

Non-Conformance Event Reporting Chain of Custody Protocol

Purpose

The purpose of this document is to unambiguously define the process for ensuring proper documentation of any non-conformance event recorded as part of air monitoring in the Peace River region. All parties associated with the sample collections and reporting are asked to follow this Contravention Reporting Chain of Custody Protocol.

Contravention Tracking

Maxxam will maintain and update the “Contravention Tracking” spreadsheet. The purpose of this sheet is to keep track of which non-conformance events are recorded at site, when they are reported to AEP and PRAMP technical program manager and by whom, and what reference numbers provided by AEP are. The spreadsheet includes the followings:

- Reference number provided by AEP
- AEP spokesperson
- Date of reporting to AEP
- Name who reports to AEP
- Date of reporting to PRAMP
- Name who reports to PRAMP
- Descriptions of the event



Chain of Custody Process

	Notification of Non-Conformance Event	Tracking of the Non-Conformance Events	Corrective Action	Follow Up of Contravention Events
Maxxam	<p>Maxxam to report exceedances of both Alberta's Ambient Air Quality Objectives and Guidelines to AEP within 24 hours when the exceedance is recorded and to receive reference number for each event.</p> <p>Maxxam to inform PRAMP technical program manager for the events as soon as the event is identified, and provide the reference number given by AEP.</p>	<p>Maxxam to maintain non-conformance event tracking sheet for all the PRAMP stations.</p>	<p>Maxxam to provide corrective actions to PRAMP technical program manger for preventing future reoccurrences within 5 days after report the event to AEP.</p>	
PRAMP Technical Program Manager	<p>PRAMP Technical Program Manager to receive non-conformance events by Maxxam through email.</p> <p>PRAMP Technical Program Manager to report non-conformance events to PRAMP Committee during the monthly committee meeting.</p>		<p>PRAMP Technical Program Manager to provide recommendations to Maxxam for avoiding future reoccurrences.</p>	<p>PRAMP Technical Program Manager to provide a 7-day follow up letter to AEP to explain the event and provide corrective actions which will be implemented to prevent future reoccurrences.</p>





Example of Non-Conformance Event Tracking Sheet

Non-Conformance Events Tracking Sheet							
NO.	Reference #	AEP			PRAMP		Event
		AEP Spokesperson	Date of reporting	Reported by	Date of reporting	Reported by	
1	325884	Lisa	June 19, 2017	Wunmi Adekanmbi	June 19, 2017	Wunmi Adekanmbi	986b TRS did not meet the 90% operational time requirement for June, 2017.
2	328686	Raymond	August 22, 2017	Wunmi Adekanmbi	August 22, 2017	Wunmi Adekanmbi	Daily span check was not executed on July 1 at 986b station, due to a schedule change.
3	328687	Raymond	August 22, 2017	Wunmi Adekanmbi	August 22, 2017	Wunmi Adekanmbi	Daily span check was not executed on July 1 at 9842b station, due to a schedule change.
4	328688	Raymond	August 22, 2017	Wunmi Adekanmbi	August 22, 2017	Wunmi Adekanmbi	Daily span check was not executed on July 1 at Reno station, due to a schedule change.
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