



## NSF International Strategic Registrations Audit Report

### **The Corporation Of The Municipality Of Trent Hills**

66 Front Street South  
Campbellford, Ontario K0L 1L0 CAN

**C0121387**

#### **Audit Type**

Surveillance Audit

#### **Auditor**

Rose Johnson

#### **Standard**

Ontario's Drinking Water Quality Management Standard Version 2  
(Exp Date: 20-JUN-2026)

#### **Audit Date(s):**

04/08/2024 - 04/08/2024

#### **Recommendation**

Ontario's Drinking Water Quality Management Standard Version 2 : Continue Certification (No NCRs)



## Executive Summary

<p>Ontario's Drinking Water Quality Management Standard Version 2</p>	<p>This was a routine off-site annual system audit for the Municipality of Trent Hills Drinking Water Quality Management System (DWQMS v.2).</p> <p>The management system continues to be effectively maintained, with no major or minor non-conformities identified during the audit. There is clear evidence of commitment to the QMS throughout the Municipality.</p> <p>There was one Opportunity for Improvement (OFI) noted during the audit, which is detailed in this report for consideration by the DWQMS team. (Please note: OFIs do not require a formal response).</p> <p>The support and cooperation of all involved in the audit is acknowledged and appreciated. Thank you for choosing NSF for your DWQMS accreditation.</p>
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## Opportunities

<p>Ontario's Drinking Water Quality Management Standard Version 2</p>	<p>See below</p>
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## Corrective Action Requests

<p>There is NO Corrective Action Request in this audit.</p>
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## Site Information

The audit was based on a sampling of the company's management system.

### Industry Codes

NACE:E 41

### Scope of Registration

**Ontario's Drinking Water Quality Management Standard Version 2** : Campbellford, Hastings, Warkworth Drinking Water Systems, 150-OA1, Entire Full Scope Accreditation



## Opportunities for Improvements

### Ontario's Drinking Water Quality Management Standard Version 2

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p><b>Location of OFI</b> Operational Plan;</p> <p><b>Discussed With</b> Scott Campbell;</p> <p><b>Description</b> Although no nonconformity was identified, an opportunity exists to clarify the revision date of the Operational Plan (Rev. 16 - May 2024). Currently dates in cover page, footer &amp; revision history are not consistent, however revision level is clearly indicated.;</p>

## General Information

<b>Operating Authority: Legal Name &amp; Address</b>	<b>The Corporation of the Municipality of Trent Hills, 66 Front Street South, Campbellford, ON K0L 1L0</b>
<b>Language Preference: Correspondence</b>	<b>English</b>
<b>Language Preference: Audit</b>	<b>English</b>
<b>Owner: Legal Name and Address</b>	<b>The Corporation of the Municipality of Trent Hills, 66 Front Street South, Campbellford, ON K0L 1L0</b>
<b>Owner Language Preference: Correspondence</b>	<b>English</b>
<b>Owner Language Preference: Audit</b>	<b>English</b>
<b>Applicant Representative Information; Include Name, Title, Phone, Fax, Email &amp; Website</b>	<b>Scott Campbell, Water Distribution/Treatment Plant Head Operator / QMS Representative Tel: 705-653-2382 / Cell: 705-653-7141 Scott.Campbell@trenthills.ca; www.trenthills.ca</b>
<b>Accreditation Option</b>	<b>Full Scope - Entire DWQMS</b>
<b>Date of Previous Systems Audit:</b>	<b>May 5, 2022</b>
<b>Date of Previous On-Site Verification Audit:</b>	<b>April 10-11, 2023</b>

## Processes



<b>Summary of Findings</b>	
<b>Requirement</b>	<b>Finding</b>
1. Quality Management System	C
2. Quality Management System Policy	N/A
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Record Control	OFI
6. Drinking-Water System	N/A
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	N/A
10. Competencies	N/A
11. Personnel Coverage	N/A
12. Communications	N/A
13. Essential Supplies and Services	N/A
14. Review and Provision of Infrastructure	N/A
15. Infrastructure Maintenance, Rehabilitation & Renewal	N/A
16. Sampling, Testing & Monitoring	N/A
17. Measurement & Recording Equipment, Calibration & Maintenance	N/A
18. Emergency Management	N/A
19. Internal Audits	C
20. Management Review	C
21. Continual Improvement	C
<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 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
*	Additional Comment added by auditor in the body of the report.

