

Transition Plan for Drinking Water Quality Management Standard 2.0

Prepared by : Vincent Feng  
Revision Date: March 15, 2018

Element	Task	Complete	2017 (Previous Plan)				2018 (Revised Plan)												2019	
			Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
6	Revision of Drinking Water System description	X	SE				SE	SE	SE											
7	Revision of Risk Assessment methodology to include MOECC potential hazardous events list	X	SE	SE			SE	SE	SE											
7	Revision includes verification is done at least once every calendar year and reference to potential hazards identified by MOECC	X	QMS				QMS	QMS	QMS											
8	Next Risk Assessment review required to consider MOECC potential hazardous events list	X	SE	SE			SE	SE	SE											
9	Ensure Top Management (TM) positions are identified as having <u>Management Review</u> responsibility	X			QMS		QMS	QMS	QMS											
12	Clarify the communication between TM and the Suppliers identified under Element 13	X			QMS		QMS	QMS	QMS											
14	Revision of Element 14 description to include: 1. consideration of risk assessment outcomes, and 2. that the review process is reviewed at least once every calendar year		INF	INF	INF	INF	INF	INF	INF											
15	Revision of Element 15 description to include: 1. long term forecast of programs (asset management plan/program), and 2. that the long term forecast is reviewed at least once every calendar year		INF/O&M	INF/O&M	INF/O&M	INF/O&M	INF/O&M	INF/O&M	INF/O&M											
19	Revision to include that internal audits are conducted at least once every calendar year	X	QMS																	
20	Revision to include that management review is conducted at least once per calendar year	X	QMS																	
21	Complete revision of Element 21 is required	X	QMS	QMS	QMS	QMS	QMS	QMS	QMS											
	Op Plan 2.0 ESM review and approval																			
	Op Plan 2.0 Director review and approval																			
	TM meeting review and approve Op Plan 2.0																			
	Op Plan 2.0 endorsed by Owner																			
	Standard of Care training New Council																			

## DWQMS Element Titles

Element Title
1. Quality Management System
2. Quality Management System Policy
3. Commitment and Endorsement
4. QMS Representative
5. Document and Records Control
6. Drinking Water System
7. Risk Assessment
8. Risk Assessment Outcomes
9. Organizational Structure, Roles, Responsibilities and Authorities
10. Competencies
11. Personnel Coverage
12. Communications
13. Essential Supplies and Services
14. Review and Provision of Infrastructure
15. Infrastructure Maintenance, Rehabilitation and Renewal
16. Sampling, Testing and Monitoring
17. Measurement and Recording Equipment Calibration and Maintenance
18. Emergency Management
19. Internal Audits
20. Management Review
21. Continual Improvement

## Operational Plan 8.0 Revision Summary

Element	Document	Status	Comments
1	Operational Plan	Done	Update OP for all Elements affected by DWQMS 2.0
6	Operational Plan	Done	See Element 1
7	Operational Plan	Done	See Element 1
	SLD 7 Risk Assessments Rev 6.0 ver 2	Done	Revision of Risk Assessment methodology to include MOECC potential hazardous events list
9	Operational Plan	Done	See Element 1
	SOP 9 Organizational Structure Roles Responsibilities Authorities Rev 8.0	Done	Clarified the roles responsible for undertaking the Management Review process as described in Element 20
12	Operational Plan	Done	See Element 1
	SOP 12 Communications Rev 6.0	Done	Clarified the QMS communication requirements to suppliers as identified in Element 13
14	Operational Plan	Done	See Element 1
	SLD 14 Review of Water Assets Infrastructure and Budget Process Rev 6.0	Done	Minor edits and clarification to Infrastructure Review process
	NEW SOP 14a Infrastructure Review Rev 1.0	Draft	Clarified the Infrastructure Review process (New SOP replaces SOP 14a Infrastructure Replacement List)
	SOP 14b Annual Project Budget Development Rev 5.0	Done	Infrastructure Capital Planning Manager replaces the Business Compliance Manger to collect and complete Capital Budget Request forms on behalf of Waterworks.
15	Operational Plan	Done	See Element 1
	SOP 15a - Maintenance Rev 3.0	Done	Minor edits to references
	NEW SOP 15b - Rehabilitation & Renewal Programs Rev 1.0	Done	Summarize the rehabilitation and renewal programs and its long term infrastructure forecast
19	Operational Plan	Done	See Element 1
20	Operational Plan	Done	See Element 1
21	Operational Plan	Done	See Element 1
	NEW SOP 21a Continual Improvement Rev. 1.0	Done	How continual improvement opportunities will be tracked and managed. Replaces SOP 21a Corrective Action
	NEW FRM 21a - Continual Improvement Form Rev 1.0	Done	Records key information for each continual improvement finding. New Form replaces QMS CAR Corrective Action Request & Report
	SOP 21c Staff Suggestion Rev. 5.0	Done	Minor edit and reference to continual improvement process
	FRMAAR After Action Review Template Rev 3.0.	Done	Minor edit to recommendation table. Removed columns for assigned person and due date. New column for Status of Recommendation.
	WI21b After Action Review Rev 3.0	Done	Revised WI to be consistent with the new continual improvement process

## Operational Plan Revision 8.0 Summary

Prepared By: Vincent Feng

Approved By: Daphne Ross

Date: Sep 13, 2018

Element #	Element Name	DWQMS 2.0 Requirement
1	Quality Management System	Update OP for all Elements affected by DWQMS 2.0
6	Drinking Water System	Updated Water System Description Added Dead End Flushing program information.
7	Risk Assessment	Revision of Risk Assessment methodology to include MOECC potential hazardous events list
9	Organizational Structure, Roles, Responsibilities and Authorities	Clarified the roles responsible for undertaking the Management Review process as described in Element 21
12	Communications	Clarified the QMS communication requirements to suppliers as identified in Element 13
14	Review of and Provision of Infrastructure	Added consideration of Risk Assessment outcomes
15	Infrastructure Maintenance, Rehabilitation and Renewal	Added new section in Description: <i>Long Term Forecast</i> for major infrastructure maintenance rehabilitation and renewal.
19	Internal Audits	2.0 requirement met in 2016 Operational Plan
20	Management Review	2.0 requirement met in 2016 Operational Plan
21	Continual Improvement	Added how continual improvement opportunities will be tracked and managed. This includes Best Management Practices, Corrective Actions, and Preventative Actions (includes Audits (OFIs and Non-Conformances), Staff Suggestions, Action Items from After Action Reviews and Management Review, etc)