

**SUMMARY REPORT
TOWN OF ERIN**

**ERIN WELL SUPPLY
DRINKING –WATER SYSTEM NO. 220000013**

Municipal Drinking Water License Number 102-101
Drinking Water Works Permit Number 102-201

PTTW# 8112-9CPNNW



**Submitted
by:**

**Joe Babin
Water Superintendent**

Signature:

A handwritten signature in black ink, appearing to read "Joe Babin", written over a horizontal line.

Date

**Prepared:
Prepared by:**

**February 15th, 2018
Talal Latif**

SUMMARY REPORT FOR THE TOWN OF ERIN ERIN WELL SUPPLY

Ministry of Environment and Climate Change
Municipal Drinking Water License Number 102-101
Drinking Water Works Permit Number 102-201

PTTW# 8112-9CPNNW

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Section 1 – Introduction

The 2017 Erin Well Supply Summary Report addresses the requirements outlined in Schedule 22 of the Ontario Drinking Water Systems Regulation (O. Reg. 170/03) under the *Safe Drinking Water Act, 2002*. For purposes of that regulation, the Town of Erin - Erin Well Supply is considered to be a large municipal residential system.

The summary report identifies Erin Well Supply's Licenses and Permits, and includes a statement of compliance with the terms and conditions of the Drinking Water Works Permits, Municipal Drinking Water Licenses, Permits to Take Water and the drinking water regulations under the *Safe Drinking Water Act*. The report also includes a summary of the quantities and flow rates of water supplied, including monthly average and maximum daily flows during the period from January 1st to December 31st, 2017.

A copy of Schedule 22 from O.Reg. 170/03 is in Appendix 1 of this report.

Section 2 – Background

In 2002, the *Safe Drinking Water Act* was passed by the Ontario government, and by 2003, all municipal and non-municipal drinking water systems in Ontario were governed by this Act and its Regulations.

A list of the Regulations enacted under the *Safe Drinking Water Act* can be found in Appendix 2 of this report.

The reporting period for this report is January 1, 2017 to December 31, 2017.

The Town of Erin continues to operate our water systems through adherence to our Municipal Drinking Water License and our Drinking Water Works Permit. The Municipal Drinking Water License provides the required legislative authority to operate the system, and the Drinking Water Works Permit provides the descriptive scope of our water system and the authority to establish and alter the system.

During the reporting period, the Town of Erin – Erin Well Supply was operated pursuant to:

- Municipal Drinking Water License Number 102-101, issued December 1, 2015
- Drinking Water Works Permit Number 102-201, issued December 1, 2015

Both our license and our permit were issued through our demonstration of compliance to the Drinking Water Quality Management Standard (DWQMS).

DWQMS

The Standard contains 21 Elements which specify the minimum requirements for the Quality Management System of an Operating Authority for a subject system:

- a. to facilitate the Operating authority's ability to consistently produce and/or deliver drinking water that meets applicable legislative, regulatory and Owner requirements, and
- b. to enhance consumer protection through the effective application and continual improvement of the Quality Management System.

Operational Plan

Our adopted Quality Management System (QMS) Operational Plan continues to govern the water system in assuring conformance to the Standard and continuous operational improvements.

A portion of this required conformance is included in the Financial Plan submitted under O. Reg. 453/07. We must fulfill our submitted financial commitment to infrastructure renewal and utility operations in a demonstrated life cycle based full cost recovery model.

Copies of our QMS Operational Plan are available at the Municipal Office.

Section 3 – External Audit & MOECC Inspections

On January 17, 2017 the Ministry of Environment and Climate Change (MOECC) conducted an announced, “focused” inspection of the Erin Well Supply System for the period of November 1, 2016 – January 17, 2018. This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The inspection included a review of operational standards and procedures, record keeping, sampling protocols, status of operator's licensing, training initiatives and a random field test for the analysis of system free chlorine residual in conjunction with joint microbiological water sample collections.

