



KUKA

Environmental Management System

**ENVIRONMENTAL MANAGEMENT SYSTEM
TRAINING**



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Introduction:

This presentation will provide awareness training for the ISO 14001 Environmental Management Standard and the KUKA Assembly and Test Corp. Environmental Management System. The objective of this training is to provide all employees and contractors with an awareness and understanding of the following:

- **The ISO 14001 Environmental Management Standard**
- **KUKA-AT Environmental Management System**
- **Roles and responsibilities of all KUKA-AT employees and contractors**



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What is the ISO 14001 Standard and An EMS?

ISO 14001 is an international standard that specifies requirements for the development, implementation and maintenance of an Environmental Management System (EMS).

An EMS is a defined system (Procedures, Work Instructions, Forms, Training, etc.) which a company uses to manage business activities that impact the environment.

Ford, General Motors and Fiat Chrysler Automobiles and other customers require their suppliers to obtain and maintain an ISO 14001 certification. If we lose certification, we cannot bid for projects which would result in lost business and jobs at KUKA-AT facilities. Maintaining the certification ensures our ability to bid on projects from these companies and in turn, grow our business.

ALL KUKA-AT employees and contractors are required to:

- Comply with the requirements of the KUKA-AT EMS**
- Be familiar with key points of the KUKA-AT EMS Policy**



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The 7 Key Elements of ISO 14001

The ISO 14001 Environmental Management Standard has 10 total elements but this presentation will only address the 7 KEY ELEMENTS which relate to our business processes.

- 1. Element 4: Context of The Organization**
- 2. Element 5: Leadership**
- 3. Element 6: Planning**
- 4. Element 7: Support**
- 5. Element 8: Operation**
- 6. Element 9: Performance Evaluation**
- 7. Element 10: Improvement**



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Element 4: Context Of The Organization

KUKA-AT Executive Management has the responsibility to determine the Context of the KUKA-AT Organization with respect to establishing, implementing and maintaining an EMS.

- **Understanding the Organization and its Context**
 - How do environmental conditions affect or may affect the organization as a whole, not just the EMS?
- **Understanding Needs and Expectations of Interested Parties.**
 - The EMS must take into consideration the needs and expectations of interested parties (employees, contractors, customers, vendors, neighbors, local/state/federal government, first responders, fire, police).
- **Determining the Scope of The EMS**
 - The Scope of the EMS specifies its boundaries, what the EMS covers with regards to facilities/processes/people, laws, rules, regulations.
- **Environmental Management System**
 - Using the knowledge gained from elements above, establish, implement and maintain an EMS.



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Element 5: Leadership

KUKA-AT Executive Management is responsible for demonstrating commitment and leadership with respect to the EMS. They have the responsibility for ensuring that the EMS is established, implemented and maintained and that roles, responsibilities and authorities are clearly defined within the EMS. This is accomplished via: Procedures, Work Instructions, Forms, Inspections, Training, Job Descriptions and Org Charts.

Executive Management is responsible for establishing an EMS Policy and communicating it to all. KUKA-AT's EMS Policy is posted throughout each facility and available on the company intranet site or from your supervisor.

KUKA-AT Environmental Policy:

KUKA Assembly and Test Corp. is committed to protecting the environment through operating in an environmentally responsible manner by:

- **Continuously improving the environmental performance of our processes and products**
- **Setting objectives & targets**
- **Preventing pollution**
- **Meeting or exceeding legal, compliance and other environmental requirements**
- **Communicating our commitment to all**



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Element 6: Planning

KUKA-AT Executive Management is responsible for planning and taking actions to address risks and opportunities with respect to the EMS.

- **Have processes for planning the establishment, implementation and maintenance of the EMS taking into account:**
 - **The Context of The Organization**
 - **Risks and opportunities associated with the EMS**
- **Identify Significant Environmental Aspects and associated Environmental Impacts and determine how the EMS will address each one.**
 - **Understand how our processes impact the environment**
 - **Use our knowledge to minimize any potential impact**
- **Know and understand what legal requirements (Compliance Obligations) KUKA-AT must adhere to.**
- **Plan on how to address the risks, significant environmental aspects and compliance obligations.**
- **Identify Environmental Objectives and plan on how to meet them.**
 - **Determine what we want to do. For example: Recycle Paint**
 - **How do we accomplish what we want to do while minimizing environmental impacts and complying with all laws, rules and regulations?**



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Element 6: Planning – Continued Aspects, Recycling and Objectives

KUKA-AT has several Significant Environmental Aspects. We manage these through Procedures, Work Instructions, Forms, Inspections, Recycling, and Training.

