



Business System Manual

Revision Q

9/29/20

(Quality and Environmental Management System Manual)

Per ISO9001:2015 and ISO14001:2015

Approved by:

A handwritten signature in blue ink, appearing to read 'The Jones', is written over a horizontal line. Below the line, the text 'President - Ace Manufacturing and Parts Co.' is printed in a small, black, sans-serif font.

President - Ace Manufacturing and Parts Co.

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Our Core Strategies:

Mission: The Mission of Ace & Rokwell is to produce and market leading edge clutch technology of world class quality through the use of economical and environmentally responsible manufacturing that supports long term growth.

Values: Ace recognizes the following as their core values and expects the employees to abide by these standards: Safe, Dependable, Customer Focused, Aligned, Great Teammate, Constantly Improving and Responsible.

Vision: To develop and continually improve a work environment where both employees and owners can grow financially thru innovation and teamwork by instilling a sense of company pride in all employees that extends beyond our walls and into the world community.

Introduction:

ACE Manufacturing and Parts Company and Rokwell Industries has developed a business management system that integrates a QMS in compliance to ISO9001:2015 and an EMS in compliance to ISO14001:2015. Its purpose is to provide a robust structure of Plan, Do, Check and Act to continually improve its business processes while remaining environmentally responsible with the world community. This manual provides the outline of this system and clearly demonstrates the companies commitment to its customers and stakeholders. In so doing, Ace/Rokwell has set the following goals:

- Be more efficient and profitable
- Produce product and services that consistently meet or exceeds customer requirements
- Achieve total customer satisfaction for quality, delivery and cost
- Increase & maintain market share
- Improve communications and morale in the company
- Reduce costs and liabilities
- Increase quality and efficiency in the production system
- Continually strive to reduce or eliminate the significant aspects of the company's environmental footprint.

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The Ace Business System is comprised of 3 levels of documentation:

Level 1 – Business Policy - This level is the Executive Management's directives and operating philosophy.

Level 2 – Procedures - This level is the “who, what, when & where” supporting Level One.

Level 3 – Work Instructions - This level is the “how to” in detail, for any task which is too complex or difficult to carry out without instruction.

Scope:

The business management system defined in this manual applies to the manufacture and distribution of products offered by Ace Manufacturing and Parts Company and Rokwell Industries Incorporated. Specifically, it applies to the manufacture and distribution of aftermarket clutch components for the over-the-road trucking industry; the manufacture (metal stamping, metal forming and laser cutting) and distribution of clutch discs for automotive and heavy truck industries; the manufacture and distribution of a range of performance clutches & components for truck, street and racing applications, and includes the design and development of products by Ace Manufacturing for the automotive, heavy duty and racing industries.

Also included within the scope of its business management system, the Ace EMS, meeting the requirements of ISO14001:2015 applies to; all raw materials, finished goods, processes and by-products entering, contained within and leaving the facility (including surrounding company grounds). Furthermore, the scope of the Ace organization includes all applicable statutes, regulations and environmental requirements for all concerned entities including: Federal, State, Local, Customers, Stakeholders and Employees.

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Business Policy:



Ace Manufacturing and Parts Company

Business Policy

Through the integration of the Ace Quality Management System
(Per ISO 9001) and the Ace Environmental Management System
(Per ISO 14001), ACE Commits Itself to the "EZ Rider" Principles of:

Excellence in manufacturing by striving for

Zero defects, thru the utilization of a system that is


Responsive to customer satisfaction by an


Involvement team that is

Dedicated to continuous improvement and pollution prevention using sound

Environmental processes that are compliant with all applicable

Requirements stipulated by Federal, State and Local agencies and other stakeholders.



President


Plant Manager



Operations Manager


QA Manager/ISO Management Representative

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CSR Policy:



CSR – Corporate Social Responsibilities Policy

As a responsible world partner, it is the policy of Ace Manufacturing and Parts Company & Rokwell to treat all persons with the dignity and respect afforded to them by those Human Rights legally protected by the Constitution of the United States.

