



Quality Management System Manual/ Operational Plan

Effective Date: January 17, 2009

To Be Revised: Annually or When QMS Changes

Element 1: Quality Management System

The Operational Plan describes the contents of the drinking water Quality Management System for the Town of Petrolia Bright's Grove Water Treatment Plant. The contents of this Operational Plan are based upon the requirements of the Drinking Water Quality Management Standard.

The DWQMS books are located in the office and kitchen at the Petrolia Bright's Grove Water Plant and at Petrolia Town Hall.

This Operational Plan has been reviewed and approved. See also Commitment and Endorsement.



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Element 2: Quality Management System Policy

The Town of Petrolia is the owner and provides governance for the Town of Petrolia Bright's Grove Water Treatment Plant. Benefiting member municipalities currently participating in the town of Petrolia Bright's Grove Water Treatment Plant include the Town of Petrolia, the Township of Dawn/Euphemia the Township of Enniskillen and part of the Township of Brooke/Alvinston.

The Town of Petrolia currently utilizes the services of an independent contract Operating Authority (Waterworks Environmental Services Incorporated) who operates and maintains the Town of Petrolia Bright's Grove Water Treatment Plant on behalf of Petrolia.

QMS POLICY FOR THE TOWN OF PETROLIA WATER SUPPLY SYSTEM

The Town of Petrolia utilizes the services of Waterworks Environmental Services Inc., an independent operating authority, to operate and maintain the water supply system. Together the Town of Petrolia and Waterworks Environmental Services Inc. are committed to:

1. Providing a consistent supply of safe, high quality drinking water,
2. Maintaining and continuously improving its quality management system,
3. Meeting and surpassing applicable regulations and legislation,
4. Being a quality leader in the business sector in which we participate.



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Element 3: Commitment and Endorsement

This Operational Plan has been reviewed and approved by the Operating Authority and the Owner. The signatures below further commit to ensure that the Quality Management System is regularly assessed to confirm its ongoing applicability and relevance.

Mayor
Town of Petrolia Bright's
Grove Water Treatment Plant Owner

Overall Responsible Operator
(Operating Authority)
Waterworks Environmental
Services Inc.

Chief Administrative Officer
Town of Petrolia Bright's
Grove Water Treatment Plant Owner

Top Management ensures the Operating Authority is aware of all applicable legislative and regulatory requirements. This process is described in the Legal and Other Requirements Procedure.

Top Management ensures the QMS is communicated according to the procedure, by following the Communication Procedure. The internal Audit Procedure and the management Review Procedure describes how proper communication is monitored.

Top Management determines, obtains and provides the resources needed to maintain and improve the QMS, as demonstrated through records created under the QMS, and through the Management Review Process. The Monitoring Maintenance, Operations and Quality Procedure describe how a need for resources may be identified, documented, and followed through.

Revised April 16/10