

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 15, 2017

Department: O. & F. Division

Type of Change:

☒ Edit Existing Document ☐ Create New Document ☐ Delete Document

Changes Requested:

1. Cover page of document
2. Appendices - Schedule "C" - Subject System Description Form

Justification for Changes:

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

1. Cover Page: Date and revision number of OP document.
2. Page 79 - APPENDICES - Schedule "C" - Subject System Description Form - Update new Contact Information

Proposed Changes:

1. Cover page: Updated OP to current date/revision - March 24, 2017, Revision No. 10.
2. Page 79 - APPENDICES - Schedule "C" - Subject System Description Form - New Contact Information - Remove "Doug Brown" and add "Travis Rob" as new Operations & Facilities Manager including contact information (Phone Number - ext. 1316 and email address - trob@fortfrances.ca). Douglas Herr contact information amended as follows: Phone Number - ext. 1313 and email address - dherr@fortfrances.ca.

Page 2 of 2

Approval:

QMS Representative:  Date: 22-03-2017

Comments:

QUALITY MANAGEMENT SYSTEM

OPERATIONAL PLAN

TOWN OF FORT FRANCES
Water System

~~June~~ ~~March 30~~ ~~24~~, ~~2016~~ ~~2017~~
Revision No. ~~9~~ **10**

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The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Drinking Water System

REVISION #7

QMS REFERENCE: N/A

QMS REPRESENTATIVE: *[Signature]*

Schedule "C"

**Subject System Description Form
Municipal Residential Drinking Water System**

Owner of Municipal Residential Drinking Water System:

The Corporation of the Town of Fort Frances

Name of Municipal Residential Drinking Water System:

Fort Frances Drinking Water System

Subject Systems

Name of Operational Subsystems (If Applicable)	Name of Operating Authority	DWS Number(s)
<input type="checkbox"/> Check here if the Municipal Residential Drinking Water System is operated by one operating authority. Enter the name of the operating authority in adjacent column.	The Corporation of the Town of Fort Frances	220000978
Operational Subsystem 1:		
Operational Subsystem 2:		
Operational Subsystem 3:		
Operational Subsystem 4:		

Add attachments if there are additional "Operational Subsystems"

Contact Information

Name	Title	Phone Number	email address
Travis Rob	Operations & Facilities Manager	(807) 274-9893 ext. 1316	trob@fortfrances.ca
Douglas Herr	Environmental & Facilities Sup't.	(807) 274-9893 ext. 1313	dherr@fortfrances.ca