

QMS REP: _____

DATE: _____

Municipality of Arran-Elderslie
Operational Plans

OP 8

4 QUALITY MANAGEMENT SYSTEM REPRESENTATIVE

This applies to both the Arran-Elderslie (Chesley and Paisley) and Tara Water Systems.

The Water and Sewer Foreman shall be the QMS representative, or his designate. If the Water and Sewer Foreman is absent or unavailable and a QMS representative is not designated, Council shall designate an alternate.

The QMS representative will be responsible for coordinating the development, implementation and maintenance of processes and procedures needed for the QMS. In addition, the QMS representative will report the effectiveness of the QMS including the need for improvement to Senior Management (the CAO and the Public Works Manager) and ensure that the current versions of the documents required by the QMS are in use at all times. The QMS representative will promote the QMS through the Public Works Department, and make personnel aware of all current regulatory and legislative requirements that are relevant to the operation of the system as per the Operational Plan. Refer to SLD 9.

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|-------------------------------------|---------------|-----------------|
| Appointed QMS Representative: _____ | | |
| Chris Legge | | |
| _____ | _____ | _____ |
| Scott McLeod | Steve Hammell | Sylvia Kirkwood |
| Public Works Manager | Mayor | CAO |