
 <p>Process Owner: Sharon Environmental Fisher Updated by: Timothy Scripko Effective: 04/02/2013</p> <p>Scope: HDMC</p>	<h3>Work Instruction</h3> <h2>Contractor / Supplier Environmental Review</h2> <p>*** Uncontrolled *** *** DOCUMENT ***</p> <p>Please destroy this document after use</p> <p>Assoc. Policy/Directive/Cert: QUALITY MANUAL Assoc. Procedure: HS2.03 Assoc. Work Instr: YS2.03.637, YS2.03.514</p>	 <p>Site: York Dept: Environmental Group: Softail Number: YS2.03.639 Version: 6 Status: Active Legacy Number:</p>
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Purpose: To establish written work instructions for communicating safe work practices, potential impact to environmental aspects and the Environmental Management System (EMS) to contractors performing work at York Vehicle Operations (YVO). The requirements of environmental performance among the contractors working in York's facilities are consistent with our commitment to complying with relevant legislation, reducing the impact on the environment and minimizing waste through the use of reduction, reuse and/or recycling.

Scope: This work instruction applies to all contractors and suppliers that have the potential to impact the environmental aspects through business activities conducted at Harley-Davidson Motor Company (HDMC)- York Vehicle Operations. Any activities within the EMS boundary as described in the EMS manual shall apply.

Responsibilities:

The Contractor/Supplier is responsible for the following:

- Complying with all current federal, state, local and corporate environmental legislation.
- All applicable training and certifications.
- Appointing a competent individual as Project Supervisor (or site manager).
- Verify with their HDMC contact what potential impacts their operations and/or multiple tasks may have on impacting the areas aspects.
- Maintaining records of any appropriate education, training or experience and the ability to demonstrate this at any time when requested by HDMC.
- Review the Contractor Orientation Presentation as indicated in the Safety & Health - Contractor Safety Rules and Practices Work Instruction (YS2.03.514) and complete/sign the Harley-Davidson Contractor (Supplier) Employee Training Tracking Form (YS2.03.514.02).

The Project Supervisor is responsible for the following:

- Supervision of the work site and contract employees (those who work for contracted party).

The ISO 14001 Management Representative is responsible for:

- Developing information regarding the EMS (included in the Contractor Orientation Presentation and the Visitor Orientation Presentation)
- Forward EMS Communications information to Contractors/Suppliers/Visitors where applicable.
- Communicate the Environmental Management System, Environmental Policy and significant environmental aspects as appropriate to contractors/suppliers/visitors both internal and external.

HDMC Contact for Contractor/Supplier/Visitor is responsible for:

- Providing any Environmental requirements within any scope of work, contract requirements or purchasing agreement (as appropriate).
- Defining specific training or certification requirements.

- Defining any Environmental Aspects that the Contractor may impact when doing work within the EMS scope.
- Supervising their Contractor/Supplier/Visitor working within the EMS scope for conformance to Environmental and EMS requirements.

Instruction:

1.0 Contractors/Suppliers that enter YVO with a grey contractor badge, receive a green contractor badge and/or require a green visitor's badge from Security who have "sign and go" access.

- The Contractors/Suppliers are required to review the Contractor Orientation Presentation and complete the Harley-Davidson Contractor (Supplier) Employee Training Tracking Form (YS2.03.514.02) prior to gaining access to YVO.
- When a Contractor/Supplier signs the Harley-Davidson Contractor (Supplier) Employee Training Tracking Form (YS2.03.514.02) the Contractor/Supplier is stating that he/she received the information regarding the EMS and will abide by H-D policies procedures and work instructions, where applicable.
- ISO 14001 Management Representative will develop information regarding the EMS to be included in the Contractor Orientation Presentation.
- It will be the responsibility of the Contractor Representative to communicate the information regarding York's EMS to its' employees that perform work on-site or visit the YVO.

2.0 Visitors that enter requiring a pink escort required badge from Security and do not have "sign and go" access.

- The Visitors are required to review the Visitor Orientation Presentation prior to access to YVO.
- ISO 14001 Management Representative will develop information regarding the EMS to be included in the Visitor Orientation Presentation.

3.0 Visitors that enter the Tour Center.

- The Tour Guides' shall provide general EMS information to visitors as per defined scripts.
- Visitors wishing to acquire further information regarding the EMS, will be directed to call the general plant number or submit a request in writing to the York Communications Manager.

4.0 Truck drivers that enter to make deliveries.

- A card is attached to the badges provided to truck drivers with applicable information. The badge including the card is carried by the drivers while onsite at YVO.

Quality Records:

Record Number/Name	Record Series ID Number	Path to Record Retention Schedule
YS2.03.514.02	FAC0201	RIDE/ Resource Centers/ Legal/ Records and Information Management (RIM)/ RIM Policy - Records Retention Schedules/Facilities and Maintenance Operations/FAC0200 - Building Operations

If there are associated records with this document you can retrieve retention information by following this path: [RIDE/Resource Centers/Legal/Records and Information Management \(RIM\)/Record Retention Schedules Home/\[choose the appropriate schedule\]](#).

Also, utilize your help chain found on the Home page in QWeb to get the information you need.

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 Signed by