**TI Environmental, Safety and Health (ESH) Standards**

 **Program Document**

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## Overview

The TI Environmental, Safety and Health Standard Program, contents and associated processes are the responsibility of the Worldwide Environmental, Safety and Health (WWESH) organization at TI. WWESH shall maintain this and associated TI ESH Standard documents and shall communicate their contents to TI sites worldwide.

TI's ESH Standards are mandatory minimum requirements. All TI organizations and subsidiaries worldwide shall comply with TI ESH Standards. If applicable local laws and codes differ from the Standard, the more stringent shall apply. Key points regarding TI ESH Standards:

* TI ESH Standards are the ***minimum*** standard of care and must be implemented at all sites worldwide in accordance with the Scope of each standard.
* TI ESH Standards are global documents and do not address most country-specific regulatory requirements. Each site is responsible for knowing the laws and codes that apply to the site and for developing site programs that contain all necessary information for the site to comply with all applicable requirements. Understanding and ensuring compliance with applicable regulatory requirements is the responsibility of the site ESH organization.
* Any site deviation from conformance to an applicable TI ESH Standard shall be addressed by the affected site through use of the Alternative and/or Delayed Conformance Plan (ACP and/or DCP) process.

## Purpose

This TI ESH Standard Program document provides information regarding purpose, scope, process, content and expected use of TI Environmental, Safety and Health Standards worldwide.

The TI ESH Standards are tools to help manage ESH risk in TI operations. They establish mandatory minimum requirements for sites to use to address targeted issues or subjects that have potential environmental, safety and health impact. They identify the minimum elements needed for effective ESH management of the issue or subject.

TI ESH Standards may contain globally applicable or generally common regulatory requirements as well as industry guidelines and best practices to help ensure the effective standardization of core ESH programs and practices across the corporation. They may contain performance-based as well as more specific, technical expectations.

## Scope

The provisions of this TI ESH Standard Program apply to all TI employees, suppliers, vendors, and visitors at TI sites worldwide.

The applicability of a specific TI ESH Standard or Standard requirement may vary with the operations present at a TI site. Sites who have limited manufacturing and/or assembly/test activity may not have processes or conditions present on-site for targeted issues or subjects found in TI ESH Standards. Each site is responsible for knowing TI ESH Standard content and for determining and applying applicable content to site operations - including developing site programs that contain all necessary information for the site to comply with applicable requirements.

## References

## TI Standard Policy and Procedure (SP&P) 04-04-01 Environmental, Safety and Health

## TI SP&P 04-07-01 Record Retention Policy

## TI Standard 20.10 ESH Roles and Responsibilities

* Other TI Policies as may apply

## Development, Revision and Review

TI ESH Standards may be developed or revised in response to identification of an issue or subject needing to be addressed at a global level. Many things may influence Standard development or revision. Examples include the results of risk assessments and/or ESH audits, ESH metric performance and/or the generation of a new law, regulation or product requirement with actual or potential global impact. A TI ESH Standard may also be developed or revised as a result of user community suggestion, to incorporate standardization of a TI best practice or to align with similar companies on a particular issue.

The user community within TI (WWESH Standard Owner, program owners, stakeholders, subject matter experts, other ESH professionals from affected sites, etc.) are encouraged to and provided the opportunity to participate in the Standards process, and proposed and current Standards are available for view through the TI intranet and Sharepoints.

Periodic review and update of TI ESH Standards will occur every three years and the review cycle will be completed within 5 years of the previous ESH Leadership Council (ELC) approval date. Development, revision and archive of TI ESH Standards may be made at any time as needs dictate. If the review and update of a Standard will exceed 5 years, the ELC shall approve review extensions.

Review and update of TI ESH Standards are the responsibility of the WWESH Standard Owner. The Standard Owner is responsible for initiating and completing the standard review within the 5 year review cycle. If the review cycle will not be completed within 5 years, it is the responsibility of the Standard Owner to request an extension from the ELC. The Standard Owner is expected to be familiar with and review regulations, codes, ACP/DCP and best practices related to the Standard subject.

The Standard Owner is required to review the Standard, with or without proposed changes, with the ELC. At that time, the ELC will determine if the changes are Major or Minor (Major/Minor will be determined based on the amount of change to the standard and/or the potential impact to the site).

Standards with Major changes will follow this cycle:

1. Standard Owner proposes updatesand develops “Overview of Changes” presentation;
2. Initial review at ELC meeting by Standard Owner;
3. Standard sent out for a one month “1st Round of Comments” period;
4. Review and development of responses to comments and proposed changes by the Standard Owner;
5. Hold 2nd review with ELC by Standard Owner to review comments/responses;
6. Standard sent out for a two week “Final Comments” period;
7. Review and development of responses to comments and proposed changes by the Standard Owner;
8. Standard owner to present final comments/responses and changes to the ELC for approval.

Standards with Minor changes will follow this cycle:

1. Standard Owner proposes updates and develops “Overview of Changes” presentation;
2. Review at ECL meeting by Standard Owner;
3. Standard sent out for a two week “Final Comments” period;
4. Review and development of responses to comments and proposed changes by the Standard;
5. Standard owner to present final comments/responses and changes to the ELC for approval.

The ELC may require additional comment periods. If there are significant changes to the standard requirements, the ELC may require a new effective date is necessary.

