



OPERATIONAL PLAN

Val Rita Drinking Water System

QEMS Proc.: OP-03
Rev Date: 2018 12 17
Rev No: 0
Pages: 1 of 2

COMMITMENT AND ENDORSEMENT

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

1. Purpose

To document the endorsement of the Operational Plan for the Val Rita Drinking Water System by OCWA Top Management and the Township of Val Rita - Harty (Owner) and to set out when re-endorsement would be required.

2. Definitions

Top Management – a person, persons or a group of people at the highest management level within an Operating Authority that makes decisions respecting the QMS and recommendations to the Owner respecting the Subject System or Subject Systems

3. Procedure

3.1 The Operational Plan is provided to OCWA Top Management and to the Owner for endorsement. The signed written endorsement is presented in Appendix OP-03A. At a minimum, two members of Top Management must endorse the Operational Plan; however, the Operational Plan is made available to all members of Top Management in the specified document control location (refer to OP-05 Document and Records Control). Endorsement by OCWA's Top Management is represented by Senior Operations Manager and the Regional Hub Manager.

3.2 Any major revision of the operational plan will be re-endorsed by OCWA Top Management and the Owner. Major revisions include:

1. A revision to OCWA's QEMS Policy;
2. A change to both representatives of the facility's Top Management and/or both of the Owner's representatives that endorsed the Operational Plan;
3. A modification to the drinking water system processes/components that would require a major change to the description in OP-06 Drinking Water System;
4. The addition of a drinking water subsystem owned by the same Owner to this operational plan.

Any other changes would be considered a minor change and would not require the Operational Plan to be re-endorsed.

4. Related Documents

OP-03A Signed Commitment and Endorsement
OP-05 Document and Records Control
OP-06 Drinking Water System



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5. Revision History

Date	Revision #	Reason for Revision
2018 12 17	0	Procedure issued – Information within OP-03 was originally set out in the Appendix A of the Val Rita Drinking Water System Operational Plan (revision 4, dated September 1, 2016). Procedure provides information on who from Top Management endorses the Operational Plan (s. 3.1); when owner re-endorsement is sought and 'criteria' as to what is considered a major revision to the Plan (s. 3.2). Appendix OP-03A includes the Owner and Top Management sign-off section.

