1.0 Purpose

The purpose of this procedure is to provide mechanisms to develop Environmental Objectives & Targets and achieve them through Objective & Target Project Plans (programs)

2.0 Scope

This procedure applies to operations of *<*COMPANY NAME*>* that have related environmental aspects.

3.0 Responsibilities

The Environmental Management Representative (EMR) in conjunction with EMS Team (EMST) and other key employees - are responsible for the overall process of establishing and maintaining environmental Objectives.

4.0 Forms Used

EF-03A Environmental Objectives

EF-03B Other EMS Programs Associated with Sig Aspects (Optional)

EF-03C Environmental Objective -Tracking Form

EF-03D Considerations in Establishing Environmental Objectives

5.0 Procedure

5.1 Establishing Objectives & Targets

5.1.1 Objective will be considered the overall goal – to improve environmental performance in a given area.

5.1.2 The EMR & EMST shall establish environmental Objectives for aspects that they determine to have a high priority. This priority shall be based on:

1. Aspects that are Significant
2. Aspects that have environmental Compliance Obligations
3. Aspects that may result in environmental Emergencies

5.1.3 For each of these high priority aspects, the EMR and EMST will discuss potential objectives and document considerations including

* Technological options
* Financial, operational and business requirements
* Views of interested parties

The above information may be documented on Form EF-03D (Optional).

5.1.4 Based on the above considerations, Objectives will be established and documented on the Environmental Objective – Form EF-03A. One form will be used for each Objective.

5.1.5 In order to provide the “means” – to achieve Objectives, “Targets” and “Tasks” will be established. For each of these goals listed, due dates and responsibilities will be designated and documented

5.2 Performance Against Objectives

Performance against Objectives will be periodically reviewed and may be documented on EF-03C Target/ Objective/ Program Tracking Form. At a minimum, this will be completed every six months by the EMR or other member of the EMST. Results of this review will be reported at the management review meeting discussed in EP-14, Management Review.

6.0 References

ISO 14001:2015 §6.2.1

**7.0 Related Procedures**

**8.0 Records**

ER-03A Environmental Objectives

ER-03B Other EMS Programs Associated with Sig Aspects (Optional)

ER-03C Target/ Objective/ Program -Tracking Form

ER-03D Considerations in Establishing Environmental Objectives

**9.0 Revision History**

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| --- | --- | --- | --- |
| **Revision No.** | **Description of Change** | **Page #** | **Date** |
| 1 | Original | All | 6/30/16 |