


Process Document: Environmental Management System - Operational Control

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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 The Shyft Group, 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, 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:** N/A
6. **Records:** N/A
7. **Process Flow:** N/A

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