

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 1, 2017

Department: O. & F. Division

### Type of Change:

☒ Edit Existing Document    Create New Document    Delete Document

### Changes Requested:

1. Element 5 Quality Management System (QMS) Document & Records Control

### Justification for Changes:

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

1. Page 14 – subsection 5.4 Document & Record Master Control Table – Location of Printed Documents – Item 1 (Town of Fort Frances Emergency Plan): Too specific, documents may not necessarily be stored in banker boxes.

### Proposed Changes:


1. Page 14 – subsection 5.4 Document & Record Master Control Table – Location of Printed Documents – Item 1 (Town of Fort Frances Emergency Plan): – removed the wording “in banker boxes”. Should read “Town Hall”.

Page 1 of 1

### Approval:

QMS Representative:  Date: 22-03-2017

### Comments:

<p>The Town of Fort Frances Water System General QMS Administration</p>	
<p>PROCEDURE TITLE: Documents and Records Control</p>	<p>REVISION #9</p>
<p>QMS REFERENCE: ELEMENT NO. 5</p>	<p>QMS REPRESENTATIVE: </p>

Document & Record Master Control Table								NR= not required
		Document Requirements				Record Requirements		
	Document or Record?	Type of Document	File Location (of Master)	Location of Printed Documents	Authorized Editor	Internal/external	File Location	Disposal Method
1	D	Town of Fort Frances Emergency Plan	Town's Central Computer System	Town hall-Hall in banker-boxes	Fire Chief- Town of Fort Frances	External	NR	If possible Recycle Hard Copy
2	R	Water Treatment Plant Monthly Reports	NR	NR	NR	Internal	O & F Division office & W: Drive	If possible Recycle Hard Copy
3	D	WTP - Equipment Maintenance Manuals	WTP Control Room	WTP Control Room	Various equipment manufacturers	External	NR	If possible Recycle Hard Copy
4	R	Water Tower Logbook	NR	NR	NR	NR	Current year at Water Tower, previous years at WTP control room	If possible Recycle Hard Copy
5	R	Water Treatment Plant Logbook	NR	NR	NR	NR	WTP Control Room	If possible Recycle Hard Copy
6	R	Water Distribution System Logbook	NR	NR	NR	NR	O & F Division (Sewer & Water) office	If possible Recycle Hard Copy
7	R	Water Distribution System Sampling & Chlorine Residual Logbook for WTP Operators	NR	NR	NR	NR	WTP Control Room	If possible Recycle Hard Copy
8	R	ALS laboratory Results for Microbiological Tests	NR	NR	NR	NR	WTP Control Room	If possible Recycle Hard Copy