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June 10, 2010

File No.: OAP-589

Brian Symondson
Ontario Clean Water Agency
Deep River WTP
560 Abbie Lane
Petawawa, ON
K8H 2X2

Dear Mr. Symondson:

Thank you for the information provided in your application to the Accreditation Program for Operating Authorities. Based on the information provided, while respecting your wishes to pursue the Limited Scope- Entire DWQMS option, we have completed a Systems audit of your Drinking Water Quality Management System. This audit was completed on April 6, 2010. The enclosed audit report details a summary of data gathered during the audit.

No non-conformances were identified during this audit. You have successfully completed the Documentation Review and Systems Audit phase of the Accreditation program. We will contact you in the near future to provide details on the Accreditation Decision phase.

Please do not hesitate to contact me at 819-956-5010 should you require any additional information.

Thank you for your cooperation.

Regards,

Ron Dunse
Conformity Assessment Specialist
Accreditation for Operating Authorities
Conformity Assessment Division
Canadian General Standards Board

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AP RPT 001 (Rev 2)
Issued: September 2009

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

SYSTEMS AUDIT REPORT – 2010

FILE #: OAP-589

**Ontario Clean Water Agency
Deep River**

Operating Authority for:

Deep River Water Treatment Plant

- INITIAL ACCREDITATION** **SURVEILLANCE # 1**
 SURVEILLANCE # 2 **RENEWAL OF ACCREDITATION**

Prepared by: Subhash Chandar

Date: 2010/04/06

Approved by: Kirk Albert

Release date: 2010/06/04

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**CGSB
ONQSC**

1. GENERAL INFORMATION

Operating Authority:

Legal name and address
Ontario Clean Water Agency
Deep River WTP
560 Abbie Lane
Petawawa, ON
K8H 2X2

Language preference

Correspondence: EN FR

Audit: EN FR

Applicant representative

Brian Symondson

Title

Operations Manager

Telephone

613-253-1590

Fax

613-253-8069

E-mail

bsymondson@ocwa.com

Web site

Owner:

Legal name and address
 same as above, or:

Language preference

Correspondence: EN FR

Audit: EN FR

Applicant representative

Belo Csomor

Title

Town Superintendent

Telephone

613-584-2000 ext 108

Fax

613-584-3237

E-mail

bcsomor@deepriver.ca

Web site

Accreditation Option:

- Limited Scope – Partial DWQMS
- Limited Scope – Entire DWQMS
- Full Scope – Entire DWQMS
- Limited Scope – Transitional

This Audit Report covers the facilities listed on Form AP 602 Applicant Profile.

Date of Previous Systems Audit: N/A

Date of Previous On-Site Verification Audit: N/A

Audit Objectives:

The objective of this audit is to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the 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 is also intended to gather the information necessary for the Canadian General Standards Board (CGSB) to assess whether accreditation can be offered to the operating authority.

Audit Criteria:

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

Auditor:

- Subhash Chander

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Records Retention and Confidentiality:

CGSB stores its records and reports to ensure their preservation and confidentiality.

Unless required by law, CGSB will not disclose Audit Records to a third party without the prior written consent of the Applicant.

2. SUMMARY OF FINDINGS

OPERATING AUTHORITY		SUMMARY OF FINDINGS					
Ontario Clean Water Agency		OAP-589					
ACCREDITATION CYCLE							
<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Surveillance Y1 <input type="checkbox"/> Surveillance Y2 <input type="checkbox"/> Re-accreditation							
AUDIT TYPE	SYSTEM(S)	AUDITOR	YEAR				
<input checked="" type="checkbox"/> Systems <input type="checkbox"/> On-Site Verification	① Deep River Water Treatment Plant	Subhash Chander	2010				
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C					
2. Quality Management System Policy		C					
3. Commitment and Endorsement		C					
4. Quality Management System Representative		C					
5. Document and Records Control		C					
6. Drinking-Water System		C					
7. Risk Assessment		C					
8. Risk Assessment Outcomes		C					
9. Organizational Structure, Roles, Responsibilities and Authorities		C					
10. Competencies		OFl					
11. Personnel Coverage		C					
12. Communications		C					
13. Essential Supplies and Services		C					
14. Review and Provision of Infrastructure		C					
15. Infrastructure Maintenance, Rehabilitation & Renewal		C					
16. Sampling, Testing and Monitoring		C					
17. Measurement & Recording Equipment Calibration and Maintenance		C					
18. Emergency Management		C					
19. Internal Audits		C					
20. Management Review		C					
21. Continual Improvement							
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.						
OFl	Opportunity for improvement. Conforms to requirement, but there is opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit						
*	Additional comment added by auditor in the body of the report.						

3. COMMENTS

COMMENT # 1	SYSTEM	TYPE
DWQMS REQUIREMENT 10. Competencies: DWQMS requires that Operational Plan shall document a) competencies required for personnel performing duties directly affecting drinking water quality.	10	OFI
OA SYSTEM REFERENCE Operational plan documents all other requirements E.G. WHMIS training etc. but QMS training only in general is mentioned.		
DESCRIPTION There is an opportunity for improvement in the required competencies for making continuous refresher knowledge and awareness training of the DWQMS as a mandatory requirement for all personnel performing duties directly affecting drinking water quality.		

4. RECOMMENDATION

The auditor recommends the following:

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

Final comments:

Operational Plan covers all DWQMS requirements and is well written



E-signature of Lead Auditor

REPORT RELEASE SECTION

Note: This Section to be completed by CGSB personnel

Reviewed by Accreditation Specialist / Officer: Ron Dunse
Explanation/Comments: None required.

Name and E-signature:  Date: 2010/05/06

Released by Senior Technical Authority / Team Leader: Kirk Albert
Explanation / Comments: None required.

Name and E-signature:  Date: 2010/06/04