



## NSF International Strategic Registrations Audit Report

### **The Corporation of the Municipality of Kincardine**

1475 Concession 5  
Kincardine, Ontario N2Z 2X6 CAN

**C0123131**

#### **Audit Type**

Surveillance Audit

#### **Auditor**

Rose Johnson

#### **Standard**

Ontario's Drinking Water Quality Management Standard Version 2  
(Exp Date: 03-OCT-2025)

#### **Audit Date(s):**

10/31/2023 - 10/31/2023

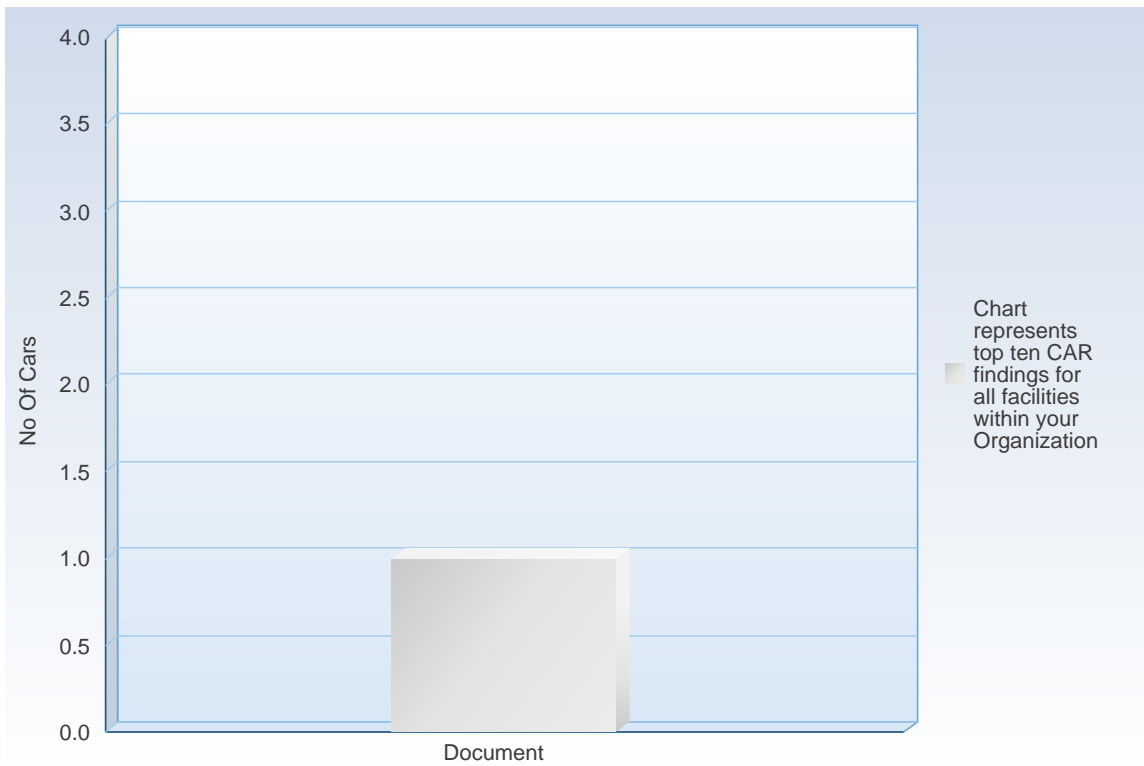
#### **Recommendation**

Ontario's Drinking Water Quality Management Standard Version 2 : Continue Certification (No NCRs)



<b>Executive Summary</b>	
Ontario's Drinking Water Quality Management Standard Version 2	<p>This was an annual off-site system audit for the Municipality of Kincardine / Huronville Subdivision Drinking Water Quality Management System (DWQMS).</p> <p>There were no major or minor nonconformities (NCs) resulting from the audit.</p> <p>There were numerous system strengths observed during the audit, including DWQMS documentation and records management.</p> <p>There were three Opportunities for Improvement (OFIs) identified during the audit, which do not require a formal response but are included in this report for consideration by the DWQMS team.</p> <p>Thank you for choosing NSF for your DWQMS accreditation.</p>

Top 10 Non Compliant Standard Clauses  
CAR Chart Displays Current and Previous Years Data



The Corporation of the Municipality of Kincardine

### Standard Clause Description

**Document & Records Control**

<b>Opportunities</b>	
Ontario's Drinking Water Quality Management Standard Version 2	See below

### Corrective Action Requests

There is NO Corrective Action Request in this audit.

