



Originator	Revised by	Approved by
JTH 10/04/05	DSL 07/15/13	JTH 07/15/13

4.3.3 Objectives, Targets and Programs Procedure

4.0 DEFINITIONS

4.1 Refer to 3.0 EMS Related Definitions

5.0 PROCESS

5.1 DEVELOPING OBJECTIVES AND TARGETS

- 5.1.1 Environmental objectives and targets shall be developed and documented at relevant functions and levels within each EMS department. The EMS team shall use the following forms, or similar, to document objectives, targets and action plans:
- **Objectives and Targets Action Plan Template A (ENVMGT.FORM.0026)**
 - **Objectives and Targets Summary Table – EMS Teams (ENVMGT.FORM.0021).**
- 5.1.2 Objectives will represent environmental goals and where applicable will have an associated quantifiable target that the EMS department can reasonably be expected to meet.
- 5.1.3 Targets, where applicable, will provide quantifiable milestones for measuring the EMS department's performance against set objectives.
- 5.1.4 Objectives and targets will be consistent with the environmental policy.
- 5.1.5 When establishing department objectives and targets, the EMS Team will take into account the following:
- Legal and other requirements, as documented in **4.3.2 Legal & Other Requirements Procedure**,
 - Measures to prevent pollution,
 - Commitment to continual improvement,
 - Significant environmental aspects, as documented in **4.3.1.1 Environmental Aspects Evaluation Matrix**, and
 - Individual environmental and business significance columns with scores of "4" or "5" in the **4.3.1.1 Environmental Aspects Evaluation Matrix**, although the overall aspect score does not rank as significant
- 5.1.6 When establishing the objectives and targets, the EMS Team will also consider technological options and views of interested parties.



Chesterfield County

General Services –
Environmental Division

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4.3.3 Objectives, Targets and Programs Procedure

5.2 DEVELOPING ENVIRONMENTAL ACTION PLANS

- 5.2.1 Environmental action plans shall be established that list the specific tasks or means by which to achieve the desired objective and target.
- 5.2.2 For each objective and target, one or more tasks will provide a step-by-step description of how the objective and target will be achieved.
- 5.2.3 Environmental action plans will be completed and documented in a logical sequence, with objectives, targets and tasks building upon each other to reach all the identified objectives and targets.
- 5.2.4 Environmental action plans will designate the responsible position or authority for each task listed. Relevant functions and levels of the organization necessary to complete tasks will be addressed.
- 5.2.5 Environmental action plans will include the time frame for completion of each task.
- 5.2.6 Environmental action plans will be developed and maintained by the EMS Team. The EMS Team should use their judgment in developing the tasks so they are practical and realistically obtainable for their department.
- 5.2.7 Documentation, training and financial requirements will also be defined as applicable.

5.3 IMPLEMENTING AND MAINTAINING OBJECTIVES, TARGETS AND ACTION PLANS

- 5.3.1 As a means of ensuring that each EMS department is progressing towards satisfying its objectives, targets and action plans, and that they are current and reflective of the nature and scale of their operations, the EMS Team will review each objective, target and action plan at least **semi-annually** and submit summary data at each management review meeting. A review may be required prior to a *scheduled* review due to changes in processes, operations or other considerations.
- 5.3.2 Objectives, targets and action plans will also be reviewed in detail during annual EMS audits.

6.0 REFERENCES / RELATED DOCUMENTS

- 6.1 Meeting Minutes, Agendas, Sign-in Sheets
- 6.2 Objectives and Targets Action Plan Template A (ENVMGT.FORM.0026)
- 6.3 Objectives and Targets Summary Table – EMS Teams (ENVMGT.FORM.0021)
- 6.4 4.3.2 Legal & Other Requirements Procedure
- 6.5 4.3.1.1 Environmental Aspects Evaluation Matrix
- 6.6 4.6 Management Review Procedure