

COMMITMENT AND ENDORSEMENT

The purpose of this Element is to communicate the Operating Authority's Owner, and Top Management commitment to and endorsement of the QMS in implementing, maintaining, and continually improving a Quality Management System to meet the requirements of the DWQMS. Endorsement of this Operational Plan by the Owner and Top Management acknowledges the need for and supports the provision of sufficient resources to maintain and continually improve the QMS and the Drinking Water System.

Endorsement of the Operational Plan from the Owner (Mayor/Council) shall be obtained by approval of a Council report requested for endorsement and demonstrated by certified Council minutes. The resources provided for the implementation, maintenance and continual improvement of this DWQMS Operational Plan reflect the Owner's commitment for the system in the Town.

The signature of the top management on DWQMS Top Management Endorsement demonstrates endorsement of the Top Management.

Commitment is evidenced by:

- i. Ensuring QMS is in place that meets the requirements of the standard,
- ii. Communicating the QMS according to the Communication procedure (**Procedure OP12 – Communication**)
- iii. Ensuring the Operating Authority staffs are aware of all applicable legislation and regulatory requirements (DWQMS Element #4 QMS Representative), and;
- iv. Determining, obtaining and providing the resources needed to maintain and continually improve the QMS (Procedure OP – Management Review).

To ensure the Commitment and Endorsement is kept current, Procedure OP3 shall be followed.

SEE PROCEDURE NO. OP3 – COMMITMENT AND ENDORSEMENT

SUBJECT: PROCEDURE NO. OP3 – COMMITMENT AND ENDORSEMENT	AUTHORITY: Drinking Water Quality Management Standard (DWQMS) Version 2.0				
ELEMENT: DWQMS Element #3 – Commitment and Endorsement	PAGES: 1	Rev. #	DD	MM	YYYY
DEPARTMENT: Operations and Infrastructure		01	13	02	2012
		02	25	05	2013
		03	12	07	2017
		04	04	10	2017
		05	12	09	2018
		06	01	06	2019
		07	11	05	2020
APPROVED BY: Director of Operations and Infrastructure	CONTACT POSITION FOR INFORMATION: DWQMS Compliance Officer (Quality Management System Coordinator)				

OBJECTIVE

This procedure is to be followed by the QMS Representative to ensure that the Operational Plan contains a written endorsement of its contents by Top Management and the Owner. The procedure ensures that the commitment and the endorsement of the Operational Plan and Quality Management System are kept current.

COMMITMENT AND ENDORSEMENT PROCEDURE

- 1) The Operational Plan is endorsed by the Owner during each Term of Council through a Council resolution. Town staff will prepare a report to Council outlining the content and context of the Operational Plan with the recommendation to endorse the Quality Management System/Operational Plan. The Owner shall endorse the QMS/Operational Plan within the first year following the start of each Term of the Council
- 2) A current version of the Operational Plan shall be distributed to the Owner and to relevant staff who have a direct influence on Drinking Water Quality. The QMS Representative or Top Management shall answer any questions in relation to the Operational Plan and its contents.
- 3) A) In the event the Mayor, Council, Clerk, Top Management, or the QMS Representative, who are authorized signing personnel, cease to be employed at the Town of Georgina or there is a change in job responsibilities, the Commitment and Endorsement signature page Form OP3 shall be reissued for signature. A Report to Council will be submitted, authorizing the endorsement of the Operational Plan by Top Management and the Owner through a council resolution.

B) At no time shall the QMS Representative position remain vacant.