Corporate social responsibility (CSR) refers to companies taking responsibility for their impact on society. We believe that CSR is important for the sustainability, competitiveness, and innovation of all companies. CSR offers a set of values on which Ace Manufacturing, acting in partnership with the local and business community, can contribute to help build a more cohesive society. Therefore, it shall be the policy of Ace Manufacturing to;

- Be Respectful of Human Rights
- Offer fair Wages & Benefits to its employees
- Provide safe working conditions.
- Not to discriminate against any person based on their age, gender, religion or race.
- Allow Freedom of association for its employees.
- Allow for fair collective bargaining.

Furthermore, Ace Manufacturing and Parts Company & Rokwell will not tolerate or knowingly have any business dealings with any entity that deals, either directly or indirectly in;

- Forced or compulsory labor.
- Human Trafficking
- Child Labor

In the event that Ace Manufacturing detects any non-compliance to any of the aforementioned aspects of its policy within its supplier chain base, it shall take immediate steps to end its business dealings with that entity and to report such findings to the proper government authority.

Kevin James

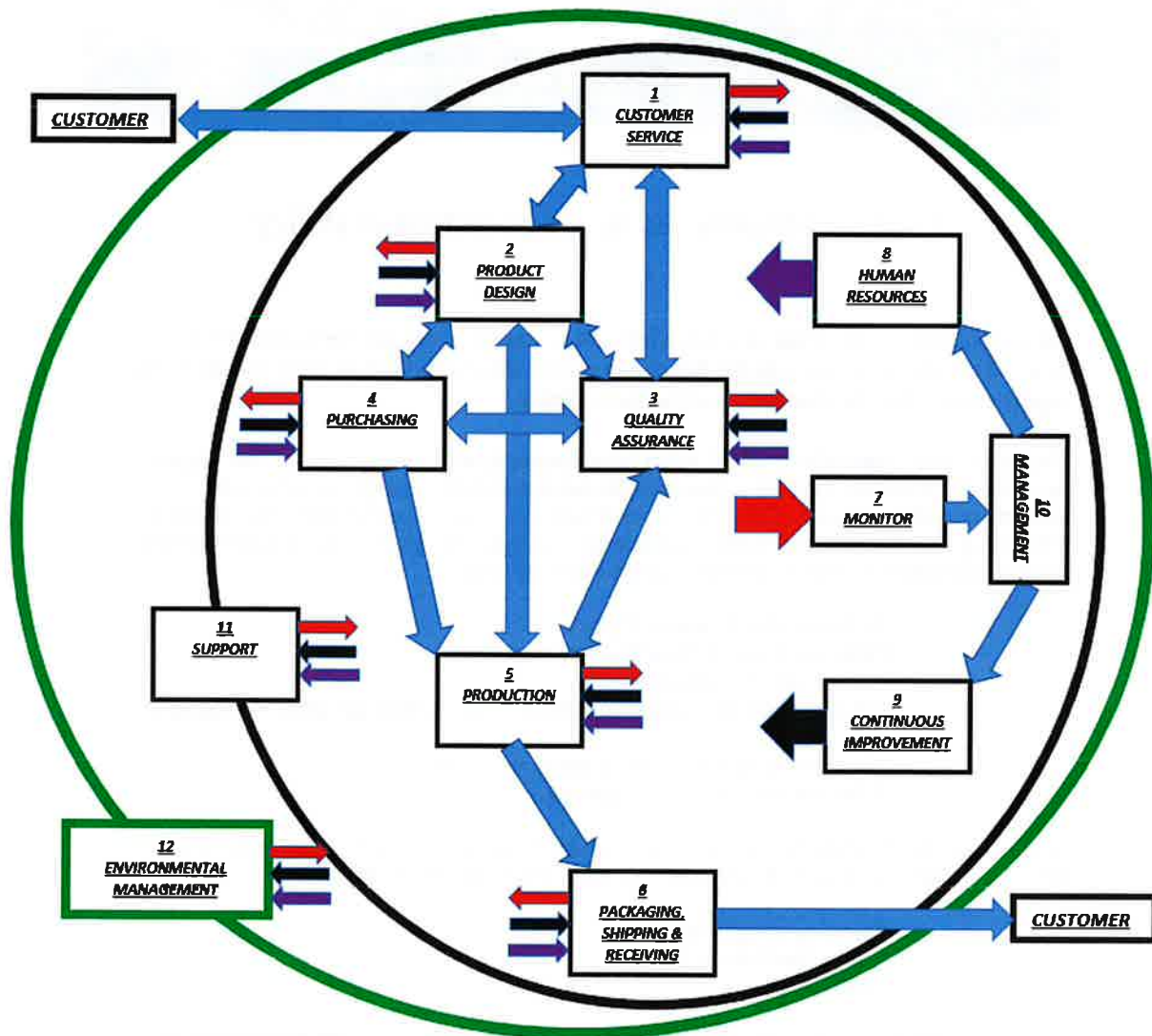
President

Ace Manufacturing and Parts Company & Rokwell





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Business System Process Map:



