

Assessment Report

Windsor Machine & Stamping (US) Ltd.



Report Author

Thomas Ollier Jr

Visit Start Date

01/09/2012



Introduction

This report has been compiled by Thomas Ollier Jr and relates to the assessment activity detailed below:

Visit ref/Type/Date/Duration	Certificate/Standard	Site address
7633212 Continuing Assessment (Surveillance) 01/09/2012 1.5 day(s) No. Employees: 84	EMS 540076 BS EN ISO 14001:2004	Windsor Machine & Stamping (US) Ltd. 26655 Northline Road Taylor Michigan 48180 USA

Client management system version(s):

Windsor Machine and Stamping Integrated Management Manual, dated 11-25-2011, Rev. 002

The continuing assessment visit #1 to determine the implementation and effectiveness of the EMS and suitability for continued certification.

Management Summary

The organization has maintained the EMS and made improvements to environmental impacts as a result of improvement initiatives.

The processes reviewed were considered effective. Recommendation is made for continued certification.

There were no outstanding nonconformities to review from previous assessments.

No new nonconformities were identified during the assessment. Enhanced detail relating to the overall assessment findings is contained within subsequent sections of the report.

Areas Assessed & Findings

Compliance Evaluation 4.5.2

The organization has not received any notices of violation, there is one consent order in effect from 2010 which has been effectively implemented, there is no pending litigation from any environmental infractions and there have been no reportable incidents since the last BSI assessment.

A complete compliance evaluation is conducted every 5 years by an outside consulting firm. The last evaluation was conducted in 2009. All issues requiring action have been adequately addressed.

Management Processes 4.1, 4.2, 4.3, 4.4, 4.5, 4.6

Management Review

Annually management reviews are conducted and records maintained. Environmental information is reviewed and discussed during these company meetings and covers all requirements of the standard.

A checklist is used to ensure that all areas are covered during the review. Also reviewed action items, responsibilities and due dates. Continual improvement projects are logged and updated on regular basis for progress.

The facility lighting project has been completed and the new addition lighting utilizes energy efficient fluorescent lighting systems. There were no changes to the aspect list since the last assessment. The list is reviewed at least on annual basis (last review was done on Oct 2011. Aspects are rated as indicated in the documented procedure - using FMEA approach. Aspects with RPN values higher than 25 are considered significant. Significant aspects are minimal at this facility and relatively low risk to the environment.

Legal requirements are associated with list of aspects.

Reviewed current objectives and targets - 1) reduce plastic bottle usage, 2) water usage per employee, 3) electrical usage per month, 4) natural gas consumption. These will be impacted with the new 40,000 sq/ft addition.

OFI - Consider conducting a compressed air study to determine the extent of air leaks and get them corrected to reduce energy costs. Also consider a thermal imaging study to determine energy loss and potential fire concerns on electrical systems and circuits.

Internal audits were completed as per the audit plan prepared annually. Independent auditors were used for all areas audited. All processes were audited in Oct 2011. No NCs were found during the last set of audits. Internal audit checklist was used - reviewed auditor notes and found them satisfactory.

Documentation and Records

Review of system documents and records during this assessment were considered effectively managed and following document management requirements.

Changes

The facility is being expanded by 40,000 sq/ft to add production for Ford. An additional 34 employees have been added with an expected increase of an additional 20 in 2012. This will require additional days to be added to the next CAV. A change request will be initiated in PG.

The SWPPP/SPCC will require modification along with some aspects due to the addition of a foam line.

Waste Management 4.3.1, 4.3.2, 4.4.6

Review of the management of waste is considered effective. The facility is considered CESQG of hazardous waste. The majority of wastes are recycled such as oils, metals, plastics, paper, cardboard, ink and toner cartridges, and universal wastes such as batteries, lamps and ballasts.

Waste manifests are maintained for non-hazardous waste generated (i.e. oils and oily water).

Plastic recycled wastes is tracked and reported annually in management meetings.

Monthly inspections are recorded and include monitoring of storage and disposal locations.

OFI - Consider tracking all recyclable wastes and reporting quantities and cost savings in management meetings.

Air Management 4.3.2

The site is exempt from air permitting and no monitoring or reporting is required. The facility has very minimal sources such as a parts washer (solvent based), natural gas heaters, water heater, etc.

HVAC maintenance is contracted out to licensed contractors.

Stormwater Management 4.3.1, 4.3.2, 4.4.6

Review of stormwater management practices and policies was considered effective. The facility operates under a general stormwater permit and is not required to sample but does conduct monthly stormwater inspections per the SWP3/SPCC document. Records of inspections are maintained and there have been incidents or spills requiring CAPA.

A site walk indicated no major concerns but some opportunities for improvement.

Personnel performing site inspections are certified for storm water and records are maintained and current.

Persons responsible for disposal of wastes are trained for RCRA/DOT and records maintained.

OFI - Consider inside storage of used oil drums and relocate the waste dumpster and scrap metal bins away from storm drains.

Contractor Management 4.4.6, 4.5.4

Review of contractor management practices were considered effective. The organization has established a contractor policy to ensure effective communication of responsibilities regarding their ISO 14001 program. Contractors sign off and agree to work performed and the organizations policies and practices. Records of agreements are maintained. MSDS's are required and maintained for work performed on site. Review of current contractors work and agreements were determined to be effective.

Regular work site inspections are performed to ensure contractors are complying with requirements.

OFI - Consider adding verification requirements for training and certification, licenses and insurance to the contractor document WHS004 and maintain records and information with the contractor agreement.