This inspection provided a scoring of 100% in meeting all legislative requirements of the *Safe Drinking Water Act* and associated regulations under the act.

The final inspection scoring and summary of Best Practice Recommendations and Issues for this inspection period are included in Appendix 3.

On November 14th, 2017 SAI Global conducted an external off-site system verification audit of the Town of Erin's Quality Management System. This audit resulted in zero non-conformances and three opportunity for improvement. SAI Global's recommendation is: Maintenance of existing accreditation. The results of the external off-site system verification audit are included in Appendix 4.

Section 4 – Statement of Compliance

The Erin Well Supply System complied with the terms and conditions of all Licenses and Permits, Ontario Drinking Water Quality Standards Regulation (O. Reg. 169/03), and the Drinking Water Systems Regulation (O. Reg. 170/03).

Section 5 – Summaries of Quantities and Flow Rates and Water Supply

The following table is a summary of flows for the reporting period of January 1 – December 31, 2017.

Table 1

E7	Total Flow		Average Day		Max Day		Max Flow Rate	
	Raw m ³	Treated m ³	Raw m ³	Treated m ³	Raw m ³ (rated capacity = 2160 m ³ /day)	Treated m ³ (rated capacity = 2592 m ³ /day)	Raw L/min (rated capacity = 1,800 L/min)	Treated L/min
January	13824.96	14062.11	445.96	453.61	900.57	952.10	1405.02	2082.24
February	9642.23	9690.46	344.36	346.08	742.64	732.14	1416.72	1514.64
March	12840.02	13008.57	414.19	419.63	956.22	970.27	1412.64	2400.00
April	9925.33	9985.47	330.84	332.84	708.53	694.04	1415.76	1591.92
May	14885.10	15099.57	480.16	487.08	1034.22	1035.57	1427.28	2150.88
June	9790.26	9893.79	326.34	329.79	959.26	965.09	1414.80	1600.80
July	9811.54	9879.46	316.50	318.69	1034.37	1076.83	1416.72	1615.92
August	12199.09	12441.36	393.51	401.33	789.87	800.21	1419.84	1560.48
September	8441.05	8506.18	281.36	283.53	739.63	733.47	1425.36	2400.00
October	11643.06	11333.55	375.58	377.78	877.34	859.36	1438.32	1581.12
November	8740.76	8603.78	291.35	296.68	838.22	873.24	1415.04	1618.80
December	9530.24	9631.69	307.42	332.12	622.44	658.38	1419.00	1896.00
Total	131273.64	132135.99						
E8	Total Flow		Average Day		Max Day		Max Flow Rate	
	Raw m ³	Treated m ³	Raw m ³	Treated m ³	Raw m ³ (rated capacity = 1968 m ³ /day)	Treated m ³ (rated capacity = 2362 m ³ /day)	Raw L/min (rated capacity = 1,640 L/min)	Treated L/min
January	11002.43	11004.62	354.91	354.98	749.63	727.57	1258.56	1008.00
February	12431.52	12488.15	443.98	446.00	735.995	747.71	1256.88	1005.12
March	12325.10	12345.70	397.58	398.24	732.60	681.66	1290.24	1005.84
April	13497.67	13539.71	449.92	451.32	897.95	923.25	1245.60	1002.00
May	19695.52	19695.52	635.33	635.33	1263.77	1263.77	1234.32	1234.32
June	12839.17	12929.30	429.77	430.97	1350.51	1331.87	1214.64	974.88
July	12366.82	12360.54	398.92	398.72	664.92	686.14	1193.04	975.84
August	9810.35	9888.85	316.46	318.99	799.72	741.98	1174.80	966.24
September	14675.82	14659.51	489.19	488.65	1273.97	1264.47	1151.28	970.80
October	10561.86	10278.10	340.70	342.60	624.26	614.30	1127.52	973.20
November	9830.06	9415.43	327.66	324.67	627.67	630.50	1104.24	968.40
December	11398.45	10601.66	367.69	441.73	683.90	657.50	1077.60	969.12
Total	150488.77	149207.09						

The following table is a summary of the flow rates and the rated capacity flow rates approved in the system's approval.

