



STANDARD OPERATING PROCEDURE

TITLE: Environmental Objectives and Targets

SOP No.:		Department:	EHS	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	1 of 6	

1.0 OBJECTIVE:

To lay down a procedure for identification of Environmental Objectives & Targets and Environmental Management Plan.

2.0 SCOPE:

This SOP is applicable for the environmental objectives, targets and programs that are relevant to all activities and services at

3.0 RESPONSIBILITY:

Officer / Executive - EHS

4.0 ACCOUNTABILITY:

Head – EHS

5.0 PROCEDURE:

5.1 IDENTIFICATION AND APPROVAL OF OBJECTIVES AND TARGETS:

5.1.1 The EMS core team coordinator shall identify potential objectives and targets considering the following items:

- a. Significant aspects
- b. Environmental policy statement
- c. Business consideration (financial options)
- d. Input of Interested parties and other requirements
- e. Legal and Other Requirements
- f. Technological Options
- g. Best Available Technology (BAT)

5.1.2 After all consideration has been made, the EMS core team coordinator will prepare the memo of the potential objectives and targets and submit to EMR for review.

5.1.3 EMR shall review the Identified objectives and targets submitted by the EMS core team and give the final recommendation to the top management. In case that the EMR finds it necessary to change or add items to the identified objectives and targets he may do so before submitting his final recommendation to the top management.

5.1.4 The top management shall give his final approval on the identified objectives and targets. Once approved, the final objectives and targets shall be documented.

5.1.5 Dissemination of Information.

5.1.5.1 Information regarding the established Objectives and Targets will be disseminated to all employees through awareness programs, and other means of communication.



STANDARD OPERATING PROCEDURE

TITLE: Environmental Objectives and Targets

SOP No.:		Department:	EHS	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	2 of 6	

5.1.6 REVIEW AND REVISION OF OBJECTIVES AND TARGETS:

- 5.1.6.1 Achievements of the Objectives and Targets shall be reviewed annually during the management review meeting.
- 5.1.6.2 Review shall be done by the EMR and EMS core team based on the results of internal audits.
- 5.1.6.3 When necessary, the EMR may recommend revision of the Objectives and Targets, based on the results of the internal audits, if objectives and targets are not met, corrective action is required.
- 5.1.6.4 Details of changes shall be documented and information shall be disseminated to all relevant departments.
- 5.1.6.5 All records shall be filed and maintained by the EMS core team coordinator.

5.2 CREATION OF PROGRAMS:

- 5.2.1 EMS core team shall prepare the environmental management program to achieve environmental objective and targets.
- 5.2.2 All members of the team shall contribute in the preparations of EMP.
- 5.2.3 For signatories, the EMP activities shall be prepared by the Team Leader, reviewed by the EMS core team and approved by the Environmental Management Representative (EMR).
 - a.) Activities
 - b.) Person In-charge
 - c.) Time frame
 - d.) Resources and means required
 - e.) Signatories required
- 5.2.4 Individual sections may use EMP for implementing action after approval of the EMR.
- 5.2.5 Programs may cover company, department, or particular activity as applicable.

5.3 IMPLEMENTATION OF PROGRAMS:

- 5.3.1 The overall in-charge for individual EMP shall be the Department Manager.
- 5.3.2 EMS core team, EMR may act as adviser and provide all support in terms of resources for the program's successful implementation.
- 5.3.3 All employees shall support the implementation of EMP as required.



STANDARD OPERATING PROCEDURE

TITLE: Environmental Objectives and Targets

SOP No.:		Department:	EHS	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	3 of 6	

5.3.4 Individual activities in the EMP shall be organized and implemented by the person / group mentioned in the EMP.

5.4 REVIEW OF PROGRAMS:

5.4.1 The Departmental Manager shall review the implementation of the EMP on a Quarterly basis and shall submit a Status Report to the EMS core team.

5.4.2 The EMS core team coordinator shall review results of the Status report. Any person who found a non-conformance of the system or activity that may affect the accomplishment of Objectives and Targets shall issue a CAPA (Corrective and Preventive Action Report) and shall provide a copy to the EMS core team coordinator. EMS core team shall report to the EMR any major changes / non-compliance to the EMP.

5.4.3 The EMR shall quarterly review the implementation of the EMP. If any major changes in the interim occur, changes in the program shall be considered.

5.4.4 The EMP shall be reviewed during the Management Review for performance monitoring by the Top Management.

5.5 CHANGES:

5.5.1 Any major Non-conformance based on the review of the EMS, core team / EMR may require changes in the EMP.

5.5.2 Any new activities that have significant impact based on Product and Activity Data Sheet shall require changes in the existing EMP. This shall be initiated by the EMP Manager and approved by the EMR.

5.6 INFORMATION ABOUT THE PROGRAMS:

5.6.1 Information regarding Environmental Management Program is disseminated to all employees through awareness programs, and other means of communication.

5.7 RECORDS:

5.7.1 All records must be submitted to the EMS core team.

6.0 REFERENCES:

6.1 ISO 14001:2004 Environmental Management System (EMS)-Requirements with guidance for use

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Environmental Objectives and Targets	
Annexure-II	Environmental Management Programme	

ENCLOSURES: SOP Training Record



STANDARD OPERATING PROCEDURE

TITLE: Environmental Objectives and Targets

SOP No.:		Department:	EHS	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	4 of 6	

8.0 DISTRIBUTION:

- Controlled Copy No.1 Head EHS
- Master Copy Quality Assurance Department

9.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
Ltd	Limited
No.	Number
EMS	Environmental Management System
EMR	Environmental Management Review
IER	Initial Environmental Review
CPAR	Corrective and Preventive Action Report
IEA	Internal Environmental Audit
BAT	Best Available Technology

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		

