

## Process Document: Auditing



Proprietary & Confidential

Date: 8/27/18

Rev. Level: 3.0

Document Number:

EMS-PD-0013

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1. **Purpose:** The purpose of this process is to establish periodic audits of the environmental management system (EMS) in order to assess implementation and conformance of the system to the management system requirements of the CFEMS and ISO 14001.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. **The Quality Systems Coordinator (QSC) shall ensure that periodic EMS audits are conducted so that all elements of the EMS are audited annually.**
  - 3.2. **The QSC shall assign responsibilities and authorities for EMS Auditors and make sure they are competent to act as auditors.**
    - 3.2.1. Auditor competency will be based on auditors receiving external training.
    - 3.2.2. At least one auditor shall conduct each audit with at least one member of the team being outside of the facility being audited.
    - 3.2.3. The EMS auditors shall document the audit using the Internal Audit Report.
    - 3.2.4. Observations for improvement, minor non-conformances or major non-conformances should be recorded on the Practical Problem Solving Document.
    - 3.2.5. All completed forms from the audit should be forwarded to the Process Owner.
    - 3.2.6. All original audit reports for will be maintained by the QSC. Environmental Health & Safety (EHS) will identify and maintain a listing of environmental\_related records that require maintenance by the organization.
4. **Definitions:** N/A
5. **Related Documents:**
  - 5.1. **QUA-FR-0029 Practical Problem Solving Document**
  - 5.2. **QUA-FR-0127 Internal Audit Report**
  - 5.3. **QUA-FR-0128 Internal Audit Checklist**
  - 5.4. **QUA-FR-0129 Internal Audit Opening Meeting**
  - 5.5. **QUA-FR-0131 Internal Audit Schedule**
  - 5.6. **QUA-FR-0186 Internal Audit Summary Report**

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- 5.7. [QUA-PD-0038 SBS Internal Audit](#)
- 5.8. [QUA-PD-0019 Corrective Actions Review Team](#)
- 5.9. [QUA-PD-0020 Corrective and Preventative Actions](#)

6. Records: N/A

7. Process Flow: N/A

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