Table 2

E7	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	900.57	952.10	2160	2592	41.7%	36.7%
February	742.64	732.14	2160	2592	34.4%	28.2%
March	956.22	970.27	2160	2592	44.3%	37.4%
April	708.53	694.04	2160	2592	32.8%	26.8%
May	1034.22	1035.57	2160	2592	47.9%	40.0%
June	959.26	965.09	2160	2592	44.4%	37.2%
July	1034.37	1076.83	2160	2592	47.9%	41.5%
August	789.87	800.21	2160	2592	36.6%	30.9%
September	739.63	733.47	2160	2592	34.2%	28.3%
October	877.34	859.36	2160	2592	40.6%	33.2%
November	838.22	873.24	2160	2592	38.8%	33.7%
December	622.44	658.38	2160	2592	28.8%	25.4%

Table 2 continued

E8	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	749.63	727.57	1968	2362	38.1%	30.8%
February	735.995	747.71	1968	2362	37.4%	31.7%
March	732.60	681.66	1968	2362	37.2%	28.9%
April	897.95	923.25	1968	2362	45.6%	39.1%
May	1263.77	1263.77	1968	2362	64.2%	53.5%
June	1350.51	1331.87	1968	2362	68.6%	56.4%
July	664.92	686.14	1968	2362	33.8%	29.0%
August	799.72	741.98	1968	2362	40.6%	31.4%
September	1273.97	1264.47	1968	2362	64.7%	53.5%
October	624.26	614.30	1968	2362	31.7%	26.0%
November	627.67	630.50	1968	2362	31.9%	26.7%
December	683.90	657.50	1968	2362	34.8%	28.0%

Section 6 – Summary and Conclusion

Table 3 provides information with respect to the quantity and flow rates of water supplied to the system during the reporting period.

1. The monthly average taking for all wells individually and for all wells combined, the maximum daily taking from each well individually, and the daily instantaneous peak flow rate for each well. There are footnotes to the table that provide additional information regarding the data.

Table 3
Town of Erin, Erin Well Supply
Pumping Volume % Flow Summary
(January 1 to December 31, 2017)

Raw Well	Monthly Average (m ³ /mo.)	Approved Rated Capacity (m ³ /month)	Maximum Daily Flow (m ³ /day)	Approved Rated Capacity (m ³ /day) ¹	Maximum Daily Instantaneous Peak Flow Rate (L/min.)	Approved Rated Capacity (L/min) ¹
E7	10,939.47	65,700	1034.37	2,160	1438.32	1,800
E8	12,540.73	59,860	1350.51	1,968	1290.24	1,640
Combined Wells:	23,480.20	125,560		4,128	N/A	N/A

1. Based on water taking rates and amounts specified in Table A of PTTW # 8112-9CPNNW.

In conclusion, E7 is pumping at a 16.7% average of the approved rated capacity of 65,700 m³ per month, and E8 is pumping at a 21.0% average of the approved rated capacity of 59,860 m³ per month. The Erin Well Supply system is pumping at an average of 18.8% of the approved rated capacity of 125,560 m³ per month.

This report will be given to the members of the Town of Erin Council on or before March 31, 2017, as required by Section 22-2 (1) (a) of Schedule 22 of O. Reg 170/03, as amended. It will be circulated to Council as an information item on the first available agenda

following the date completed to formally put the report on the public record. The report is available to the public at no cost, and will be posted on the Town's website.

Appendix 1
SCHEDULE 22
SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

OWRA approvals

22-3. A provision of an OWRA approval that requires the completion and presentation of a compliance report does not apply to a drinking water system if the owner of the system complies with section 22-2.

