

QMS REP: _____
DATE: _____

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, the 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 Top 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 Water 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.

Appointed QMS Rep: _____

Mark O'Leary

Scott McLeod
Public Works Manager

Steve Hammell
Mayor

Sylvia Kirkwood
CAO