

QMS-APP-01-01
QMS Activity Schedule

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

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

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
10	December 4, 2023	Revised timing Infrastructure Review from June to May	Jeff T	Jeff T, Matt S

11	September 11, 2025	Revised Annual Hydrant Inspection time frame to reflect activity Revised CALA acquisition to October to reflect expiry of certificate Revised Annual Valve Inspection time frame to reflect activity Revised Annual Valve Chamber Inspection time frame to reflect activity Added Monthly Field Verification of Residual Kits	Patrick W	Matt S, Patrick W
12	September 16, 2025	Updated Analytical Equipment calibration timeline to reflect activity	Patrick W	Matt S, Patrick W