O. Reg. 170/03, Sched. 22; O. Reg. 249/03, s. 24; O. Reg. 253/05, s. 18; O. Reg. 418/09, s. 26.

Appendix 2

Regulations under the *Safe Drinking Water Act, 2002*

- O. Reg. 128/04: Certification of Drinking Water System Operators and Water Quality Analysts
- O. Reg. 169/03: Ontario Drinking Water Quality Standards
- O. Reg. 170/03: Drinking Water Systems
- O. Reg. 171/03: Definitions of Words and Expressions Used in the Act
- O. Reg. 172/03: Definitions of Deficiency and Municipal Drinking Water System
- O. Reg. 188/07: Licensing of Municipal Drinking Water Systems
- O. Reg. 242/05: Compliance and Enforcement
- O. Reg. 243/07: Schools Private Schools and Day Nurseries
- O. Reg. 248/03: Drinking Water Testing Services
- O. Reg. 453/07: The Financial Plans Regulation
- O. Reg. 229/07: Service of Documents

Appendix 3



Ministry of the Environment and Climate Change
Inspection Report

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The following issues were also noted during the inspection:
 - 1.) All of the equipment listed in the newly issued DWWP appeared to be installed and/or present as described at the time of the inspection, with the exception of the backup generator; it was a 200 kW unit and not a 325 kW unit as stated in the DWWP.
 - 2.) The owner indicated that HAAs were tested at the same locations as THMs.
 - 3.) The last below ground inspections for the two source wells were on the following dates:
 - Well 7 - was last rehabilitated in 2004 as part of well upgrades
 - Well 8 - was last inspected when pump was replaced on December 31st, 1999.
- Recommendation:**
- 1.) It is recommended that the backup generator (for well E8) description be updated at the next amendment of the DWWP.
 - 2.) It is recommended that HAAs be tested closer to treated water entry points.
 - 3.) As both wells have not had below-grade inspections in extended periods of time, it is recommended a below grade inspection of both source wells be performed.

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2017-2018)

DWS Name:	ERIN DRINKING WATER SYSTEM
DWS Number:	220000013
DWS Owner:	Erin, The Corporation Of The Town Of
Municipal Location:	Erin
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Focused
Inspection Date:	January 17, 2018
Ministry Office:	Guelph District

Maximum Question Rating: 443

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 56
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 21
Treatment Process Monitoring	0 / 112
TOTAL	0 / 443

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Inspection Rating Record Generated On 26-FEB-18 (Inspection ID: 1-F6L33).

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2017-2018)

DWS Name: ERIN DRINKING WATER SYSTEM
DWS Number: 220000013
DWS Owner: Erin, The Corporation Of The Town Of
Municipal Location: Erin

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Focused
Inspection Date: January 17, 2018
Ministry Office: Guelph District

Maximum Question Rating: 443

Inspection Risk Rating	0.00%
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FINAL INSPECTION RATING:	100.00%
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Inspection Rating Record Generated On 26-FEB-18 (Inspection ID: 1-F6L3J).

Appendix 4



1631559-01
#DWAR.12.08 Rev.01

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES SYSTEMS VERIFICATION AUDIT REPORT – 2017

FILE #: 1631559-01

The Corporation of the Town of Erin

Operating Authority for:

Erin Drinking Water System
Hillsburgh Drinking Water System

S2 Surveillance Audit

Prepared by: Janet McKenzie

Date: Nov 14, 2017

Confidential
28 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
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Excellence. Assured.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario 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 was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

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

Auditor:

Janet McKenzie

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

PART A. MANAGEMENT SUMMARY

This was an off-site system audit of the The Corporation of the Town of Erin's conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Erin Quality Management System is considered:

- Effective
 Not effective

Zero (0) non-conformities were identified during this assessment, as noted in Part D of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation

Notes

Copies of this report distributed outside the organization must include all pages.

As part of the SAI Global Terms, it is necessary for you to notify the SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.

