

INTERNAL AUDIT REPORT # TH24-01

AUDITOR Patricia Skopelianos

AUDIT DATE March 6, 2024

PURPOSE

The purpose of the internal audit is to obtain objective evidence of the Municipality of Trent Hills compliance to the Drinking Water Quality Management Standard (DWQMS) Revision 2, as documented in the Operational Plan.

SCOPE

Elements 1-21

REFERENCE DOCUMENTS

Drinking Water Quality Management Standard – Version 2.0
Trent Hill Operational Plan – Rev 16 May, 2023
Standard Operating Procedures (SOP) as described
Previous Audits Reviewed – TH23-01

STAFF AUDITED

Lynn Phillips, Chief Administrative Officer (CAO)
Scott White, General Manager of Infrastructure Renewal & Public Works Admin.
Scott Campbell, QMS Representative
Jody Trotman, Operator

SUMMARY

The internal audit conducted on site at the Campbellford Water treatment Plant on March 6, 2024. This involved the QMS Representative providing the Operational Plan and associated SOP's. The Operational Plan and associated SOP were well documented and in accordance with the Standard. Additionally procedures were updated to reflect changing processes. The understanding of the procedures was extensive throughout the operational staff. The DWQMS is well implemented and used as a normal part of the business process. The overall compliance is suitable, and the implementation has been effective.

Element 1	Quality Management System	Compliant
Reference Documents: Operational Plan Section 1.0		
Element 2	Quality Management System Policy	Compliant
Reference Documents: Operational Plan Section 2.0		
Element 3	Commitment and Endorsement	Compliant
Reference Documents: Operational Plan Section 3.0 Municipal Resolution #512		
Element 4	QMS Representative	Compliant
Reference Documents: Operational Plan Section 4.0		
The Water Distribution/Treatment Plant Head Operator has been assigned the role of the QMS Representative as outlined in the Operational Plan.		
Element 5	Document & Record Control	Compliant
Reference Documents: Operational Plan Section 5.0 SOP-09 Documents and Records Control Rev 11		
Element 6	Drinking Water System	Compliant
Reference Documents: Operational Plan Section 6.0		
Element 7	Risk Assessment Procedure	Compliant
Reference Documents: Operational Plan Section 7.0 SOP-01 Risk Assessment Rev 6 Potential Hazardous Events for Municipal Residential DWS Risk Assessment Matrix – November 1,2023		
Element 8	Risk Assessment Outcomes	Compliant
Reference Documents: Operational Plan Section 8.0 SOP-01 Risk Assessment Rev 6 SOP-15 CCP – Secondary Disinfection Rev 11 SOP-16 CCP – Filter Water Turbidity Rev 8 SOP-17 CCP – Coagulant Rev 9		

Element 16 Sampling, Testing and Monitoring Compliant

Reference Documents: Operational Plan Section 16.0
 SOP-04 Sampling & Monitoring Rev 12

**Element 17 Measurement & Recording Equipment Calibration
 Maintenance** Compliant

Reference Documents: Operational Plan Section 17.0
 SOP-04 Sampling & Monitoring Rev 12
 SOP-05 Response to Adverse Drinking Water Result Rev 12

Element 18 Emergency Management

Reference Documents: Operational Plan Section 18.0
 SOP-18 Emergency Preparedness & Responses Rev 19
 2023 SCADA Cybersecurity

Opportunity for Improvement

The SOP that describes the contact for emergency services does don't include the new chemical ENV24P10.

Element 19 Internal Audit Compliant

Reference Documents: Operational Plan Section 19.0
 SOP-07 Internal Audit Rev 5
 TH23-01

Element 20 Management Review Compliant

Reference Documents: Operational Plan Section 20.0
 SOP-06 Management Review Rev 4
 Meeting Minutes February 8, 2023

Element 21 Continual Improvement Compliant

Reference Documents: Operational Plan Section 21.0
 SOP-10 Continual Improvement Rev 6

CLOSING SUMMARY

Corrective Action Issued	0
Opportunities for Improvements	3
Comments	0