ACE/ROKWEILL BUSINESS SYSTEM PROCESS MAP

-  BLUE ARROWS: PROCESS INTERACTIONS INPUTS/OUTPUTS
-  RED ARROWS: PERFORMANCE INDICATORS INPUTS/OUTPUTS
-  PURPLE ARROWS: HUMAN RESOURCES INPUTS/OUTPUTS
-  BLACK ARROWS: CONTINUOUS IMPROVEMENT INPUTS/OUTPUTS

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Process Matrices:

<u>PROCESS #1</u>	<u>CUSTOMER SERVICE</u>
<u>PROCESS OWNER</u>	Supply Chain Manager and Business Development Manager
<u>INPUTS</u>	Customer Inquiry, Customer Request for Quote (RFQ), Customer Requirements for QMS/EMS, Customer Purchase Order, Customer Prints/Data/Specifications, Customer Delivery/Quantity Requirements, Customer Survey, Customer Complaint, Customer Return, Purchase Order Amendments, Quotes
<u>OUTPUTS</u>	Customer Quote, Sales Order, New Product Sheet, Product Information, Delivery Schedules, Return Goods Authorizations, Amendments to Purchase Orders
<u>PERFORMANCE INDICATORS</u>	Missed Sales, Average Days Between Orders, Customer Retention Rate, No. of Days to Process Back Order, Sales Levels, Number of Orders, Customer Satisfaction, Number of Complaints, Number of Returns, Delivery Performance
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace/Rokwell ERP System (IQMS), Personal Computers with Internet Access, E-mail, EDI, Fax Machine
<u>RESOURCES: PERSONNEL</u>	Customer Care Manager, Business Development Manager, Inside Sales Rep., Outside Sales Rep.
<u>SUPPORT PROCESSES</u>	Engineering, Production, Quality, Shipping
<u>INSTRUCTIONS/ PROCEDURES</u>	AOP-01-02 – Customer Satisfaction, MOP-03-01 – Contract Review Std. Prod, MOP-03-02 – Contract Review – Custom Prod., QOP-13-02 – Returned Goods, QOP-14-01 – Corrective and Preventive Action, QOP-02-07 - Continuous Improvement, MOP-14-02 – Customer Complaints, QOP-16-01 Business System Records

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<u>PROCESS #2</u>	<u>PRODUCT ENGINEERING</u>
<u>PROCESS OWNER</u>	Engineering Manager
<u>INPUTS</u>	New Product Sheet, Customer Design Criteria, Customer Drawing/Sketches/Specifications, Statutory/Regulatory Requirements, Material Specifications, Quality Objectives, Project Charter, EAPA
<u>OUTPUTS</u>	Product Drawings, BOM, FEA Analysis Reports, Test Data, Material Specifications, DFMEA, DVP&R Report, Project Milestone Timeline, Process Specifications, Tool/Gage Design/Drawings, Drawing/Specification Revisions, Quotations
<u>PERFORMANCE INDICATORS</u>	Project Milestone Timeline, Corrective Action Reports, No. of Engineering Changes
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Personal Computers with Internet Access, E-mail, Solid Works CAD Program, FEA Software, In-House Testing Equipment, Outside Test Labs (Burst Testing, Materials Testing)
<u>RESOURCES: PERSONNEL</u>	Engineering Manager, Lead Design Engineer, Mechanical Engineers, Technical Support (Engineering/Draftsman Intern) Industrial Engineering
<u>SUPPORT PROCESSES</u>	Purchasing, Quality, Production, Tool Room
<u>INSTRUCTIONS/ PROCEDURES</u>	QOP-16-01 – Business System Records, EOP-001 – New Product Design Milestone Procedure, EOP-002 – Design Control (EAPA) Procedure, EOP-003 Feasibility Procedure, EOP-004 – Charter Procedure, EOP-005 – DFMEA and Prototype PFMEA Procedure, EOP-006 – Engineering Targets-Objectives Procedure, EOP-007 – Product Samples Procedure, EOP-008 – DVP&R Procedure, EOP-011 – Engineering Drawing Control Procedure, QOP-02-07 - Continuous Improvement

