

	Ballantrae/Musselman's Lake and Stouffville Water Distribution Systems	QMS-APP-05-01
	Operational Plan Quality Management System	Page 1 of 6
	Appendix Title: Document Control Table	Revision: 2 January 16, 2017

Document	Location of Master	Location of Controlled Copies	Location of Archived Copies	Authorized Approver	Reviewers	Element & Notes
Internal Documents						<i>NR=not required</i>
Annual Business Plan, Capital Operating Budget and Ten Year Capital Forecast Report	Municipal Office - Treasury Dept.	<ul style="list-style-type: none"> Town Website 	<ul style="list-style-type: none"> Town Website 	<ul style="list-style-type: none"> Treasurer 	<ul style="list-style-type: none"> Mayor & Council C.A.O. Department Heads 	14 - Review and Provision of Infrastructure and Resources
Document Retention By-Law	Municipal Office - Clerks Dept.	<ul style="list-style-type: none"> http://whitchurchstouffville.fileprosite.com 	NR	<ul style="list-style-type: none"> Town Clerk 	<ul style="list-style-type: none"> Mayor & Council C.A.O. Department Heads 	5 - QMS Document and Records Control
Emergency Procedures	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Emergency Procedures	<ul style="list-style-type: none"> Operations Centre Water/Wastewater Manual Waterworks Storage Room Municipal Office Public Works Dept. Manager of Operations (digital) 	<ul style="list-style-type: none"> S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Emergency Procedures\Archive\ (by year) 	<ul style="list-style-type: none"> Manager of Operations 	<ul style="list-style-type: none"> Director of Public Works Manager of Operations Water/Wastewater Supervisor Operations Technologist 	18 - Emergency Management Emergency Procedure # 02 Boil Water Advisory Drinking Water Advisory QMS-SOP-18-01 Emergency Procedure # 04 Watermain Break Emergency Procedure # 05 Cross Connections Pressure Reducing Valve Failure QMS-SOP-18-04

Document	Location of Master	Location of Controlled Copies	Location of Archived Copies	Authorized Approver	Reviewers	Element & Notes
Information Pressure Zone 1 Closed Valves	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Information and Instructions	<ul style="list-style-type: none"> • Operations Centre • Water/Wastewater Manual • Waterworks Storage Room • Municipal Office • Public Works Dept. 	<ul style="list-style-type: none"> • S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Information and Instructions\Archive\ (by year) 	<ul style="list-style-type: none"> • Water/Wastewater Supervisor 	<ul style="list-style-type: none"> • Manager of Operations • Water/Wastewater Supervisor • Operations Technologist 	6 - Drinking Water System Process Description QMS-SOP-06-03 Pressure Zone 1 Closed Valves
Maintenance and Operation of a Municipal Waterworks Distribution System in the Town of Whitchurch-Stouffville By-Law	Municipal Office - Clerks Dept.	<ul style="list-style-type: none"> • http://whitchurchstouffville.fileprosite.com 	<ul style="list-style-type: none"> • NR 	<ul style="list-style-type: none"> • Town Council 	<ul style="list-style-type: none"> • Town Council • C.A.O. • Director of Public Works • Department Heads 	All Elements
On-Call Information Manual	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Information and Instructions\On-Call Book	<ul style="list-style-type: none"> • Water/Wastewater Supervisor (1 copy) • Transportation Supervisor (2 copies) • On-Call Operator • • Lead Hand • Winter Maintenance Manual • Manager of Operations (digital) • Operator's Area 	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Information and Instructions\On-Call Book\Archive\ (by year)	<ul style="list-style-type: none"> • Manager of Operations 	<ul style="list-style-type: none"> • Director of Public Works • Manager of Operations • Water/Wastewater Supervisor • Transportation Supervisor 	11 – Personnel Coverage
Operational Plan	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Operational Plan	<ul style="list-style-type: none"> • Operations Centre • Water/Wastewater Manual • Waterworks Storage Room • Municipal Office • Public Works Dept. • Town website 	<ul style="list-style-type: none"> • S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Operational Plan\Archive\ (by year) 	<ul style="list-style-type: none"> • Top Management 	<ul style="list-style-type: none"> • Public Works Staff 	All Elements Documented in the System Level Documents
Procurement By-Law	Municipal Office - Clerks Dept.	http://whitchurchstouffville.fileprosite.com	<ul style="list-style-type: none"> • NR 	<ul style="list-style-type: none"> • Treasurer 	<ul style="list-style-type: none"> • CAO • Treasurer • Department Heads 	13 - Essential Supplies and Services

