

## Process Document: Environmental Management System - Records



Proprietary & Confidential

Date: 8/27/18

Document Number:

EMS-PD-0012

Rev. Level: 3.0

Page 1 of 1

1. **Purpose:** The purpose of this process is to identify, maintain and dispose of all environmental records in order to maintain an accurate history of the environmental performance and Environmental Management System (EMS) improvements.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. Environmental Health & Safety (EHS) will identify and maintain a listing of environmental related records that require maintenance by the organization.
  - 3.2. The Quality Systems Coordinator (QSC) will assure that all records requiring maintenance are legible, identifiable and traceable to the related activity.
4. **Definitions:** N/A
5. **Related Documents:**
  - 5.1. [EMS-PD-0002 Environmental Management System - Legal and other requirements](#)
  - 5.2. [EMS-PD-0008 Environmental Management System - Operational Control](#)
  - 5.3. [REC-PD-0001 SBS Record Retention Process](#)
  - 5.4. [REC-SR-0003 Record Retention Matrix](#)
6. **Records:** N/A
7. **Process Flow:** N/A

**This is an electronically controlled and issued document; hard copies should be verified for revision.**