

Conducting a Qualified Person Water System Assessment

The Office of Drinking Water has the following advice for anyone hired as a Qualified Person to conduct a checklist-based assessment of a water system in Manitoba:

- Ensure you are qualified to complete a detailed review of the system's water supply, treatment, storage and distribution components, and their ability to meet regulatory requirements and industry standards.
- Ensure you are familiar with the Office of Drinking Water's regulatory requirements and industry best practices applicable to the system.
- Obtain and review available water system records including any previous water system reports or assessments, drawings and maps, the Operating Licence, water quality test results, water use records, key treatment equipment manuals, and correspondence from the Office of Drinking Water.
- Become familiar with the system and any compliance issues. Contact the Drinking Water Officer to discuss critical issues that should be investigated.
- Ensure you have appropriate test equipment. On-site testing should be performed including, where applicable, chlorine residual testing, turbidity testing, UVT testing and distribution system pressure testing. Check instrument calibrations. Digital photographs are required to identify the water system components and to make record of equipment-related deficiencies.
- Arrange for an on-site inspection with the water system owner. The water system operator should be present when you are on-site. Ensure you have appropriate safety equipment to conduct the inspection.
- Public Water Systems (PWS) or Semi-Public Water Systems (SPWS) scheduled for a Distribution (DIST) checklist assessment, either by a qualified person or a self-assessment, DIST checklists do not require onsite inspections. On-site inspections are encouraged and the checklist must be fully completed with all information provided. This exemption does not apply to Satellite (SAT) checklists or any other type of checklist assessment.
- Ensure you have copies of all of the relevant checklist assessment pages. The checklist includes sections for a range of water treatment technologies and system components; not all sections will be applicable. Review all relevant sections ahead of time. Always use the most recent checklist report templates available on the Office of Drinking Water website; the checklists may be updated from time-to-time.
- Begin the on-site inspection with a general discussion with the water system owner and operator, and proceed to a source-to-tap, detailed review of the system components and their operation using the checklist to guide your questions and observations.
- You are responsible for ensuring that all applicable checklist items are covered off during the inspection or through discussions with the water system owner and operator. There is space at the end of each checklist section to provide additional data, information or observations.

- Based on the checklist and your knowledge of drinking water systems, prepare a list of deficiencies along with recommendations and suggestions for improvements and how to address them. Prioritize the list and highlight critical deficiencies, where action is required to ensure protection of public health.
- Draft the report. A checklist assessment report can be completed in hand-written format as long as the writing is legible. The checklists have also been provided in Adobe Acrobat (pdf) writable format to allow an electronic version to be created.
- Allow the water system owner and operator time to review the draft report.
- Once the report is complete, arrange for a meeting or discussion with the water system owner and operator to review the observations and recommendations. Remind the owner that one paper copy of the report along with a signed submission form must be provided to the Office of Drinking Water. Advise the owner to keep a copy of the report with their water system records.

Further Information

For general questions, contact the Drinking Water Officer.
For specific questions, contact the Approvals Unit.

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