

**QMS-APP-04-01**  
**Notice of Appointment –**  
**QMS Representative**

Top Management for the Operating Authority at the Town of Whitchurch-Stouffville has appointed the Quality Management Representative to be:

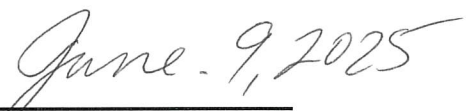
**Patrick Ward**  
**Operations Technologist**

The Quality Management System (QMS) Representative is the liaison between Top Management and the Operating Authority. The QMS Representative, irrespective of other responsibilities shall:

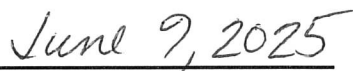
- a) Administer the QMS by ensuring that processes and procedures needed for the QMS are established and maintained;
- b) Report to Top Management on the performance of the QMS and any need for improvement;
- c) Ensure that current versions of documents required by the QMS are being used at all times;
- d) Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the Town of Whitchurch-Stouffville's drinking water systems; and
- e) Promote awareness of the QMS throughout the Operating Authority and the remainder of the Corporation.



Sunny Bains  
Chief Administrative Officer

  
Date

Jack Graziosi  
Commissioner of Engineering and  
Public Works

  
Date