
18. Emergency Management		C	C				
19. Internal Audits		C	C				
20. Management Review		C	C				
21. Continual Improvement		C	C				
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 non-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 the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
///	Not applicable to this audit.						

PART D. FINDINGS/COMMENTS

DWQMS Reference:	3	Commitment and Endorsement
Client Reference:	<i>Section 3, Town of Erin: DWQMS Operational Plan, Revision #7, July 2013. Appendix 2</i>	
Results:	Conformity	
DWQMS Reference:	4	Quality Management System Representative
Client Reference:	<i>Section 4, Town of Erin: DWQMS Operational Plan, Revision #7, July 2013.</i>	
Results:	Conformity	
DWQMS Reference:	5	Document and Record Control
Client Reference:	<i>Town of Erin, DWQMS Operational Plan, Revision #7, July 2013. Drinking water system schematics (Well 2, 3, 7 & 8)</i>	
Results:	Opportunity for improvement	
Details:	<i>The Drinking Water System schematics are current however they have not been updated in the DWQMS Operational Plan.</i>	
DWQMS Reference:	6	Drinking Water System
Client Reference:	<i>Section 6, Town of Erin: DWQMS Operational Plan, Revision #7, July 2013. Drinking water system schematics (Well 2,3, 7 & 8)</i>	
Results:	Conformity	
DWQMS Reference:	7	Risk Assessment
Client Reference:	<i>Town of Erin, DWQMS Operational Plan, Revision #7, July 2013. Appendix 14, 15 & 16</i>	
Results:	Conformity	
DWQMS Reference:	8	Risk Assessment Outcomes
Client Reference:	<i>Town of Erin, DWQMS Operational Plan, Revision #7, July 2013. Appendix 14, 15,16</i>	
Results:	Conformity	
DWQMS Reference:	16	Sampling, Testing and Monitoring
Client Reference:	<i>Section 16, Town of Erin: DWQMS Operational Plan, Revision #7, July 2013. Appendix 23</i>	
Results:	Conformity	

- DWQMS Reference: 18 Emergency Management
Client Reference: Section 18, Town of Erin: DWQMS Operational Plan, Revision #7, July 2013.
Appendix 25
Results: **Conformity**
- DWQMS Reference: 19 Internal Audits
Client Reference: Section 19, Town of Erin: DWQMS Operational Plan, Revision #7, July 2013, Appendix 26 & 27
Internal audit report, June 28, 2013
Results: **Conformity**
- DWQMS Reference: 20 Management Review
Client Reference: Town of Erin, DWQMS Operational Plan, Revision #7, July 2013, Appendix 28
Management Review Agenda & Meeting minutes – July 2013
Results: **Conformity**
- DWQMS Reference: 21 Continual Improvement
Client Reference: Town of Erin, DWQMS Operational Plan, Revision #7, July 2013, Appendix 29
Results: **Conformity**

PART E.

RECOMMENDATION – Systems Audit

The auditor recommends the following:

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

Final comments:



E-signature of Lead Auditor / Auditor