



NSF International Strategic Registrations Audit Report

Edwardsburgh/Cardinal Environmental Services

4000 John Street
Cardinal, Ontario K0E 1E0 CAN

C0121469

Audit Type

Surveillance Audit

Auditor

James Pang

Standard

Ontario's Drinking Water Quality Management Standard Version 2
(Exp Date: 10-SEP-2023)

Audit Date(s):

06/28/2022 - 06/28/2022

Recommendation

Ontario's Drinking Water Quality Management Standard Version 2 : Continue Certification, NO CARs



Executive Summary

Ontario's Drinking Water Quality Management Standard Version 2	Good team work for the DWQMS.
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Opportunities

Ontario's Drinking Water Quality Management Standard Version 2	See the 4 OFIs.
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Corrective Action Requests

There is NO Corrective Action Request in this audit.	
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Site Information

The audit was based on a sampling of the company's management system.

Industry Codes

NACE:E 41

Scope of Registration

Ontario's Drinking Water Quality Management Standard Version 2 : Edwardsburgh Industrial Park Distribution System, OAP 155, Entire Full Scope Accreditation



Opportunities for Improvements

Ontario's Drinking Water Quality Management Standard Version 2

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p>Location of OFI Commitment and Endorsement;</p> <p>Discussed With Aaron Campbell ;</p> <p>Description Noted that the OP was endorsed by the mayor (the Owner), the CAO and Director of Operations (the Top Management), and the QMS rep on Sept 30, 2020.</p> <p>The DWQMS Standard only requires the Top Management and the Owner to endorse the OP. Therefore, the management has the option of not requiring the QMS to endorse it. ;</p>
Opportunities for Improvements (DWQMS)-02	<p>Location of OFI Organizational structure, roles, responsibilities and authorities;</p> <p>Discussed With Aaron Campbell ;</p> <p>Description Although it was mentioned elsewhere in the OP that the Owner is the Township of Edwardsburgh Cardinal or the Council, it should be clearly defined in this section as to who will represent the Owner. It appeared that the Mayor was playing this role when he endorsed the OP in section 3. The management concerned is clarify the matter in this section. ;</p>
Opportunities for Improvements (DWQMS)-03	<p>Location of OFI Communication;</p> <p>Discussed With Aaron Campbell ;</p> <p>Description Although Appendix J of the OP provides the procedures on communicating the QMS to the four parties, an improvement is required to clearly described how the communication involved the Top Management, which is the COA and the Director of Operations.;</p>
Opportunities for Improvements (DWQMS)-04	<p>Location of OFI Management Review;</p> <p>Discussed With Aaron Campbell;</p> <p>Description Reviewed the record of an management review conducted on Sept 20, 2021 to be in general conformance. However, an opportunity for improvement exists - the timeline for completing actions arising for the management review be more specific, for example Q2 2022 instead of 2022. ;</p>

General Information

Operating Authority: Legal Name & Address	Edwardsburg/ Cardinal Environmental Services, 4000 John Street, Cardinal Ont. K0E 1E0
Language Preference: Correspondence	English
Language Preference: Audit	English
Owner: Legal Name and Address	Township of Edwardsburgh Cardinal 4000 John Street, Cardinal Ont. K0E 1E0



Owner Language Preference: Correspondence	English
Owner Language Preference: Audit	English
Applicant Representative Information; Include Name, Title, Phone, Fax, Email & Website	Eric Wemerman, Chief Water / Sewer Operator 613-657-3765; ewemerman@twpec.ca
Accreditation Option	Full Scope - Entire DWQMS
Date of Previous Systems Audit:	April 22, 2021
Date of Previous On-Site Verification Audit:	June 17 & 18, 2020

Processes

Ontario's Drinking Water Quality Management Standard Version 2

Process Name	Observations / Auditor Notes
Processes or Activities (DWQMS)-01	<p>Describe whether the process is effective or not (effectiveness should be supported with specific data/records/results). Include strengths & weaknesses of process:</p> <p>Conforming elements are listed below with their respective evidences: Element 1 - All 21 elements were addressed in the Operational Plan (OP) dated April 26, 2022. Element 2 - As described in section 2 of the OP. Element 4 - The Assistant Chief of Operations is the QMS Rep. Element 5 - As described in section 5 of the OP. Element 6 - As described in section 6 of the OP. Element 7 - Reviewed record of annual risk assessment review meeting held on Jan 25, 202 to be in general conformance. Element 8 - On Jan 25, 2022, the 36-monthly risk assessment was performed currently with the annual review. Element 10 - Reviewed the six operators licenses to be valid. Element 11 - As described in section 11 of the OP. Element 13 - As described in section 13 of the OP. Element 14 - Reviewed record of infrastructure review held on march 30, 2022 to be in general conformance. Element 15 - Reviewed the 5-year capital projects plan from 2022 to 2027 to be in general conformance. Element 16 - As described in section 16 of the OP. Element 17 - Reviewed calibration certificates all dated June 9, 2022 for 2 portable turbidimeters and 6 pocket chlorine colorimeters. Element 18 - Reviewed record of a table top exercise held on Feb 24, 2022 involving the ORO, and four other operators. Reviewed test records of the treatment plant gen set from June 2021 to March 2022. Element 19 - Reviewed record of internal audit performed by Eric Wemerman on Jan 25 & 26, 2022, to be in general conformance. Element 21 - Reviewed electronic record of QMS improvement tracking with the last entry on April 27, 2022, to be in general conformance. ;</p>



Summary of Findings	
Requirement	Finding
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	OFI
4. Quality Management System Representative	C
5. Document and Record Control	C
6. Drinking-Water System	C
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	OFI
10. Competencies	C
11. Personnel Coverage	C
12. Communications	OFI
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	C
16. Sampling, Testing & Monitoring	C
17. Measurement & Recording Equipment, Calibration & Maintenance	C
18. Emergency Management	C
19. Internal Audits	C
20. Management Review	OFI
21. Continual Improvement	C
Mj	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Mn	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
C	Conforms to requirement.
	Not Applicable to this audit
*	Additional Comment added by auditor in the body of the report.



Verification of CARs For Ontario's Drinking Water Quality Management Standard Version 2

Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)

N/A.

Discuss your evaluation in detail.

No CAR from the previous audit.