

Process Document: Environmental Management System - Monitoring & Measuring



SHYFT
GROUP
Proprietary & Confidential

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1. **Purpose:** The purpose of this process is to establish and maintain procedures to monitor and measure key characteristics of The Shyft Group, Inc. operations that can have a significant impact on the environment. This system includes recording information to track performance, relevant operational controls and conformance with the established objectives and targets.
2. **Scope:** This instruction applies to all of The Shyft Group, Inc.
3. **Procedure/Instruction:**
 - 3.1. The responsible party will monitor the key characteristic of its operations identified as significant, an objective or as an environmental program.
 - 3.2. The Shyft Group, Inc. will determine what methods of analysis will be most practical and valid for measurement of environmental impacts, and the criteria which it will measure itself against.
 - 3.3. The responsible party will determine when it is appropriate and necessary to perform monitoring or measuring and when the results shall be interpreted and evaluated.
4. **Definitions:** N/A
5. **Related Documents:** N/A
6. **Records:** N/A
7. **Process Flow:** N/A

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