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<u>PROCESS #3</u>	<u>QUALITY ASSURANCE</u>
<u>PROCESS OWNER</u>	Quality Assurance Manager, ISO Management Representative
<u>INPUTS</u>	Part drawings, Rejected Parts, Gages for Calibration, Production Samples for inspection, customer complaints, WO Documentation, Supplier PPAP Packages, Supplier Surveys,
<u>OUTPUTS</u>	1st Piece Inspection Reports, CAR's, EAPA's, Gage Calibration Schedules, Calibrated Gages, Flow Chart, FMEA, Control Plans (For Prototype, Pre-Launch and Production), PPAP's, IMDS Reports, Customer Surveys, Internal Audit Reports, MSA Studies (R&R), SPC, RMA Reports
<u>PERFORMANCE INDICATORS</u>	1st Piece Inspection Time, Scrap/Reject Reports, CAR's, EAPA's, Customer Complaints, RMA Reports,
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace/Rokwell Computers with Internet access, Ace/Rokwell IQMS System with QA Module, CMM, GAGES (micrometers, calipers, dial indicators, height gages, jo-blocks, Pin gages, attribute gages, etc.) , Gagetrack Software, MPACT Software
<u>RESOURCES: PERSONNEL</u>	Quality Assurance Manager, ISO Management Representative, QA Technician, Lead Inspector
<u>SUPPORT PROCESSES</u>	Engineering, Customer Service, Human Resources, Tool Room
<u>INSTRUCTIONS/PROCEDURE</u>	QOP-02-01 Quality Planning, QOP-02-03 Pre-Launch Quality Planning, QOP-02-04 Production Quality Planning, QOP-02-05 Production Part Approval, QOP-02-06 Subcontractor Part Approval. QOP-02-07 Continuous Improvement, QOP-05-02 Document and Data Control, OOP-06-01 Subcontractor Evaluation, OOP-09-04 Statistical Process Control, QOP-10-02 In-Process Inspections, QOP-10-03 Final Inspection, QOP-10-04 Laboratory Control, QOP-11-01 Inspection, Measuring and Test Equipment, QOP-11-02 Measurement System Analysis, QOP-12-01 Inspection and Test Status, QOP-13-01, Control of Non-Conforming Product, QOP-13-02 Returned Goods, OOP-15-02 Storage Areas, QOP-17-02 Layered Process Audits, OOP-16-01-Business System Records

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<u>PROCESS # 4</u>	<u>PURCHASING</u>
<u>PROCESS OWNER</u>	Supply Chain Manager
<u>INPUTS</u>	Material/Part Specifications, Material Quantities, Material Due Dates, Engineering Drawings, Supplier Quotes, Supplier PPAP, Supplier QMS Certificates, Supplier Surveys, Customer Supplied Product
<u>OUTPUTS</u>	Purchase Orders, Supplier RFQ, Supplier PPAP Requirements, Receiving Inspection Reports, Supplier Scorecards, Cost for Purchased Items & Services
<u>PERFORMANCE INDICATORS</u>	Subcontractor Quality Performance, Ace/Rokwell % of Purchases to Sales, Ace/Rokwell % of Purchases to MRO
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace IT System (IQMS), Personal Computers with Internet Access, Inspection Gages (For Receiving Inspection)
<u>RESOURCES: PERSONNEL</u>	Purchasing Manager, Senior Buyer, Receiving Inspector
<u>SUPPORT PROCESSES</u>	Quality Assurance, Engineering
<u>INSTRUCTIONS/ PROCEDURES</u>	QOP-02-06-Sub-Contractor Part Approval, OOP-02-08-Tool Design, Fabrication & Management, OOP-06-01-Subcontractor Evaluation, OOP-06-02-Purchasing, MOP-07-01, QOP-10-01-Receiving Inspection, QOP-13-01-Control Of Non-Conforming Product, OOP-15-02-Storage Areas, QOP-13-02-Returned Goods

