



*Town of Hawkesbury*  
**Drinking Water Quality Management System**

Document Title:	QMS Management Review Checklist
QMS Reference:	QMS SYS-F12
Revision Number:	V2
Revision Date:	November 04, 2010
QMS Representative:	Martin Perron

## QMS Management Review Checklist

*A copy of this checklist, once completed, is to be forwarded to the Owner, along with Management Review Action Item forms.*

<b><u>Management Review Participants</u></b>	<b>Date of Review</b>
<b>Martin Perron</b>	<b>2019-01-25</b>
<b>Daniel Gatien (absent)</b>	<b>Period Under Review</b>
	<b>2018</b>
<b>Drinking Water Systems Included in this QMS Evaluation</b>	
<b>Hawkesbury Drinking Water System OAP 177-101</b>	
<b>Conclusions and Recommendations</b> <i>(key messages about how the QMS is working)</i>	
<b>Follow up on J.R Richards engineer report (20 year strategic Plan)</b>	
<b>Water discharge piping &amp; Finished Water Flow meter</b>	
<b>Chemical upgrade (caustic soda + Polyphosphate)</b>	
<b>Action Items</b> <i>(complete a QMS SYS-F8 form for each)</i>	
n/a	

Discussion Item	Notes, Comments
Period Under Review:	<b>2018</b>
a. Incidents of regulatory non-compliance	<b>No incidence</b>
b. Incidents of adverse-water tests	<b>n/a</b>
c. Deviations from critical control point limits and response actions	<b>No deviation</b>
d. The efficacy of the risk assessment process	<b>Good</b> <b>New – List of potential Hazardous</b>
e. Internal and third-party audit results	<b>Closed all CAR's</b>
f. Results of emergency response testing	<b>After the failure of the backwash pump, we implemented an emergency backwash procedure using the highlift pumps.</b>
g. Operational performance	<b>Hired new operators, restructuring of the department.</b>
h. Raw water supply and drinking water quality trends	<b>Compliant</b>
i. Follow-up on action items from previous management reviews	<b>Actions are completed. Standard of Care document was given to the Mayor and Council.</b>

Discussion Item	Notes, Comments
Period Under Review:	<b>2018</b>
j. The status of management action items identified between reviews	<b>No items pending review.</b>
k. Changes that could affect the QMS	<b>DWQMS standard 2.0 and a new QMS representative.</b>
l. Consumer feedback	<b>VKH standpipe was shut down and had an impact on the pressure in the distribution system near the VKH booster pump.</b>
m. The resources needed to maintain the QMS	<b>Restructuration of the department. Better data management documentation.</b>
n. The results of the infrastructure review	<b>Final WTP 20 year strategic plan report from J.L. Richard. Final Infrastructure Master Plan 20 year strategic plan report from J.L. Richard.</b>
o. Operational plan currency, content and updates	<b>CAR 2018-HWK-Pvcf-001: Proceeded to all revisions - all DWQMS Operation plan elements (QMS SYS-OP Plan), appendices (QMS SYS-P1 to P13, QMS SYS-OP-P1 to OP-P3), forms (QMS SYS-F1 to F6 and F8-F21) and tables (QMS SYS-T1 to QMS SYS-T4).</b>
p. Staff suggestions	<b>Communication optimization between operators (radio VS phone)</b>
q. Other items (describe)	<b>n/a</b>
<b>Other Notes</b> <b>n/a</b>	