

## Example 14

### PROCEDURE FOR OBJECTIVES AND TARGETS

Form 14

Completed by: Jeff Miller

Date: 3/10/00

Provide the company's procedure to establish and review the environmental objectives and targets.

#### *Fort Anywhere Motor Pool*

#### *EMS Procedure #4: Environmental Objectives and Targets*

*Issue Date: March 10, 1997*

#### I. Purpose

*To provide a standard procedure for developing environmental objectives and targets. Implementation of this procedure will ensure that appropriate environmental objectives and targets are developed to improve the company's EMS and that the objectives and targets are consistent with the company's environmental policy statement.*

#### II. Definitions

**Environmental Aspect** - *element of an organization's activities, products, or services that can interact with the environment.*

**Environmental Impact** - *any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services.*

**Environmental Objective** - *A higher-level, overall environmental, health and safety goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.*

**Environmental Target** - *A detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental, health and safety objectives and needs to be set and met in order to achieve those objectives.*

**Significant Impact** - any significant change *(determined by company procedure or established criteria) to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services.*

#### III. Supporting Documents

##### Document Identification

##### Title

Form 5

Checklist for Environmental Aspects

Form 6

Environmental Aspects And Impacts

Form 8

Legal And Other Requirements

Form 10

Checklist for Significant Impacts

Form 12

Environmental Objectives

Form 13

Objectives and Targets

Attachment to Form 10

Fort Anywhere Motor Pool Risk Matrix

*(continued on next page)*

## Example 14

<b>PROCEDURE FOR OBJECTIVES AND TARGETS</b>	<b>Form 14 (continued)</b> <b>Completed by:</b> <u>Jeff Miller</u> <b>Date:</b> <u>3/10/97</u>
Provide the company's procedure to establish and review the environmental objectives and targets.	
<p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #4: Environmental Objectives and Targets</i> <i>Issue Date: March 10, 1997</i></p> <p><u>IV. Procedure (continued)</u></p> <ol style="list-style-type: none"><li>1. <i>The EMS coordinator, EMS Representative, and Top Management will review the information on Forms 5, 6, 8, 10, 12, 13, and Attachment to Form 10, and the company's environmental policy.</i></li><li>2. <i>The EMS coordinator, EMS Representative, and Top Management will consider:</i><ul style="list-style-type: none"><li>• <i>the company's current environmental objectives</i></li><li>• <i>legal and other requirements</i></li><li>• <i>significant aspects (aspects directly related to significant impacts)</i></li><li>• <i>technological options</i></li><li>• <i>financial, operational and business requirements</i></li><li>• <i>views of interested parties</i></li></ul></li><li>3. <i>After reviewing this information, EMS Representative, the EMS coordinator, and Top Management must establish the environmental objectives and targets.</i></li><li>4. <i>The EMS Coordinator will complete Form 12, Environmental Objectives and Form 13, Objectives and Targets.</i></li><li>5. <i>The EMS Coordinator, EMS Representative, and Top Management must identify any new significant impacts that are added or substantially changed during the year. For such incident, steps 1-4 must be repeated for it to possibly revise the company's objectives and targets.</i></li><li>6. <i>Progress towards the objectives and targets will be reviewed on a quarterly basis at management meetings.</i></li><li>7. <i>Every March, EMS Representative, the EMS Coordinator, and Top Management will review its performance with regard to achieving the objectives and targets. This information will be used as input to setting objectives and targets for the succeeding year.</i></li></ol>	