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<u>PROCESS #5</u>	<u>PRODUCTION</u>
<u>PROCESS OWNER</u>	Supply Chain Manager/Plant Manager
<u>INPUTS</u>	Sales Orders (with delivery schedules), Raw Materials, Product Drawings, Control Plans, Routings, Flow Charts, Set-Up Instructions, Tooling, Purchased Components
<u>OUTPUTS</u>	Finished Products/Assemblies, Environmental Wastes (Oil, water, etc.), Preventive Maintenance Schedules, EAPA, Packing Lists
<u>PERFORMANCE INDICATORS</u>	Scrap Counts, Production Efficiency, OEE, Overtime Levels, CARS, Un-scheduled machine downtime Reports, On Time Delivery %
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Production Equipment, Production Facility, Ace/Rokwell ERP System (IQMS), Outside Processors, Waste Disposal
<u>RESOURCES: PERSONNEL</u>	Machine Operators, Production Supervisors, Lead Person, Production Manager, Production Clerks, Machine Programmers, Shipping Clerks, Material Handlers,
<u>SUPPORT PROCESSES</u>	Product Design, Purchasing, Quality Assurance, Maintenance, IT Department, Receiving, Tool Room, Customer Service, Human Resources
<u>INSTRUCTIONS/ PROCEDURES</u>	QOP-02-02 - Manufacture of Prototype Parts, QOP-02-07 - Continuous Improvement, MOP-07-01 - Customer Supplied Product, OOP-08-01 - Product Identification and Traceability, OOP-09-01 - Process Control, OOP-09-02 - Production Work Order, OOP-09-03 - Process Operator and Work Instructions, QOP-10-02 - In-Process Inspections, QOP-13-01, Control of Non-conforming Product, QOP-14-01 - Corrective and Preventive Action, OOP-15-01 - Product Handling and Preservation, OOP-15-02 - Storage Areas, OOP-15-03 - Packaging and Labeling, OOP-15-04 Shipping and Delivery, EMP-001 - Environmental Management Planning

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<u>PROCESS #6</u>	<u>PACKAGING, SHIPPING & RECEIVING</u>
<u>PROCESS OWNER</u>	Supply Chain Manager
<u>INPUTS</u>	Production Parts, Packaging Materials, Pick-Lists, Shipping Materials, Shipping Instructions, Shipping Services, Raw Materials, Purchased Products
<u>OUTPUTS</u>	Product Shipment, Shipping Manifests, Bill of Lading, Receiving Inspection Reports
<u>PERFORMANCE INDICATORS</u>	On-Time Delivery %, Supplier Rejections
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace IT Server, Personal Computers with Internet Access, Forklifts, Pallet Jacks, Storage Racks, Box Stapler, Shipping Scale, Shrink Wrap, Inspection Gages (Receiving)
<u>RESOURCES: PERSONNEL</u>	Plant Manager, Shipping Supervisor, Packing/Shipping Clerks, Receiving Clerk
<u>SUPPORT PROCESSES</u>	Production, Sales, Quality Assurance
<u>INSTRUCTIONS/ PROCEDURES</u>	OOP-08-01-Product ID and Traceability, OOP-15-01-Product Handling and Preservation, OOP-15-02-Storage Areas, OOP-15-03-Packaging and Labeling, OOP-15-04-Shipping and Delivery, WI-QOP-10-01-001-Incoming Inspection Sampling Plans, WI-OOP-10-01-003-Receiving Incoming Inventory Into IQMS