PART B. GENERAL INFORMATION

Operating Authority:

Legal name and address The Corporation of the Town of Erin

Address 5684 Trafalgar Road Hillsburgh Ontario

Applicant representative Talal Latif

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail talal.latif@erin.ca

Owner:

Legal name and address

same as above, or:

Applicant representative Talal Latif

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail Talal.Latif@erin.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Serviced: 3850

This audit report covers the subject systems listed:

Erin Drinking Water System, 555 – 8th Line, Erin, ON

Hillsburgh Drinking Water System, 5929 Trafalgar Rd., Hillsburgh, ON

PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Erin						1631559-01	
ACCREDITATION CYCLE: S2 Surveillance Audit							
AUDIT TYPE <input checked="" type="checkbox"/> Systems <input type="checkbox"/> On-Site Verification			AUDITOR Janet McKenzie			Nov 14, 2017 to Nov 14, 2017	
SUBJECT SYSTEM(S) AUDITED ① Erin Drinking Water System ② Hillsburgh Drinking Water System							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C	C				
2. Quality Management System Policy							
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control							
6. Drinking-Water System		C	C				
7. Risk Assessment		OFI	OFI				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		C	C				
10. Competencies							
11. Personnel Coverage		C	C				
12. Communications							
13. Essential Supplies and Services							
14. Review and Provision of Infrastructure							
15. Infrastructure Maintenance, Rehabilitation & Renewal		C	C				
16. Sampling, Testing and Monitoring							
17. Measurement & Recording Equipment Calibration and Maintenance							
18. Emergency Management							
19. Internal Audits		2 OFI	2 OFI				
20. Management Review		OFI*	OFI*				
21. Continual Improvement		C	C				
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.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
-	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

PART D. FINDINGS/COMMENTS

<p>DWQMS Reference: Client Reference: Results: Details:</p>	<p>7 Risk Assessment <i>Risk Assessment Review 2017 Minutes (2-Mar-2017) Appendix 15 Risk Assessment Outcome (Rev. 11, 2-Mar-2017)</i> Opportunity for improvement <i>Details of the revisions resulting from the review are not available in either the Risk Assessment Review Minutes or a Revision History on the Risk Assessment Outcomes.</i></p>
<p>DWQMS Reference: Client Reference: Results: Details:</p>	<p>19 Internal Audits <i>Internal Water Audit Report (31-May-2017)</i> Opportunity for Improvement <i>Internal audit was conducted by Connie Cox, Internal Water Operator. Internal Audit Schedule (Appendix 27) lists the following auditors as approved by the Town of Erin: Louise Warr, and Donna Button.</i></p>
<p>DWQMS Reference: Client Reference: Results: Details:</p>	<p>19 Internal Audits <i>Internal Water Audit Report (31-May-2017)</i> Opportunity for improvement <i>Confusing formatting of major non-conformance on audit report. (i.e. Does it identify two separate non-conformances under Element 10 and Element 19, or is it one non-conformance that touches on both Element 10 and Element 19?)</i></p>
<p>DWQMS Reference: Client Reference: Results Details:</p>	<p>20 Management Review <i>Management Review Summary/Minutes (15-Jun-2016)</i> Opportunity for improvement <i>Responsibility was not always identified for action items. See Municipal Drinking Water License renewal for 2020 under Resources to Maintain the QMS.</i></p>
<p>DWQMS Reference: Client Reference: Results Details:</p>	<p>20 Management Review <i>Management Review Summary/Minutes (15-Jun-2016)</i> Comment <i>As written, Section 5.2 requires "Top Management or QMS Representative, as defined in the Operational Plan, shall perform the Management Review". As per Section 9.3 of the Operational Plan, the participation of Top Management <u>and</u> the QMS Representative should be mandatory for the management review.</i></p>

PART E. RECOMMENDATION – Systems Audit

The auditor recommends the following:

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

Final comments: The auditor thanks the Town of Erin personnel for their timely cooperation.



E-signature of Lead Auditor / Auditor