Chemical Management 4.3.1, 4.3.2, 4.4.6

Review of the organizations chemical management practices is considered effective. A master list of chemicals is maintained along with applicable MSDS documents. Hazardous communication training is conducted annually for long term employees and new employees receive training as part of their orientation. A check of new employees indicates that training was provided in Dec. as part of the on boarding process.

Chemicals such as oils are stored in bulk containers in covered enclosures with secondary containment. Other chemicals such as cleaning chemicals are stored in closets in small quantities. Compatibility of chemicals poses minimal risks for this site. Chemical areas are checked at least monthly as part of the site inspection.

A log of chemical received is maintained in the receiving dept. and records who, what and when chemicals were received and if a new MSDS has been updated.

Shift Details

The organization operates (2) 8 hour shifts per day and results can be seen in data collected and reviewed during management review meetings and continual improvement initiatives.

Assessment Participants

On behalf of the organization:

Name	Position
Beth Muse	Quality Mgr.

The assessment was conducted on behalf of BSI by:

Name	Position
Thomas Ollier Jr	Team leader

Continuing Assessment

The program of continuing assessment is detailed below.

Site Address	Certificate Reference/Visit Cycle	
Windsor Machine & Stamping (US) Ltd. 26655 Northline Road Taylor Michigan 48180 USA	EMS 540076	
	Visit interval:	12 months
	Visit duration:	16 hours
	Next re-certification:	04/01/2011

Re-certification will be conducted on completion of the cycle, or sooner as required. An entire system re-assessment visit will be required.

Re-certification Plan

		Visit 1	Visit 2	Visit 3	Visit 4	Visit 5	Visit 6
Business area/Location	Date (mm/yy):	1/12	1/13	1/14			
	Duration (days):	1.5	2	4			
Air Management		✓		✓			
Contractor Management		✓		✓			
Water Management			✓	✓			
Waste Management		✓		✓			
External Grounds			✓	✓			
Chemical and Oil Management		✓		✓			
Emergency Preparedness and Response			✓	✓			
Manufacturing Processes		✓	✓	✓			
Training, Communication			✓	✓			
Aspects, Impacts, Objectives and Targets, EMPs		✓	✓	✓			
Management Review, Continual Improvement		✓	✓	✓			
Legal and Other Requirements		✓	✓	✓			
Internal Audits, CA/PA		✓	✓	✓			
Energy Mgt			✓	✓			
Compliance Evaluation							
Reassessment				✓			

Next Visit Plan

Visit objectives:

The continuing assessment visit #2 to determine the implementation and effectiveness of the EMS and suitability for continued certification.

Visit scope:

The EMS at Windsor Machine and Stamping located in Taylor, MI

Date	Assessor	Time	Area/Process	Clause
			Off site audit planning and review, 2 hours	
02/12/2013	Thomas Ollier Jr	8:30	Arrival and Preparation	
		9:00	Opening Meeting	
		9:15	Management Processes Mgt. Review, Audits, Improvements, Performance to Objectives, Changes	
		1:00	Water Management	
		3:00	Facility Tour and Grounds	
		4:00	Daily Review	
02/13/2013		8:30	Training and Awareness	
		10:30	Emergency Preparedness	
		1:00	Energy Mgt.	
		2:30	Report Preparation	
		4:00	Closing Meeting	

Please note that BSI reserves the right to apply a charge equivalent to the full daily rate for cancellation of the visit by the organization within 30 days of an agreed visit date. It is a condition of Registration that a deputy management representative be nominated. It is expected that the deputy would stand in should the management representative find themselves unavailable to attend an agreed visit within 30 days of its conduct.

Notes

The assessment was based on sampling and therefore nonconformities may exist which have not been identified.

If you wish to distribute copies of this report external to your organization, then all pages must be included.

BSI, its staff and agents shall keep confidential all information relating to your organization and shall not disclose any such information to any third party, except that in the public domain or required by law or relevant accreditation bodies. BSI staff, agents and accreditation bodies have signed individual confidentiality undertakings and will only receive confidential information on a 'need to know' basis.

'Just for Customers' is the website that we are pleased to offer our clients following successful registration, designed to support you in maximising the benefits of your BSI registration - please go to www.bsiamericas.com/JustForCustomers to register. When registering for the first time you will need your client reference number and your certificate number

Should you wish to file an appeal then this must be completed in writing and to the address below. The appeals process will be completed within 30 days of the date of this report.

As part of BSI's Terms, it is necessary for you to notify BSI of any of the following: Major changes to Management System; Change of ownership, merger or acquisition; Significant change to employee numbers; Introduction of new products/processes; Introduction of new customers; Initiation of customer-enforced sanctions. Notification should be made to your Client Manager within 5 business days of occurrence. Your Client Manager will evaluate the impact of the notification, review this with the BSI Scheme Manager and contact you as necessary to discuss any additional activities required as a result.

This report and related documents is prepared for and only for BSI's client and for no other purpose. As such, BSI does not accept or assume any responsibility (legal or otherwise) or accept any liability for or in connection with any other purpose for which the Report may be used, or to any other person to whom the Report is shown or in to whose hands it may come, and no other persons shall be entitled to rely on the Report.

Should you wish to speak with BSI in relation to your registration, please contact our Operations Support Team:

BSI Management Systems
12110 Sunset Hills Road
Suite 200
Reston
VA
20190

Tel: +1 (800) 862 4977 Fax: +1 (703) 437 9001

Regulatory Compliance

BSI conditions of contract for this visit require that BSI be informed of all relevant regulatory non-compliance or incidents that require notification to any regulatory authority. Acceptance of this report by the client signifies that all such issues have been disclosed as part of the assessment process and agreement that any such non-compliance or incidents occurring after this visit will be notified to the BSI client manager as soon as practical after the event.