Some of the significant aspects we manage and recycle are:

- Automatic Transmission Fluid (ATF), Engine and Hydraulic Oils
- Paints and Associated Reducers, Hardeners, Thinners.
- Bulbs – Mercury Fluorescent, Sodium
- Batteries – Alkaline, NiCad, Lithium, Lead Acid

Other polluting materials that KUKA-AT recycles are:

- White Paper (office paper, plotter paper, envelopes)
- Cardboard
- Scrap Metal and Wiring
- Plastic Shrink Wrap
- Printer Toner Cartridges

Two on-going Environmental Objectives with Specified Targets are:

- Replace all R22 Air Conditioners with R410A Air Conditioners
- Replace all old Light Ballasts with New Energy-Saving Ballasts



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Element 7: Support

KUKA-AT Executive Management has the responsibility to provide support to ensure the EMS is established, implemented, maintained and continually improved.

- **Resources**: Provide the people, training, technology, infrastructure and money.
- **Competence**: Ensure that only properly trained employees / contractors are doing work that may affect environmental performance.
- **Awareness**: Ensure all employees / contractors doing work that may affect environmental performance are aware of the EMS Policy and their role in the EMS.
- **Communication**: Ensure that there is 2-way communication with internal (employees, contractors) and external parties (customers, vendors, neighbors, government, fire/police) regarding all aspects of the EMS.
- **Documented Information**: Determine what information needs to be maintained to demonstrate compliance with the ISO 14001 Standard and the EMS.



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Element 8: Operation

KUKA-AT Executive Management has the responsibility to determine the level of control to exert at all organizational levels to achieve the goals and objectives of the EMS, including compliance with laws, rules and regulations.

- **Processes:** Establish, implement, maintain and control processes (Procedures, Work Instructions, Forms, Inspections, Training) needed to conform to EMS requirements.
 - Includes Outsourced Processes (Painting, Building & Lawn Maintenance, Exterminator Services, etc.)
 - Includes informing our customers of how to properly dispose of KUKA-AT machines / stations when they reach the end of their useful life or are to be decommissioned.
- **Emergency Preparedness and Response:** Establish, implement and maintain a process specifying how to prepare for and respond to potential environmental emergency situations.



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Element 9: Performance Evaluation

KUKA-AT Executive Management has the responsibility to determine what is monitored and measured and how it will be accomplished within the scope of the EMS.

- **Environmental Performance**: Measure, analyze, evaluate and report on the performance of our processes and EMS.
- **Compliance**: Determine if we are in compliance with all applicable laws, rules and regulations and act if we are not.
- **Internal Audit**: Establish, implement and maintain an Internal Audit Program with results reported to Executive Management.
- **Management Review**: Review the EMS to determine its adequacy and suitability. Make changes where necessary.
 - Review Performance Measures
 - Review Internal Audits
 - Review Corrective Actions
 - Review Resources
 - Review Communication, - both Internal And External.
 - Review Opportunities for Continual Improvement



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Element 10: Improvement

KUKA-AT Executive Management has the responsibility to ensure KUKA-AT determines its opportunities for improvement and implements necessary actions to achieve the intended outcomes of the EMS.

- **Nonconformity and Corrective Action:**
 - When a nonconformity to the EMS occurs, take action to control and correct it, minimizing any environmental impacts.
 - KUKA-AT utilizes its established Corrective Action process, called “Business System Reports,” to address any nonconformities in the EMS.
- **Continual Improvement:**
 - KUKA-AT operates with a spirit of continual improvement at all levels.
 - KUKA-AT Executive Management has an “open-door” policy with respect to the EMS. They encourage everyone to offer ideas and suggestions on how to improve the environmental performance of the company and the EMS.



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Conclusion

This concludes KUKA-AT Environmental Management System Training. Depending on your job, you may receive additional training on Procedures, Work Instructions, and or Forms. Your supervisor will inform you of any additional training requirements.

You may contact your Supervisor, a member of the Executive Management Team or the Environmental Management Representative, Pat Prater, if you have an improvement suggestion, idea or concern related to the EMS. Ideas and suggestions may be submitted anonymously.

***Please do not forget to complete the EMS 03 Quiz and return it to the Human Resources Department!**