



Title:	<i>DWQMS Management Review Meeting Agenda/Checklist</i>		
Document #:	PW-DW-FRM-016-001	Revision Number:	4

Meeting Date: December 12, 2023 – 3:15 pm

Attendees: Director of Operations – Rome D'Angelo (absent)
Manager of Public Works – Darren MacKenzie
Supervisor – Environmental Services (A) – Darrin Wills
Supervisor – Engineering – Mike Komljenovic
Water/Wastewater Operator & backup QMS Rep – Adam Bartol

Others: _____

DWQMS Management Review Agenda Item	Reviewed
Introduction & Meeting Kickoff	<input type="checkbox"/>
Overview & Highlights of DWQMS Performance – Last 12 Months	<input type="checkbox"/>
Review of DWQMS Management Review Procedure	<input type="checkbox"/>
Management Review Required Inputs	
- Incidents of regulatory non-compliance	<input type="checkbox"/>
- Incidents of adverse drinking-water tests	<input type="checkbox"/>
- Deviations from critical control point limits & response actions	<input type="checkbox"/>
- Efficacy of the risk assessment process	<input type="checkbox"/>
- Internal and third-party audit results	<input type="checkbox"/>
- Results of emergency response testing	<input type="checkbox"/>
- Operational performance	<input type="checkbox"/>
- Raw water supply and drinking-water quality trends	<input type="checkbox"/>
- Follow-up on action items from previous management reviews	<input type="checkbox"/>
- Status of management action items identified between reviews	<input type="checkbox"/>
- Recent or upcoming changes that could affect the DWQMS	<input type="checkbox"/>
- Consumer feedback	<input type="checkbox"/>
- Resources needed to maintain the DWQMS	<input type="checkbox"/>
- Results of annual DWQMS Infrastructure Review	<input type="checkbox"/>
- Operational Plan currency, content and updates	<input type="checkbox"/>
- Staff suggestions –	<input type="checkbox"/>
Additional Items for Review:	
- Leak Detection program	<input type="checkbox"/>
- New Water Use By-law and backflow prevention	<input type="checkbox"/>
- Water meters and unaccounted for water	<input type="checkbox"/>
- Continual Improvement tracking and assessment	<input type="checkbox"/>
-	
Word from Top Management	<input type="checkbox"/>
Meeting Adjournment	<input type="checkbox"/>