

# Process Document: Environmental Management System - Corrective & Preventative Action



Proprietary & Confidential

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1. **Purpose:** The purpose of this process is to establish and maintain procedures to carry out periodic audits of the environmental management system (EMS) in order to assess implementation and conformance of the system to the management system requirements and ISO 14001.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. All employees are empowered to report on abnormal conditions, broken equipment or anything else that may have the potential to cause an environmental impact. This is accomplished by verbal communication with the employee's manager/supervisor, and discussed with Environmental Health and Safety (EHS).
  - 3.2. EHS will facilitate the documentation of reported corrective and preventive actions per the Corrective and Preventative Actions procedure. EHS will facilitate root cause analysis investigations and corrective or preventive actions are taken that are appropriate to the magnitude of the problems. Corrective actions will be recorded on the Practical Problem Solving Document.
  - 3.3. The Quality Systems Coordinator will assure that all changes to documented procedures resulting from corrective or preventive actions are recorded.
4. **Definitions:** N/A
5. **Related Documents:**
  - 5.1. [EHS-FR-0009 Significant Aspect Planning Summary Sheets](#)
  - 5.2. [QUA-FR-0094 – Practical Problem Solving](#)
  - 5.3. [QUA-PD-0020 Corrective and Preventative Actions](#)
6. **Records:** N/A
7. **Process Flow:** N/A

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