

Public Utilities Commission for the Municipality of Chatham-Kent

Drinking Water Quality Management System

CK PUC Operational Plan

DWQMS Element 19 – Internal Audits

Purpose

This Policy identifies the procedure for performing internal audits of the Public Utilities Commission for the Municipality of Chatham-Kent (C-K PUC) Quality Management System (QMS) to ensure that it has been properly implemented and continues to conform to the requirements of the Drinking Water Quality Management System (DWQMS).

Scope

This Policy applies to the C-K PUC QMS Internal Audits.

Policy

1.0 Audit Program

- 1.1 The Internal Audit Procedure describes the procedure for internal audits, including audit criteria, frequency, scope, records, methodology, and schedule, for conformity of the requirements of the DWQMS.
- 1.2 The procedure also describes the process of initiating, investigating, performing, and documenting corrective action.
- 1.3 The Internal Audit process will consider previous internal and external audit results.

2.0 Associated Forms, Procedures, Work Instructions

- Internal Audit Schedule
- Corrective Action Form
- Corrective Action Log

3.0 Records

- Internal and Report