

QMS-APP-01-01

QMS Activity Schedule

Activity		January	February	March	April	May	June	July	August	September	October	November	December
	Analytical Equipment Calibration												
	Annual Hydrant Inspections			~~~~~~	*****								
	Annual Report												
	Summary Report												
	Backflow Preventer Certification												
ø	Gas Detector/Locator Calibration												
anc	Hydrant Winter Checks												
Maintenance	Lead Sampling	Once					Once						
lain	Monthly Water Quality Flushing												
Σ	Pressure Zone Valve Inspections												
	Pressure Zone Valve Verification												
	Quarterly Sampling (THM, HAA, NO ₃ /NO ₄)												
	Sample Station Maintenance												
	Valve Inspections												
	Valve Chamber Inspections												



	Emergency Training and Testing						
	External Audit						
	Infrastructure Review						
	Internal Audit						
	Management Review						
terr	Obtain current CALA from Lab						
Quality Management System	QMS Awareness Training						
	QMS Meeting						
	Review Emergency Contact List						
	Review & Update Essential Suppliers List, Contact information						
Ma	Review Inventories		 	 			
Quality	Review QMS Documents & Website Content						
	Review Training Plans						
	Risk Assessment Meeting						
	DWWP/MDWL Renewal						2025
	Financial Plan Renewal			2025			

Revision Number	Date	Change	Reviewed By	Approved By	
8	February 11, 2022	DWWP/MDWL and Financial Plan renewal dates added	Peter W, Jeff T	Brian K	
9	August 5, 2022	Revised quarterly sampling dates Revised emergency training and testing dates Removed Review QMS-FRM-21-01 Revised QMS Meeting dates Combined Review & Update Essential Suppliers Information	Peter W, Jeff T	Brian K	