

# MADISON METROPOLITAN SEWERAGE DISTRICT

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Protecting Public Health and the Environment

## Memorandum

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**To:** EMS Internal and External Teams  
**From:** David Taylor  
**Date:** September 25, 2007  
**Subject:** EMS Interim Audit and Follow-up

An interim audit of the District's EMS program was recently completed by District staff. The audit was conducted to maintain EMS certification through September 30, 2008. Eight elements were audited, as was agreed to during the 2006 3<sup>rd</sup> party audit. No major or minor nonconformances were identified during the interim audit. Five opportunities for improvement were identified. Attachment 1 contains a brief summary of the audit findings and resultant corrective actions (if any) taken for each opportunity for improvement.



## Summary of September 2007 Internal Audit Findings

### Element 3-Critical Control Points

Nonconformances: none

Opportunities for improvement: none

### Element 5-Goals and Objectives

Nonconformances: none

Opportunities for improvement:

1. Documents associated with the goals often do not have a date implemented/written, date last updated, or show the author.
2. Internal website needs to be updated to show 2007 goals.
3. External website needs to be updated to show 2007 goals.

Corrective actions taken:

1. The Element 5 procedures identify responsibilities for developing goals and tracking progress towards those goals. Therefore, listing the author on the goal sheet and the tracking sheets is not necessary. An action plan tracking sheet is used to track progress toward each goal. The tracking sheet has a column labeled "interim status". The EMS Coordinator is responsible for maintaining the tracking sheets and inserting dates each time the interim status is updated. Therefore, revisions to the above documents are not needed. Other documents associated with the goals and objectives will be reviewed to determine if including dates and authors makes sense. If so, this information will be added.
2. The internal website has been updated.
3. The external website has been updated.

### Element 7-Roles and Responsibilities

Nonconformances: none

Opportunities for improvement: none

### **Element 8-Training**

Nonconformances: none

Opportunities for improvement:

1. Communicate basic EMS information to part time summer workers.
2. Consider minor revision to contractor checklist-moving the name of the contractor to a more prominent location on the form where it is easier to read.

Corrective actions taken:

1. The summer worker for the Metrogro Program is given detailed information on the EMS program. Effective next year, all part time summer workers will be given basic EMS information.
2. The signature block remains at the bottom of the form, but minor editing of the form was done to make it easier to read the signature block when the checklist is scanned.

### **Element 10-Operational Controls**

Nonconformances: none

Opportunities for improvement: none

### **Element 13-Monitoring and Measurements**

Nonconformances: none

Opportunities for improvement: none

### **Element 14-Preventive and Corrective Actions**

Nonconformances: none

Opportunities for improvement: none

### **Element 17-Periodic Management Review of Performance**

Nonconformances: none

Opportunities for improvement: none