Approval of TI ESH Standards is the responsibility of the ELC. The approval process will conclude with sign-off by the Worldwide Facilities Vice President.

## Process and Information Management

The responsibility for TI ESH Standard process and related information management is assigned to one or more individuals within Worldwide ESH. The individual(s) assigned shall ensure that:

* Access to current and proposed TI ESH Standards is provided within TI,
* The process for revision of TI ESH Standards is posted and available,
* Communications are carried out via e-mail, etc. to notify the user community of opportunities to participate in the process, and that
* Copies of current and archived Standard documents are kept as back-up (on an appropriate server and/or at other electronic storage locations).

## Alternate Conformance Plans and Delayed Conformance Plans (ACP/DCP)

If a site determines that it will not be able to meet the requirements of a Standard, the site must develop and submit an Alternative Conformance Plan (ACP). The means of alternative conformance must achieve, at a minimum, an equivalent level of safety, health, and environmental protection as that required in the Standard. The submitted ACP must identify the specific requirement within the Standard for which the site proposes to utilize an alternative means of conformance and must detail the means by which the site will ensure an equivalent level of protection or effectiveness that would otherwise be achieved by fully conforming to the TI requirements of the Standard. Note: If the components of the ACP are not implemented by the effective date of the Standard the site must also submit a Delayed Conformance Plan to cover that timespan.

If a site determines that it will not be able to meet the effective date of a Standard, the site must develop and submit a Delayed Conformance Plan (DCP) for achieving conformance with the specific TI requirements. The DCP must identify the specific requirement within the standard with which the site has a conformance issue and detail the barriers and a timeline for delayed conformance. The DCP shall also provide interim actions or procedures implemented by the site that will ensure that safety, health, and environmental stewardship is not compromised as a result of the delay in conformance.

Important:

* ACP’s and DCP’s are to be used for TI ESH standard requirements only and are not an option for requirements mandated by law, code, or regulation.
* Proposed ACP’s and DCP’s should, whenever possible, be submitted to Worldwide ESH before the effective date of the Standard for existing TI systems and/or operations.
* Proposed ACP’s and DCP’s received within thirty days prior to an upcoming WWESH Audit will not be reviewed by the ELC until after the audit. Only ACP’s and DCP’s that have been approved by the ELC before then will be considered valid during the audit.

The responsibility for the TI ESH Standard ACP/DCP process and related information management is assigned to one or more individuals within Worldwide ESH. The individual(s) assigned shall ensure that:

* Access to active, submitted ACP’s and DCP’s is provided within TI,
* The process for submittal and review of ACP’s and DCP’s is posted and available,
* Communications are carried out via e-mail, etc. to notify the affected site of decisions made regarding submitted ACP and DCP’s,
* Email and other communications that pertain to ACP/DCP closure will be documented in the affected ACP/DCP, and
* Copies of current and archived ACP and DCP’s are kept as back-up (on an appropriate server and/or at other electronic storage locations).

Periodic review of current ACP’s and DCP’s against current/revised TI ESH Standard requirements are the responsibility of the WWESH Standard Owner and the TI ESH Standard Process Owner.

Appropriate resolution of Approved DCP’s is the responsibility of the affected site. If a request for extension of a DCP is needed, the extension request should be submitted *prior to* *expiration* of the DCP. If an extension is needed and the expiration date has already passed, a new DCP request may be submitted for consideration.

Review and consideration for approval of TI ESH Standard Alternative and Delayed Conformance Plans are the responsibility of the ELC.

## Revision History

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| --- | --- | --- |
| **Revision** | **Comment** | **Editor/ Approval** |
| 02/01/2004 | Original document | Hector Vargas |
| 01/31/2008 | Updated team names and references; revision schedule language updated; Sec. III efficiency and cost reduction goal added per FLT; email notification table incorporated as Appendix A; | John Willis |
| 06/03/2008 | Minor revisions section updated.  | John Willis |
| 02/13/2013 | Major update to streamline document and reflect current process. | Dawne Schomer/ELC |
| 06/18/2014 | Clarified site responsibility regarding expired DCPs | Chris Lee |
| 12/09/2014 | Updated expectations for ACP/DCP submissions | Chris Lee |
| 08/26/2015 | Clarification added re: recordkeeping and process to extend expiring / expired DCP | Dawne Schomer/ELC |
| 1/27/2016 | Added common references including key SP&P’s in ESH Standards Program Document. Each Standard will refer to Program Document instead of repeating above references. | D.Schomer/ELC |
| 6/3/2020 | Changed Standard cycle review time and requirements to extend review cycle time. Added “Standard Owner” and expectations of a standard owner. Added requirements for the Major/Minor comment periods. Added process flow chart. | H.Baker/ELC |

Standard Change Management Process Flow Chart

**Reject**

**Approve**

**Minor**

**Major**

**Major**

**Minor**

**Approve**

**Reject**

**Approve**

**Reject**

ELC

approves or rejects changes

Standard Owner responds to comments and reviews comments and changes with ELC

Standard sent out for 4 week Initial Comment Period

Send for VP signatures

Send Fan-out action to site ESH Managers

Post Standard

Changes Major or Minor

ELC

approves or rejects changes

Standard Owner responds to comments and reviews comments and changes with ELC

Standard sent out for 2 week Final Comment Period

ELC Determines Major or Minor changes

ELC

approves or rejects changes

Review standard changes with ELC

Standard Owner reviews/edits/creates standard