

	QMS Operational Plan	Revision Date:	July 30, 2026	
	Element 13	Revision:	8	
	Essential Supplies and Services	Approved:	QMS Rep	
		Page:	1 of 3	

1.0 Purpose

The operational plan shall:

- a) Identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement, and
- b) Include a procedure by which the operating authority ensures the quality of essential supplies and services, in as much as they may affect drinking water quality.

2.0 Procedure

2.1 Essential supplies and services are purchased by the Operating Authority on behalf of the Owner under the direction of the Project Manager. The project Manager/ORO reviews the requirements annually, or as may be required for changes and suppliers are informed (as required as noted below), by the Project Manager, Administrative Assistant or designate.

2.2 Process Chemicals

The Operating Authority will ensure all suppliers of process chemicals and materials are certified for potable use (Meets NSF/ ANSI standards and/ or AWWA standards), and shall notify the Operating Authority of any issues with their certification designation. Operators will initial on packing slips once they have confirmed the supplies delivered are appropriate quality and up to standard as well as record the chemical "lot" number where applicable.

2.3 Distribution Supplies and Contractors

All equipment, materials and supplies used in the delivery of potable water shall be meant for that purpose. All work performed on the distribution system shall conform to applicable AWWA guidelines or its equivalent. All work being completed by Contractors must have a valid WSIB Clearance Certificate, and WSIB account number. Meetings are held with contractors and service providers prior to work being carried out on water treatment equipment. They are accompanied by a water treatment operator to ensure water plant and distribution system requirements are understood and met prior to performing their task.

2.4 Supplier Notification

Primary suppliers will be notified by electronically defining their responsibilities under the QMS Operational Plan and will be re-notified as required or if a new supplier is utilized. See "Element 13: OP-E13-3 Essential Suppliers and Services Distribution Frequency" for reference of when letters are to be sent out. "Element 13: OP-E13-1 letter to supplier" outlines the letter to be sent to the

	QMS Operational Plan	Revision Date:	July 30, 2026	
	Element 13	Revision:	8	
	Essential Supplies and Services	Approved:	QMS Rep	
		Page:	2 of 3	

essential supplier. Ontario legislation requires that Laboratories performing drinking water testing must be accredited for the parameters being tested, and operating authorities must use accredited labs as required for testing.

2.5 List of Suppliers

A list of suppliers is identified in the attached Element 13: OP-E13-2 Table “ES & P”

2.6 Procurement

As noted above, the Operating Authority will purchase essential supplies and services on behalf of the owner under direct supervision of the project manager. The contract between The Township of North Huron and Veolia Water Canada will be used as a guideline and the Township of North Huron Procurement procedure will be followed for any expenses required under the contract.

Procurement insurance plans for essential supplies and services are listed in “Element 13: OP-E13-2 Table ES & P”.

3.0 Associated Forms, Procedures or Records

QMS Overview

Element 2: OP-E2-1 Policy Statement

Element 13: OP-E13-1 Letter to suppliers

Element 13: OP-E13-2 Table ‘ES: List of essential Supplies and Services

Element 13: OP-E13-2 Table P Essential supplies and services Procurement plan

Element 13: OP-E13-3 Essential Suppliers and Services Distribution Frequency

	QMS Operational Plan	Revision Date:	July 30, 2026	
	Element 13	Revision:	8	
	Essential Supplies and Services	Approved:	QMS Rep	
		Page:	3 of 3	

Revision History

New Revision	Date of Revision	Summary of Changes	Revised by
8	July 30, 2026	Added document Element 13: OP-E13-3 Essential Suppliers and Services Distribution Frequency Changed all "appendix" to reflect new names of documents. Added revision history.	Chloë Godfrey