### Site Information

The audit was based on a sampling of the company's management system.



**Industry Codes**

IAF - QMS:27

**Scope of Registration**

**Ontario's Drinking Water Quality Management Standard Version 2 : Huronville Subdivision Distribution System, 087-OA2, Entire Full Scope Accreditation**



## Opportunities for Improvements

### Ontario's Drinking Water Quality Management Standard Version 2

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p><b>Location of OFI</b> Internal audit process;</p> <p><b>Discussed With</b> Lisa Crimmings;</p> <p><b>Description</b> Although no nonconformance was identified, consideration could be given to: - performing a full system audit annually - clarifying requirements for audit report sign-off by Lead Auditor;</p>
Opportunities for Improvements (DWQMS)-02	<p><b>Location of OFI</b> "Management Review Summary and Action Plan";</p> <p><b>Discussed With</b> Lisa Crimmings;</p> <p><b>Description</b> Although found to be generally meeting the requirements of the Standard, consideration could be given to: - clarifying how to record notification to owner - recording names / positions of management review attendees;</p>
Opportunities for Improvements (DWQMS)-03	<p><b>Location of OFI</b> Corrective action records;</p> <p><b>Discussed With</b> Lisa Crimmings;</p> <p><b>Description</b> Although found to generally meet the requirements of the Standard, consideration could be given to distinguishing between immediate action taken ('correction'), and permanent corrective action to address root cause.;</p>

## General Information

<b>Operating Authority: Legal Name &amp; Address</b>	<b>The Corporation of the Municipality of Kincardine 1475 Concession 5 Kincardine, ON K2Z 2X6</b>
<b>Language Preference: Correspondence</b>	<b>English</b>
<b>Language Preference: Audit</b>	<b>English</b>
<b>Owner: Legal Name and Address</b>	<p><b>Township of Huron-Kinloss 21 Queen St. P.O. Box 130 Ripley, ON N0G 2R0</b></p> <p><b>Main office: 519-395-3735 Contact: John Yungblut, Director of Public Works Mobile: 519-525-2106 jyungblut@huronkinloss.com</b></p>
<b>Owner Language Preference: Correspondence</b>	<b>English</b>
<b>Owner Language Preference: Audit</b>	<b>English</b>



<b>Applicant Representative Information; Include Name, Title, Phone, Fax, Email &amp; Website</b>	<b>Lisa Crimmings - Environmental Compliance Officer / QMS Representative</b> <b>Tel: 519-396-4660 ext 4</b> <b>lcrimmings@kincardine.ca</b> <b>www.kincardine.ca</b>
<b>Accreditation Option</b>	<b>Full Scope - Entire DWQMS</b>
<b>Date of Previous Systems Audit:</b>	<b>September 30 - October 1, 2021</b>
<b>Date of Previous On-Site Verification Audit:</b>	<b>July 25-27, 2022</b>

## Processes



<b>Summary of Findings</b>	
<b>Requirement</b>	<b>Finding</b>
1. Quality Management System	N/A
2. Quality Management System Policy	N/A
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Record Control	N/A
6. Drinking-Water System	N/A
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	N/A
10. Competencies	N/A
11. Personnel Coverage	N/A
12. Communications	N/A
13. Essential Supplies and Services	N/A
14. Review and Provision of Infrastructure	N/A
15. Infrastructure Maintenance, Rehabilitation & Renewal	N/A
16. Sampling, Testing & Monitoring	N/A
17. Measurement & Recording Equipment, Calibration & Maintenance	N/A
18. Emergency Management	N/A
19. Internal Audits	OFI
20. Management Review	OFI
21. Continual Improvement	OFI
<b>Mj</b>	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
<b>Mn</b>	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
<b>OFI</b>	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
<b>C</b>	Conforms to requirement.
	Not Applicable to this audit
*	Additional Comment added by auditor in the body of the report.



## Verification of CARs For Ontario's Drinking Water Quality Management Standard Version 2

**Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)**

Yes.

Reviewed corrective action implementation relating to one minor NC from the previous audit:

**Discuss your evaluation in detail.**

Huronville: T8528462-1

Sampled numerous generator work orders and all were found to be properly completed. No further issues..