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Reports to Council	For Public Works: S:\COUNCIL AND BY-LAWS - C\C11 Reports to Council\by year)	<ul style="list-style-type: none"> Project folders at Municipal Office or Operations Centre http://whitchurchstouffville.fileprosite.com 	<ul style="list-style-type: none"> NR 	<ul style="list-style-type: none"> Director of Public Works Council 	<ul style="list-style-type: none"> CAO Treasurer Department Heads (as required) Manager of Operations 	12 - QMS Communications
Standard Operating Procedures Sampling and Monitoring	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	<ul style="list-style-type: none"> Operations Centre Water/Wastewater Manual Waterworks Storage Room Manager of Operations (digital) Municipal Office Public Works Dept. 	<ul style="list-style-type: none"> S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures\Archive Standard Operating Procedures\by year) 	<ul style="list-style-type: none"> Manager of Operations 	<ul style="list-style-type: none"> Director of Public Works Manager of Operations Water/Wastewater Supervisor Operations Technologist 	16 - Sampling and Monitoring QMS-SOP-16-01 Collection and Handling of Drinking Water Sampling QMS-SOP-16-02 Adverse Water Quality Reporting and Corrective Actions QMS-SOP-16-03 Resident Complaint Investigations
Standard Operating Procedures Infrastructure Maintenance	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	<ul style="list-style-type: none"> Operations Centre Water/Wastewater Manual Waterworks Storage Room Manager of Operations (digital) Municipal Office Public Works Dept. 	<ul style="list-style-type: none"> S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures\Archive Standard Operating Procedures\by year) 	<ul style="list-style-type: none"> Manager of Operations 	<ul style="list-style-type: none"> Director of Public Works Manager of Operations Water/Wastewater Supervisor Operations Technologist 	15 – Infrastructure Maintenance QMS-SOP-15-01 Unscheduled Repairs QMS-SOP-15-02 Supply of Bulk Water QMS-SOP-15-03 Watermain Flushing QMS-SOP-15-04 Hydrant Inspections QMS_SOP-15-05 Valve Inspections

Document	Location of Master	Location of Controlled Copies	Location of Archived Copies	Authorized Approver	Reviewers	Element & Notes
Standard Operating Procedure QMS-SOP-13-01 Selection of Approved Products and Materials	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	<ul style="list-style-type: none"> • Operations Centre • Water/Wastewater Manual • Waterworks Storage Room • Manager of Operations (digital) • Municipal Office • Public Works Dept. 	<ul style="list-style-type: none"> • S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures\Archive Standard Operating Procedures\by year) 	<ul style="list-style-type: none"> • Public Works/ Engineering Review Committee 	<ul style="list-style-type: none"> • Director of Public Works • Director of Planning & Development Services • Manager of Engineering • Manager of Operations • Water/Wastewater Supervisor • Operations Technologist 	13 – Essential Supplies & Services
Standard Operating Procedure QMS-SOP-11-01 After Hours Response to Routine and Emergency Calls	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	<ul style="list-style-type: none"> • Operations Centre • Water/Wastewater Manual • Waterworks Storage Room • Manager of Operations (digital) • Municipal Office • Public Works Dept. 	<ul style="list-style-type: none"> • S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures\Archive Standard Operating Procedures\by year) 	<ul style="list-style-type: none"> • Manager of Operations 	<ul style="list-style-type: none"> • Director of Public Works • Manager of Operations • Water/Wastewater Supervisor • Operations Technologist 	11 -Personnel Coverage
Standard Operating Procedure QMS-SOP 06-02 Drinking Water Works Permit Alteration	S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures	<ul style="list-style-type: none"> • Operations Centre • Water/Wastewater Manual • Waterworks Storage Room • Manager of Operations (digital) • Municipal Office • Public Works Dept. 	<ul style="list-style-type: none"> • S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Procedures\Standard Operating Procedures\Archive Standard Operating Procedures\by year) 	<ul style="list-style-type: none"> • Water/Wastewater Supervisor 	<ul style="list-style-type: none"> • Director of Public Works • Manager of Operations • Water/Wastewater Supervisor • Director of Planning & Development Services • Manager of Engineering • Operations Technologist 	6 – Drinking Water System Process Description
Town of Whitchurch-Stouffville Emergency Response Plan	Fire Department Headquarters	<ul style="list-style-type: none"> • Director of Public Works (digital) • Manager of Operations (digital) 	<ul style="list-style-type: none"> • NR 	<ul style="list-style-type: none"> • Fire Chief 	<ul style="list-style-type: none"> • Emergency Operation Control Group 	18 - Emergency Management <i>Includes:</i> <ul style="list-style-type: none"> • Emergency Response Guide for Drinking Water Systems – (Annex 'J')

Document	Location of Master	Location of Controlled Copies	Location of Archived Copies	Authorized Approver	Reviewers	Element & Notes
Water/Wastewater Manual	Operations Centre • Office	• None	• • WSOC	• Manager of Operations • Water/Wastewater Supervisor	• Director of Public Works • Manager of Operations • Water/Wastewater Supervisor	All Elements
External Documents						
Employee Training Records & Licenses	S:\HUMAN RESOURCES - HH12 Training and Development	• Operations Centre	• NR	• NR	• Manager of Operations • Operations Coordinator	10 – Competencies
Maintenance/ Equipment Manuals	Operations Centre	• • WSOC	• • WSOC	• NR	• NR	17 - Equipment Calibration and Maintenance Includes: • Chlorine Residual Meter • Hydrant Meter • PH Meter • Backflow Preventers • Locating Devices
Maps Book	GIS	• Municipal Office • Operations Centre (5 copies) • Waterworks Vehicles (5 copies) • Fire Department • Emergency Operation Control Group • T:\Infrastructure\PDFs\Water	• NR	Town Peer Review Engineering Consultant	• Public Works Staff • Planning and Development Services Staff	6 - Drinking Water System Process Description
Provincial Regulations and Legislation	www.e-laws.gov.on.ca	• None	• NR	• NR	• NR	All Elements
Town of Whitchurch-Stouffville Standard Guidelines & Drawings	http://www.townofws.ca Corporate Apps – File Pro	• NR	• NR	• Director of Planning and Development Services	• Public Works/ Planning and Development Services Review Committee	6 - Drinking Water System Process Description

Document Change History

Revision Number	Date	Change	Revision Made By:
2	January 16, 2017	Document Update	Russ C