



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 7

1.0 OBJECTIVE:

To define the procedure for setting objectives, targets and making the Environmental for the identified significant aspects and other requirements to achieve continual improvement to EHS performance.

2.0 SCOPE:

This procedure is applicable to all departments.

3.0 RESPONSIBILITY:

Officer / Executive – EHS
Officer / Concern Department

4.0 ACCOUNTABILITY:

Management Representative

5.0 ABBREVIATIONS:

CER	Continuous Environmental Review
EMS	Environmental Management System
EMP	Environment Management Plant
IER	Initial Environmental Review
ISO	International Organization for Standardization
Ltd	Limited
MR	Management Representative
No.	Number
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 IDENTIFICATION AND APPROVAL OF OBJECTIVES AND TARGETS:

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

6.1.1.1 Significant aspects.

6.1.1.2 Environmental policy statement

6.1.1.3 Business consideration (financial options)

6.1.1.4 Input of Interested parties and other requirements



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 7

6.1.1.5 Legal and Other Requirements.

6.1.1.6 Technological Options

6.1.1.7 Best Available Technology (BAT)

6.1.1.8 Risks and opportunities

6.1.2 The objectives should be

6.1.2.1 Consistent with the environmental policy

6.1.2.2 Measurable (if practicable)

6.1.2.3 Monitored

6.1.2.4 Communicated

6.1.2.5 Updated as appropriate

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

6.1.4 MR 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 MR 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.

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

6.1.6 Dissemination of Information.

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

6.1.7 REVIEW AND REVISION OF OBJECTIVES AND TARGETS:



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 7

6.1.7.1 Achievements of the Objectives and Targets shall be reviewed annually during the management review meeting.

6.1.7.2 Review shall be done by the MR and EMS core team based on the results of internal audits.

6.1.7.3 When necessary, the MR 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.

6.1.7.4 Details of changes shall be documented and information shall be disseminated to all relevant departments.

6.1.7.5 All records shall be filed and maintained by the EMS core team coordinator.

6.2 CREATION OF PROGRAMS:

6.2.1 EMS core team shall prepare the environmental management program to achieve environmental objective and targets and opportunities as identified.

6.2.2 A department should not start more than two Programs at a time.

6.2.3 All members of the team shall contribute in the preparations of EMP.

6.2.4 For signatories, the EMP activities shall be prepared by the Team Leader, reviewed by the EMS core team and approved by the Management Representative (MR).

6.2.4.1 Activities

6.2.4.2 Person In-charge

6.2.4.3 Time frame

6.2.4.4 Resources and means required

6.2.4.5 Signatories required

6.2.5 Individual sections may use EMP for implementing action after approval of the MR.

6.2.6 Programs may cover company, department, or particular activity as applicable.



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 7

6.3 IMPLEMENTATION OF PROGRAMS:

- 6.3.1 The overall in-charge for individual EMP shall be the Department Manager.
- 6.3.2 EMS core team, MR may act as adviser and provide all support in terms of resources for the program's successful implementation.
- 6.3.3 All employees shall support the implementation of EMP as required.
- 6.3.4 Individual activities in the EMP shall be organized and implemented by the person / group mentioned in the EMP.

6.4 REVIEW OF PROGRAMS:

- 6.4.1 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.
- 6.4.2 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 MR any major changes / non-compliance to the EMP.
- 6.4.3 The MR shall quarterly review the implementation of the EMP. If any major changes in the interim occur, changes in the program shall be considered.
- 6.4.4 The EMP shall be reviewed during the Management Review for performance monitoring by the Top Management.

6.5 CHANGES:

- 6.5.1 Any major Non-conformance based on the review of the EMS core team / MR may require changes in the EMP.
- 6.5.2 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 MR.



STANDARD OPERATING PROCEDURE

Title: Environmental Objectives and Targets

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	5 of 7

6.6 INFORMATION ABOUT THE PROGRAMS:

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

7.0 ANNEXURES:

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

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Environment, Health & Safety
- Master Copy Quality Assurance

9.0 REFERENCES:

ISO 14001:2015 Environmental Management System.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Environmental Objectives and Targets

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	7 of 7

ANNEXURE – II
ENVIRONMENT MANAGEMENT PROGRAM

Review Date:	Function:	Plant:
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Objective of EMP

S.No.	Identified Activities/Actions	Responsibility	Targeted Completion Date (TCD)	Resource/ Means Required	Status

Next Review date:

Leader	Reviewer
Name:	Name:
Date:	Date: