

	QMS Operational Plan	Revision Date:	July 31, 2026	
	Element 4	Revision:	5	
	QMS Representative	Approved:	QMS Rep	
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1.0 Purpose/

The operational plan shall identify a Quality Management Representative.

2.0 Procedure/Do

The Project Manager with Veolia Water Canada shall appoint and authorize a QMS Representative who, irrespective of other responsibilities, shall;

- a) Administer the QMS by ensuring that processes and procedures needed for the QMS are established and maintained,
- b) Report to Top Management on the performance of the QMS and any need for improvement,
- c) Ensure that current versions of documents required by the QMS are being used at all times,
- d) Ensure the Operating Authority are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system, and
- e) Promote awareness of the QMS throughout the Operating Authority

3.0 Associated Forms, Procedures or Records

Operational Plan, Document OP-E2 titled "Quality Management System Policy"

Operational Plan Document E3 titled "Commitment and Endorsement".

Operational Plan, Document E9, titled "Organizational Structure, Roles, Responsibilities and Authorities"

Operational Plan, Document OP-E19 titled "Internal Audit"

Township of North Huron Council Meeting Minutes

4.0 Associated Documents

Element 4: OP-E4-1 letter of Appointment of QMS Representative

Element 9: OP-E9-1 Organizational structure flow chart

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Revision History

New Revision	Date of Revision	Summary of Changes	Revised by
8	July 31, 2026	Changed all "appendix" to reflect new names of documents. Changed "4.0 Appendices" to "4.0 Associated Documents" Added revision history.	Chloë Godfrey