

# Process Document: Environmental Management System - Management Review



Proprietary & Confidential

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1. **Purpose:** The purpose of this process is to establish a management review process to ensure the continuing suitability, adequacy and effectiveness of the EMS.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. **Environmental Health & Safety (EHS) will report on the following information semi-annually to the Management Review Board.**
    - 3.1.1. Progress towards objectives and targets
    - 3.1.2. Performance indicators for key characteristics
    - 3.1.3. Non-compliance issues
    - 3.1.4. Non-conformance issues
    - 3.1.5. Environmental issues of interest by external parties
  - 3.2. **EHS will make any required changes to the Environmental Management System (EMS) as deemed by the Management Review Board.**
  - 3.3. **Decisions / actions from the Management Review Board meeting are recorded.**
4. **Definitions:** N/A
5. **Related Documents:**
  - 5.1. **MGT-PD-0001 SBS Management Review**
  - 5.2. **QUA-PD-0020 Corrective and Preventative Actions**
6. **Records:** N/A
7. **Process Flow:** N/A

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