

Public Utilities Commission for the Municipality of Chatham-Kent

Drinking Water Quality Management System

CK PUC Operational Plan

DWQMS Element 4 – Quality Management System Representative

Purpose

This policy outlines the responsibilities of the Quality Management System Representative for the Public Utilities Commission for the Municipality of Chatham-Kent (C-K PUC).

Scope

This policy applies to the QMS Representative selected for the C-K PUC.

Policy

1.0 Identification and Responsibilities

- 1.1 Senior Management ensures a QMS Representative is in place to manage the QMS. The QMS Representative is authorized and responsible for establishing, administering and maintaining all processes and procedures associated with the operation and performance of the QMS.
- 1.2 Details on the performance of the QMS and the need for improvement will be communicated to Senior Management by the QMS Representative during management review meetings, which will be held at least once annually.
- 1.3 The QMS Representative will ensure that all personnel have access to the most current version of documentation used as part of the QMS through the electronic document management system (EDMS). Controlled documents will also be managed through the EDMS. These processes are outlined in the Control of Documents Procedure – Control No. 2000327.
- 1.4 The QMS Representative shall promote awareness among personnel of applicable legislative and regulatory requirements for the operation of the subject system.
- 1.5 The awareness of the QMS will be promoted to personnel through annual information meetings, internal audits, and to Senior Management through

Management Review Meetings. The EDMS will also be used to promote awareness throughout the C-K PUC.

2.0 Associated Forms, Procedures, Work Instructions

- Management Review Procedure – Control No. 2000341
- Control of Documents Procedure – Control No. 2000327
- Internal Audits Procedure – Control No. 2000340
- Communications Procedure – Control No. 2000325