

Process Document: Environmental Management System - Operational Control



Proprietary & Confidential

Date: 8/27/18

Rev. Level: 3.0

Document Number:

EMS-PD-0008

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1. **Purpose:** The purpose of this process is to identify operations and activities that are associated with identified significant environmental aspects and plan these activities, including maintenance, to ensure that they are carried out under specified conditions.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
 - 3.1. The Process Owner will develop standard operating procedures include operating criteria for those activities that can result in significant impacts to the environment or where their absence could lead to deviations from the policy and objectives and targets.
 - 3.2. The Process Owner will manage changes to incorporate identification and consideration of legal requirements and environmental aspects/impacts, and potential operator error or deliberate malfeasance during the planning and design of new and/or changes to buildings, operations, processes, equipment, maintenance activities and products.
 - 3.3. The Maintenance Team Leader/Supervisor has the responsibility of reviewing scheduled PM's daily, reviewing completed PM work and regenerating dates for the PM and archiving work orders related to the EMS.
 - 3.4. Environmental Health and Safety will develop and maintain procedures related to significant aspects of goods and services and communicate relevant procedure to contractors and suppliers.
 - 3.5. The Process Owner will review standard operating procedures at least annually to ensure their adequacy.
 - 3.6. Supervisors/Managers will conduct and document routine, objective, self-inspections to check for malfunctions, deterioration, and worker noncompliance with operating criteria, unusual situations, and unplanned or unauthorized releases.
4. **Definitions:** N/A
5. **Related Documents:**
 - 5.1. [EHS-FR-0007 Paint Repair for Paint Tracking Volatile Organic Compound \(VOC\)](#)
 - 5.2. [EHS-FR-0008 Bumper and Small Parts Paint Tracking for VOC](#)
 - 5.3. [EHS-FR-0011 Paint Tracking for VOC](#)
 - 5.4. [FAC-PD-0001 Preventative Maintenance \(PM\) Process](#)

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5.5. **FAC-PD-0002 Ordering Parts-Facilities and Maintenance Department**

5.6. **FAC-PD-0003 Maintenance Work Order Process**

5.7. **DOC-PD-0004 Document and Data Control**

5.8. **MFG-WI-0017 Paint Hazardous Waste Recycling and Disposal**

5.9. **Operator Instructions**

6. Records: N/A

7. Process Flow: N/A

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