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<u>PROCESS #7</u>	<u>MONITORING</u>
<u>PROCESS OWNER</u>	Quality Assurance, ISO Management Representative, Supply Chain Manager, Sales Development Manager
<u>INPUTS</u>	Monitoring of Product: Control Plans, 1st Piece Samples, Monitoring of QMS: Internal Audit Reports, 3rd Party Audits Monitoring of Customer Satisfaction: Customer Surveys, Customer Complaints
<u>OUTPUTS</u>	Monitoring of Product: Layout Results, 1st Piece Inspections, Cpk studies, Monitoring of QMS/EMS: Internal Audit Reports, MRB, Management Review. Daily Audit Monitoring of Customer Satisfaction: Customer Survey Results, Customer Complaint Logs
<u>PERFORMANCE INDICATORS</u>	Monitoring of Customer Satisfaction: Customer Survey Results, Customer Complaint Logs
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace/Rokwell IT System & IQMS, CMM, Personal Computers
<u>RESOURCES: PERSONNEL</u>	Quality Manager, QA Layout Technician, Rokwell Lead QA Technician, ISO Management Representative, Production Lead, Machine Operators (for in-process monitoring), Customer Service
<u>SUPPORT PROCESSES</u>	Management, Customer Service, Quality
<u>INSTRUCTIONS/ PROCEDURES</u>	OP-01-02 - Customer Satisfaction, AOP-01-03 - Management Review, QOP-010-02 - In-Process Inspections, QOP-10-03 - Final Inspection, QOP-14-01 - Corrective and Preventive Action, MOP-14-02- Customer Complaints, QOP-17-01-Internal Auditing, QOP-17-02- Layered Process Audits, EMP-004 - Monitoring & Measurement Within EMS.

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<u>PROCESS #8</u>	<u>HUMAN RESOURCES</u>
<u>PROCESS OWNER</u>	Human Resources Manager
<u>INPUTS</u>	OSHA Requirements, Job Descriptions, Training Presentations/Videos, Insurance Company Noise Level Monitoring Reports, Dust Level Monitoring Reports.
<u>OUTPUTS</u>	Training: New Hire Orientation-Safety-Operator, Competency Records, Annual Reviews, OSHA Safety Reporting, Safety Meetings, Training Matrix, Safety Awareness Postings, Communication Board Postings.
<u>PERFORMANCE INDICATORS</u>	Turnover Rates, Lost Time Accident Reports, Employee Review Records
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace/Rokwell IT System (IQMS), Personal Computer with Internet Access.
<u>RESOURCES: PERSONNEL</u>	Human Resources Manager, Receptionist/Clerk
<u>SUPPORT PROCESSES</u>	Management
<u>INSTRUCTIONS/ PROCEDURES</u>	AOP-18-01 - Training, OSHA Regulations, EEOC Regulations/Guidelines, EMP-005 - Communication Procedures

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<u>PROCESS #9</u>	<u>CONTINUOUS IMPROVEMENT</u>
<u>PROCESS OWNER</u>	Ace/Rokwell Department Managers
<u>INPUTS</u>	CARS, Management Review, Suggestion Boxes, Internal/External Audit Reports, Customer Satisfaction Data
<u>OUTPUTS</u>	Continuous Improvement Projects, Continuous Improvement Log
<u>PERFORMANCE INDICATORS</u>	CAR Report, Internal Audit Reports
<u>RESOURCES: EQUIPMENT/FACILITY</u>	IQMS System, Personal Computers
<u>RESOURCES: PERSONNEL</u>	All Ace/Rokwell Department Managers
<u>SUPPORT PROCESSES</u>	Management, Quality Assurance
<u>INSTRUCTIONS/ PROCEDURES</u>	QOP-02-07-Continuous Improvement

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<u>Process #10</u>	<u>MANAGEMENT</u>
<u>PROCESS OWNER</u>	President, Operations Manager, Administrative Manager, Account Manager (Senior Leadership Team)
<u>INPUTS</u>	Business Plan, Goals & Objectives, Sales Data, Production Data, Purchasing Data, HR Data, Accounting Data, Internal Audit Results, EMS Data, Customer Focus Data, Quality Assurance Data, All Departmental SWOT Analysis and Customer Expectations Worksheets (Context of Organization)
<u>OUTPUTS</u>	Management Review, Action Plans, Corrective Actions, QMS and EMS - Goals & Objectives, Ace Business Policy, Scope, Core Strategies: Mission Statement-Vision-Values, Resources (Equipment and Manpower), Business Plans, Vision-Traction-Organizer
<u>PERFORMANCE INDICATORS</u>	New Jobs from RFQ's, Terminations, Turnover Rates, Employee Seniority Data, Friction Materials Efficiency Data, Scrap Reports, Customer Complaints, Customer Satisfaction Rate, On-Time Delivery, RGA, Training Report, Internal Audit Non-Conformance Reports, QMS & EMS Status Reporting, Continuous Improvement Projects Report, Customer Audit/3rd Party Auditor Report, Cost of Quality, Recommendations for Improvement, Key Equipment Un-Scheduled Downtime Report, Production Efficiency, Inventory Value, Financial Ratio's, Labor Costs Reporting
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace/Rockwell IT Systems (IQMS)
<u>RESOURCES: PERSONNEL</u>	President, Operations Manager, Plant Manager, VP Friction Materials, Sales/Mkt. Manager, Purchasing Manager, Human Resource Manager, Accounting Manager, Materials Manager, ISO Management Representative
<u>SUPPORT PROCESSES</u>	Accounting Department, IT Department
<u>INSTRUCTIONS/ PROCEDURES</u>	AOP-01-01 - Business Plan, AOP-01-03 Management Review, QOP-02-07 Continuous Improvement, QOP-05-01 Business System Documentation, EMP-005 Communication Procedure

