



Government  
of Canada

Gouvernement  
du Canada

Canadian General  
Standards Board

Office des normes  
générales du Canada

# ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

## SYSTEMS AUDIT REPORT – 2010

**FILE #: OAP-189**

**The Corporation of the Town of Deep River**

**Operating Authority for:**

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

**Prepared by: Tammy Donoghue**

**Date: 2010/04/29**

**Approved by: Kirk Albert**

**Release date: 2010/06/30**

## 1. GENERAL INFORMATION

### Operating Authority:

Legal name and address Corporation of The Town of Deep River  
100 Deep River Road  
Post Office Box 400  
Deep River, ON  
K0J 1P0

Language preference Correspondence:  EN  FR Audit:  EN  FR

Applicant representative Jackie Mellon (for Belo Csomor, Town Superintendent)

Title Administrative Assistant

Telephone 613-584-2000 ext 107 Fax 613-584-3237

E-mail jmellon@deepriver.ca Web site

### Owner:

Legal name and address  
 same as above, or:

Language preference Correspondence:  EN  FR Audit:  EN  FR

Applicant representative

Title

Telephone Fax

E-mail 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:**

- Tammy Donoghue

### **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

SUMMARY OF FINDINGS							
<b>OPERATING AUTHORITY</b> The Corporation of the Town of Deep River							<b>OAP-189</b>
<b>ACCREDITATION CYCLE</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Surveillance Y1 <input type="checkbox"/> Surveillance Y2 <input type="checkbox"/> Re-accreditation							
<b>AUDIT TYPE</b> <input checked="" type="checkbox"/> Systems <input type="checkbox"/> On-Site Verification			<b>AUDITOR</b> Tammy Donoghue			<b>YEAR</b> 2010	
<b>SYSTEM(S)</b> ① Deep River Distribution							
<b>REQUIREMENT ↓</b>	<b>SYSTEM →</b>	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		C					
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		OFI					
19. Internal Audits		C					
20. Management Review		C					
21. Continual Improvement							
<b>Mj</b>	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.						
<b>Mn</b>	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.						
<b>OFI</b>	Opportunity for improvement. Conforms to requirement, but there is opportunity for improvement.						
<b>C</b>	Conforms to requirement.						
	Not applicable to this audit						
<b>*</b>	Additional comment added by auditor in the body of the report.						

### 3. NON-CONFORMITIES

No non-conformities have been identified at this time.

### 4. COMMENTS

COMMENT # 1	SYSTEM 1	TYPE OFI
<b>DWQMS REQUIREMENT</b> 18. PLAN – The Operational Plan shall document a procedure to maintain a state of emergency preparedness that includes: a.) a list of potential emergency situations or service interruptions.		
<b>OA SYSTEM REFERENCE</b> Section 18 - Emergency Management of the Operational Plan for the Town of Deep River Distribution System dated Nov 20, 2009.		
<b>DESCRIPTION</b> During on-site visit would have to investigate whether this is a comprehensive list of potential emergencies. May need to consider staff shortages, critical injury and catastrophic equipment failure.		

## 5. RECOMMENDATION

The auditor recommends the following:

- 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:

No further comments at this time.



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E-signature of Lead Auditor / 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: 2010/06/10**

**Released by Senior Technical Authority / Team Leader: Kirk Albert**

**Explanation / Comments: None required.**

**Name and E-signature:**



**Date: 2010/06/30**