

QMS-APP-05-01 Document Control Table

Document	Location of Master	Location of Controlled Copies	Authorized Approver	Notes
2009-154-RE - Record Retention By-Law	https://whitchurch.civicweb.net/filepro/documents	https://whitchurch.civicweb.net/filepro/documents	Mayor & Council	
2017-084-FI - Procurement By-Law	https://whitchurch.civicweb.net/filepro/documents	None	Mayor & Council	
2018-055-WS - Water Distribution System By-Law	https://whitchurch.civicweb.net/filepro/documents/121953?preview=124757	None	Mayor & Council	
W-S Fees & Charges By-Law	https://whitchurch.civicweb.net/filepro/documents	None	Mayor & Council	Fees and Charges By-law is updated with new number annually
Annual Capital and Operating Budgets	http://www.townofws.ca/en/town-hall/budgets-and-forecasts.aspx	None	Mayor & Council	
Emergency Procedure 01 - Boil Water Advisory	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Emergency Procedures	Water/Wastewater On-Call Book	Manager of Operations	
Emergency Procedure 02 - Drinking Water Advisory	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Emergency Procedures	Water/Wastewater On-Call Book	Manager of Operations	
Emergency Response Guide for Drinking Water Systems (Annex 'J' of the Town Emergency Response Plan)	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Emergency Procedures	Water/Wastewater On-Call Book	Manager of Operations	
Employee Training Records & Licenses	S:\HUMAN RESOURCES - HH12 Training and Development	N/A	Manager of Operations	
Obtaining Director's Direction to Use Non-Certified Operators in the Event of Strike	https://www.ontario.ca/page/obtaining-directors-direction-use-non-certified-operators-event-strike	None	MECP	
Operational Plan	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
Pressure Reducing Valve Information	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162\PRV Information	None	Manager of Operations	
Public Works Equipment Inventory	S:\VEHICLES AND EQUIPMENT - V\V01 Fleet Management\ Inventory	None	Manager of Operations	

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Public Works Procedure – C.U.P.E. Personnel Coverage	S:\ADMINISTRATION - AA09 Policies and Procedures	None	Manager of Operations	
QMS-APP-01-01 - QMS Activity Schedule	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
QMS-APP-03-01 - Top Management Commitment & Endorsement	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	C.A.O., Director of Public Works	
QMS-APP-03-02 - Owner Commitment & Endorsement	https://whitchurch.civicweb.net/filepro/documents	Town Website	Mayor & Council	
QMS-APP-04-01 - Notice of Appointment QMS Representative	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	C.A.O., Director of Public Works	
QMS-APP-05-01 - Document Control Table	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
QMS-APP-05-02 - Records Control Table	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
QMS-APP-06-01 - B-ML Subject System Description	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
QMS-APP-06-02 - Stouffville Subject System Description	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
QMS-APP-08-01 - Risk Assessment Outcomes	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
QMS-APP-09-01 - QMS Organizational Structure	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
QMS-APP-09-02 - Roles Responsibilities and Authorities	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	
QMS-APP-13-01 - Essential Supplies and Services	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Roads On-Call Book, Water/Wastewater On-Call book, AM Winter Patrol book, Supervisors On-Call books	Director of Public Works	This document does not get posted to the Town website as it contains personal information
QMS-APP-16-01 - Annual Sampling Schedule	S:\ENVIRONMENTAL SERVICES - E1E08 Water Works\ Procedures\ Operational Plan	Town Website	Director of Public Works	

Document	Location of Master	Location of Controlled Copies	Authorized Approver	Notes
QMS-SOP-05-01 Log Book and Record Keeping	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Procedures\Standard Operating Procedures		Manager of Operations	
QMS-SOP-06-01 Approval for Alteration to the DWS	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Procedures\Standard Operating Procedures		Manager of Operations	
QMS-SOP-11-01 After Hours Response to Calls	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Procedures\Standard Operating Procedures	Water/Wastewater On-Call Book	Manager of Operations	
QMS-SOP-12-01 Inter-Municipal Communication Protocol.	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Procedures\Standard Operating Procedures		Manager of Operations	
QMS-SOP-13-01 Selection of Approved Products and Materials	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Procedures\Standard Operating Procedures		Manager of Operations	
QMS-SOP-15-01 Unscheduled Repairs	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures	Water/Wastewater On-Call Book	Manager of Operations	
QMS-SOP-15-02 Supply of Bulk Water	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures		Manager of Operations	
QMS-SOP-15-03 Watermain Flushing	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures		Manager of Operations	
QMS-SOP-15-04 Hydrant Inspections	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures		Manager of Operations	
QMS-SOP-15-05 Valve Inspections	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures		Manager of Operations	
QMS-SOP-15-06 Water and Sewer Connections	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures		Manager of Operations	
QMS-SOP-16-01 Collection and Handling of Drinking Water Samples	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures	Water/Wastewater On-Call Book	Manager of Operations	

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QMS-SOP-16-02 Adverse Water Quality Reporting	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures	Water/Wastewater On-Call Book	Manager of Operations	
QMS-SOP-16-03 Resident Complaint Investigations	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures	Water/Wastewater On-Call Book	Manager of Operations	
QMS-SOP-18-01 Contamination of the Drinking Water System	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures	Water/Wastewater On-Call Book	Manager of Operations	
QMS-SOP-18-03 Cross Connections	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures	Water/Wastewater On-Call Book	Manager of Operations	
QMS-SOP-18-04 Pressure Reducing Valve Failure	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\ Procedures\ Standard Operating Procedures	Water/Wastewater On-Call Book	Manager of Operations	
Safe Drinking Water Act, 2002 and applicable Regulations	https://www.ontario.ca/laws/statute/02s32	None	Province of Ontario	
Town Administrative Procedure AP15 – Performance Review	http://10.1.10.176/townofws/wp-content/uploads/2014/08/AP15-PerformanceReviewPolicy.pdf	None	C.A.O.	
Town of Whitchurch-Stouffville Standard Guidelines and Drawings	https://whitchurch.civicweb.net/filepro/documents/132158	None	Planning & Development Services	
Water/Wastewater Maps/As built drawings	http://gis/	WS-Maps	Operations Technologist	
What to expect when an environmental officer inspects your facility	https://www.ontario.ca/page/what-expect-when-environmental-officer-inspects-your-facility	None	MECP	
York Region Sodium in Drinking Water	https://www.york.ca/wps/wcm/connect/yorkpublic/c1a9866f-1ddf-4b70-a271-733f190ea2e2/Safe+Water-+Sodium+in+Drinking+Water+Fact+Sheet.pdf?MOD=AJPERES&CVID=mul9FHw	None	York Region Health Connection	
York-Durham Environmental Laboratory PC-10 - Sample Containers, Preservatives, Holding Times & Storage Conditions	S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Water Sampling Program\Laboratory Information	None	York-Durham Environmental Laboratory	

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Duties of ORO and OIC	https://www.ontario.ca/page/overall-responsible-operator-vs-operator-charge	None	MECP	

Document Change History				
Revision Number	Date	Change	Reviewed By	Approved By
3	August 5, 2022	Annual Document Review Format revised with new Town branding	Peter W, Jeff T	Brian K