Review Management Checklist

Date:

Action Items	Deficiencies	Person Responsible	Timeline
Review Internal Audit OFI - Add D5 schematic to SOP 12		Cory Henry	31-Aug-22
Review Internal Audit OFI - Add steps to take well OSS (Out of Service) and disable the dialer - SOP 12		Cory Henry	31-Aug-22
Review Internal Audit OFI - add related procedures - SOP 32, EOP 1, EOP 2		Cory Henry	31-Aug-22
Review Internal Audit OFI - SOP 16 - Remove AWWA for small systems, section 2 - Disinfecting water main		Cory Henry	31-Aug-22
Review Internal Audit OFI - SOP 16 - Add watermain disinfection procedure ANSI/AWWA C651-14		Cory Henry	31-Aug-22
Review Internal Audit OFI - SOP 16 - Add related procedures, SOP 6/SOP 12/SRP 06		Cory Henry	31-Aug-22
Review External Audit OFI - Element 3 - update owner description		Cory Henry	31-Aug-22
Review External Audit OFI - Element 6 - simplify treatment process flow diagram		Cory Henry	31-Aug-22
Review External Audit OFI - Element 18 - clearly define contacts in event of spill		Cory & Lisa/Clerks Department	31-Aug-22
Review External Audit OFI - Element 21 - Consider assigning CAPA's to other staff to share responsibility for QMS improvement		Cory Henry	31-Aug-22
Review External Audit OFI - Document control update to OP		Cory Henry/Lisa Wilson	31-Aug-22
Review External Audit OFI - Change wording on "No Decision" to "No decision Required" on Management Review		Lisa Wilson	31-Dec-21
Investigate - Install standby chlorine pump at D3 - contact Dewars and Summa		Cory Henry	30-Jun-22
Update SOP re: Vac Truck disinfection		Cory Henry	31-Aug-22
Put Southgate logo on staff work clothes		Lisa Wilson	31-Aug-22