

## **Annex G – DWQMS Contractor and Supplier Sign off Form**

All Contractors and Suppliers that undertake work on or supply materials for the Dutton Dunwich Water Distribution System shall agree to the DWQMS requirements while working on the drinking water system, and must meet AWWA and ANSI Standards. A copy of licenses (where applicable) must be returned with this sign off form.

### **1. Operation of Waterworks Equipment**

No contractor shall perform the duties of an “operator” as defined by O.Reg 128/04 which states:

*“Operator” means a person who conducts operational checks of or who adjusts, tests or evaluates a process that controls the effectiveness or efficiency of a subsystem and includes a person who adjusts or directs the flow, pressure or quality of the water within the subsystem, if the person works in a distribution subsystem or a distribution and supply subsystem;*

Unless that person holds a valid operator’s certificate and has notified the operator in charge.

### **2. SCADA System Maintenance**

- SCADA is critical to the operation and regulatory requirement to monitor document and record the system operation. Any interruption of the system must include alternate monitoring methods and must include details of the work, explanation of work to be performed along with details of process before and during work.

### **3. Subcontracted Services**

- All subcontractor personnel providing services at the Dutton Dunwich Water Distribution System shall have all necessary licenses, permits and/or certificates of approval as required for the task.

### **4. Equipment Suppliers**

- All equipment must be delivered with an operations and maintenance manual that includes a list of maintenance tasks to be completed, the recommended maintenance frequency and operations instructions

### **5. Disinfection of Equipment**

- When required, all equipment will be disinfected according to legislation (as per *The Procedure for Disinfection of Drinking Water in Ontario* which has been adopted by reference by O.Reg. 170/03 - Drinking-Water Systems).

**Type of Supply:** \_\_\_\_\_ In signing this form, you have the authority on behalf of your company and are accepting corporate responsibility for ensuring that you and all employees from your company that may have reason to work on the Dutton Dunwich Water Distribution System property have been made aware of the DWQMS requirements. If you or any of the employees from your company need further information, you can contact the Water Department for assistance.

**For Subcontractor**

I acknowledge receipt of the DWQMS Procedures from the Operating Authority.

Signature

Print Name

Company Name

Date

Daytime Contact

After Hours Contact

QMS Representative for the Dutton Dunwich Water Distribution System

Signature

Print Name

Date