

# Process Document: Environmental Management System - Document Control



Proprietary & Confidential

Date: 8/27/18

Document Number:

EMS-PD-0007

Rev. Level: 3.0

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1. **Purpose:** The purpose of this process is to define the document control system controlling documents and data that relate to the elements of the ISO 14001 standard. Spartan ensures that documents can be located, are periodically reviewed and revised, that current versions are available at all locations where operations essential to the Environmental Management System (EMS) are performed, that obsolete documents are promptly removed from all points of use, and that obsolete documents are retained when necessary for legal and or knowledge preservation.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. The Document Control Representative will assure that all documents are legible, dated (with revision dates), readily identifiable, kept orderly and retained for a specified period.
  - 3.2. The Document Control Representative will control the development or modification of any EMS documents. EMS Documents shall be developed using Process Document Template in accordance with the Creation or Revision to Process Documentation Procedure.
  - 3.3. The Document Control Representative, or designee, will be responsible for moving obsolete electronic versions of a document to the obsolete file and placing new documents on the Sparnet SBS site once the document has been submitted as approved.
  - 3.4. The Document Control Representative, or designee, will replace existing hard copies of any controlled documents that have been revised.
  - 3.5. The Document Control Representative will assure all documents made obsolete by revised or new documents will be stamped "Obsolete" or will be discarded. Hard copies of obsolete procedures will be maintained in the obsolete files.
  - 3.6. The Document Control Representative will assure that all new or revised external documents that are referred to in procedures, if appropriate, will be listed in the SBS Master Document List. Managers/Supervisors will train all existing and new employees on the e A management representative will communicate information relative to the EMS to affected
4. **Definitions:** N/A
5. **Related Documents:**
  - 5.1. [DOC-PD-0001 Creation or Revision to Process Documentation](#)
  - 5.2. [DOC-PD-0004 Document and Data Control](#)

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

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5.3. [DOC-SR-0009 Process Documentation Standards](#)

5.4. [HRT-PD-0006 Training Systems](#)

5.5. [HRT-FR-0001 Training Sign-in Sheet](#)

5.6. [SBS Master Document List](#)

6. Records: N/A

7. Process Flow: N/A

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