

The Town of Fort Frances Water System  
General QMS Administration

PROCEDURE TITLE: Document Change Request Form  
QMS REFERENCE: Element No. 5 - APPENDIX "A"

REVISION #4  
QMS REPRESENTATIVE:

## DOCUMENT CHANGE REQUEST FORM

Requested By: QMS Team

Date: March 9, 2017

Department: O. & F. Division

### Type of Change:

☒ Edit Existing Document    ☐ Create New Document    ☐ Delete Document

### Changes Requested:

1. Element 13 Essential Suppliers & Services

### Justification for Changes:

The following section is being revised to update the Town of Fort Frances Drinking Operation Plan.

1. Page 56 – subsection 13.2 Suppliers and Services, d) Water Distribution: Water Meters – Addition of a new suppliers and removal of another to keep listing current.

### Proposed Changes:

1. Page 56 – subsection 13.2 Suppliers and Services, d) Water Distribution: Water Meters – Addition of new suppliers – FLOCOR – Winnipeg & Watermark Solutions Ltd. Removal of Elster Metering (do not supply meters the Town currently uses). See attachment.

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### Approval:

QMS Representative:  Date: 22-03-2017

### Comments:

The Town of Fort Frances Water System  
General QMS Administration

PROCEDURE TITLE: Essential Supplies & Services

REVISION #9

QMS REFERENCE: ELEMENT NO. 13

QMS REPRESENTATIVE: 

#### d) Water Distribution:

##### System Parts

Wolseley Waterworks  
1300 St. Mathews Avenue  
Winnipeg, Manitoba  
R3G 3K4  
204-786-7861

Emco Western Supply  
933 Tungsten Street  
Thunder Bay, Ontario  
P7B 5Z3  
807-345-6543

##### Water Meters

Wolseley Waterworks  
1300 St. Mathews Avenue  
Winnipeg, Manitoba  
R3G 3K4  
204-786-7861

FLOCOR - Winnipeg  
777 Century St.  
Winnipeg, Manitoba  
R3H 0M2  
204-774-3461

~~Elster Metering~~ ~~Watermark Solutions Ltd.~~  
~~1100 Walkers Line, Ste 101~~ ~~169 Dufferin St. South (Unit 20)~~  
~~Burlington~~ ~~Alliston~~, Ontario  
~~L7N 2G3~~ ~~L9R 1E6~~  
~~905-634-4895~~ ~~519-217-3734~~

### 13.3 Quality Control Procedure

The Fort Frances Water Treatment Plant and Distribution System Operators ensure the quality of products delivered through a number of initiatives;

1. Formal contracts and agreements
2. Tender process
3. Engineering specifications

Documentation must be provided prior to delivery, which specifies the intended delivery time, proper licensing, accreditation and/or specifications outlined in the purchasing agreements. If all conditions set out in the agreements are met, delivery of goods or services will be accepted.

### 13.4 Purchase Agreement

When purchasing any goods and services pertaining to the Town's water system, the Town's Procurement Policy shall be followed.