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<u>Process #11</u>	<u>SUPPORT</u> <u>(IT Dept, Tool Room, Maintenance)</u>
<u>PROCESS OWNER</u>	Accounting/IT Manager, Maintenance Supervisor, Tool Room Supervisor
<u>INPUTS</u>	Machine Maintenance Work Orders, Tool Drawings, Tooling Work Orders, Tool Repair Tags, Documents, Departmental Records
<u>OUTPUTS</u>	IT Server Data, Preventive Maintenance Schedules, Tooling (New/Repaired), Ace Tooling/Maintenance -Records and Documents, Predictive Maintenance Analysis
<u>PERFORMANCE INDICATORS</u>	Machine Un-Scheduled Downtime, CAR's, Deviations, On-Time PM Report
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace/Rokwell Server System (IQMS), Misc. Maintenance Equipment, Misc. Tool Room Machinery
<u>RESOURCES: PERSONNEL</u>	Accounting Manager, IT Manager, Maintenance Supervisor, Maintenance Personnel, Material Handlers, Tool Room Supervisor, Toolmakers, Machinists
<u>SUPPORT PROCESSES</u>	Purchasing, Human Resources, Quality Assurance
<u>INSTRUCTIONS/ PROCEDURES</u>	OOP-02-08 - Tool Design, Fabrication & Management, OOP-15-01-Product Handling and Preservation, OOP-09-05-Preventive Maintenance, QOP-05-01-Business System Documentation, QOP-05-02-Document and Data Control, QOP-16-01 Business System Records,

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<u>Process #12</u>	<u>Environmental Management</u>
<u>PROCESS OWNER</u>	ISO Management Representative, Plant Manager, Maintenance Manager
<u>INPUTS</u>	SDS Sheets, Code of Federal Regulations, EPA Regulations, Missouri Department of Natural Resources, County and City Regulations & Statutory Requirements, Hazardous Waste Manifests, Process Wastes (Chips, Used Oil, Etc.),
<u>OUTPUTS</u>	Tier II Reports, TriMe Reporting, Internal Audit Reports, SPCC Plan, Spill Training, Environmental Aspect List, Spill Containment Training, SPCC Monthly Inspection Checklists, Spill Incident Reports, Daily Used Oil Storage Inspection Sheets
<u>PERFORMANCE INDICATORS</u>	Internal Audit Results, 3rd Party Auditor Results, Spill Incident Reports,
<u>RESOURCES: EQUIPMENT/FACILITY</u>	Ace/Rokwell IT System (IQMS), Personal Computer with Internet Access, Evaporator, Used Oil Storage with Secondary Containment, Spill Kits
<u>RESOURCES: PERSONNEL</u>	ISO Management Representative, Plant Manager, Maintenance Manager, HR Manager, 1st Responders
<u>SUPPORT PROCESSES</u>	Management, Human Resources
<u>INSTRUCTIONS/ PROCEDURES</u>	Ace Safety Manual (Emergency Spill Procedures), EMP-001 - Environmental Management Planning, EMP-002 - Environmental Aspects, EMP-003 - EMS Legal and Other Requirements, EMP-004 - Monitoring and Measurement Within the EMS, EMP-005 - Communication Procedure, EMP- 006 - Spill Prevention, Control and Countermeasure Plan (SPCC)