

Corrective Actions Report

**The Corporation Of The Township Of Southgate
185667 Grey Rd. #9
Dundalk, Ontario N0C 1B0 CAN**

C0123432

Audit Type

Re-certification Audit
01-SEP-2022 - 02-SEP-2022

Standard

Ontario's Drinking Water Quality Management Standard
Version 2 (Exp Date: 28-NOV-2022)

Corrective Action

CAR No	T8121731-1	Type	MINOR
Standard & Clause	DWQMSV2,	Discussed with	Jim Ellis, Cory Henry and Lisa Wilson
Auditor Name	James Pang	Car Status	APPROVED
Statement of Requirement	17.3 of the Operational Plan		
Statement of Nonconformity	Calibration was carried out using expired benchmark.		
Objective Evidence	NCR: Reviewed calibration certs of 4 portable colorimeters, 2 portable turbidimeters, 2 online chlorine analyzers at each of the three well stations. Reviewed daily verification and calibration of handheld colorimeters for accuracy, from Mar 7 to Aug 29, 2022. The Standard used for this purpose was expired since Feb 2022.		
Location of Finding	Standard used at the "shop".		
Changed Date	16-NOV-2022		
Issue Date	05-SEP-2022		
Due Date	01-NOV-2022		
CA Plan	Please see attached form		
PA Plan			
Containment Plan	Please see attached form		
RCA Description	Please see attached form		
Completed Date	31-OCT-2022		
Completed By	Cory Henry		
Reviewer Name	James Pang		
Reviewer comments	<p>The root cause analysis looks adequate. The corrective action plan below looks very credible.</p> <p>First is to update the calibration form to include a column where the expiry date of the standards will be written weekly as the operators perform the calibration. Second is to add a section on the "Well Maintenance Checklist" to check expiry dates of all items that expire at the wells. Third, to do a monthly check of the lab, checking for expired or nearly expired items.</p>		
Attachments	Descr: CAPA Form (Date: 07-OCT-2022)		