

ESMS Procedure

ESMS 4.3.3-1 EP_ Objectives, Targets and Programs Procedure

Person(s) Responsible:	ESMS Core Team		
Area(s) of Application:	Hillsborough Transit Authority (HART)		
Document Location:	HART Connect ESMS		
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Revisions			
Revision No.	Date	Description	Name
001			
Recurring Action Items			
	Activity	Responsibility	Frequency
1.	Develop and document objectives and targets, taking into account the significant environmental aspects	ESMS Core Team	Annually or upon identification of new aspects
2.	Develop action plans for the objectives and targets	ESMS Core Team Representative	Annually or as needed
3.	Modify / amend the objectives, targets and programs	ESMS Core Team/ESMS Coordinator	Annually or as needed
4.	Monitor progress of objectives, targets and programs	ESMS Core Team/ESMS Coordinator	At progress milestones and potential scheduled targets, and at semi-annually
5.	Distribute summary progress of action plans	ESMS Management Representative	During Management Review
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1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the identification, establishment, implementation and maintenance of objectives and targets associated with the Hillsborough Transit Authority.
- 1.2 This procedure also establishes practices related to the development and maintenance of environmental programs (or action plans) used to manage and ensure progress toward the objectives and targets.

2.0 Scope

- 2.1 This procedure is responsive to element **4.3.3 Objectives and Targets** of the ISO 14001:2004 Standard and covers operations of Hillsborough Transit Authority.
- 2.2 The scope of establishing the environmental programs (or action plans) relate to managing those activities, products and services that are under the control or influence of Hillsborough Transit Authority, and can impact the ability to achieve the environmental objectives and targets.
- 2.3 The environmental programs (or action plans) contain the identification and allocation of resources and responsibilities at each relevant function and level to provide the structure and framework for achieving the objectives and targets of HART.

3.0 Responsibility

- 3.1 **Executive Management** is responsible for:
 - 3.1.1 Reviewing and endorsing the initial objectives, targets and programs at an Executive Management Review meeting.
 - 3.1.2 All major changes to the objectives, targets and programs recommended by the ESMS Core Team will also be endorsed during the Executive Management Review meeting. The frequency of Management Review is detailed in **ESMS 4.6-1 EP_Management Review Procedure**.
- 3.2 **ESMS Management Representative** is responsible for:
 - 3.2.1 Meeting with the ESMS Core Team for the initial development and for **annual** review of objectives, targets and programs, or more frequently if physical or operational changes are made at Hillsborough Transit Authority.
 - 3.2.2 Meeting with Executive Management for initial development and for **annual** review of objectives, targets and programs, or more frequently if physical or operational changes are made at Hillsborough Transit Authority.
- 3.3 **ESMS Core Team** is responsible for:

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- 3.2.3 The initial development and for **annual** review of objectives, targets and programs to reflect changes to Hillsborough Transit Authority operations.
- 3.2.4 At a minimum, the ESMS Core Team will reassess the programs **annually** and make any necessary modifications to existing environmental programs (or action plans), develop new programs or discontinue existing programs.
- Particular attention should be focused on changes to Hillsborough Transit Authority operations that affect significant environmental aspects.
 - This may be conducted concurrently with the aspect evaluation.
- 3.4 **ESMS Coordinator** is responsible for:
- 3.2.5 Scheduling a meeting with the ESMS Core Team for initial development and **annual** review of objectives, targets and programs, or more frequently if physical or operational changes are made at Hillsborough Transit Authority;
- 3.2.6 Ensuring the ESMS Management Representative and Executive Management **annually** review of objectives, targets and programs, or more frequently if physical or operational changes are made at Hillsborough Transit Authority.
- 3.2.7 Ensuring that current copies of the objectives, targets and programs are maintained in the (designate a location) files;
- 3.2.8 Ensuring that this review is documented and attendance recorded (i.e. agendas, sign in sheets, and meeting minutes).
- These documented discussions will provide evidence of the decision making process for establishing, implementing and maintaining objectives, targets and programs; and
- 3.2.9 Ensuring that minutes of all meetings are maintained and distributed to the ESMS Core Team.
- 3.5 **All Employees** are responsible for:
- 3.2.10 Assignment of responsibilities within the **ESMS 4.3.3-3 ED, ESMS 4.3.3-3.2 ED and ESMS 4.3.3-3.3 ED_ Objectives, Targets & Programs Action Plans 1, 2 and 3** may occur at many levels of Hillsborough Transit Authority.
- This procedure considers objectives, targets and programs pertinent to environmental management for all persons working for or on behalf of the HART.

4.0 Definitions

- 4.1 Refer to **ESMS 4.4.4-2 EP_ ESMS Related Definitions Procedure**.

5.0 Process

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5.1 Developing Objectives and Targets:

5.1.1 Environmental objectives and targets shall be developed and documented at relevant functions and levels within the HART.

They will be documented on **ESMS 4.3.3-3 ED, ESMS 4.3.3-3.2 ED and ESMS 4.3.3-3.3 ED_Objectives, Targets & Programs Action Plans 1, 2 and 3.**

5.1.2 Objectives and targets will be consistent with the environmental policy. Objectives must address the commitment to the prevention of pollution.

5.1.3 When establishing the HART's objectives and targets the ESMS Core Team will take into account the:

5.1.3.1 Legal and other requirements, as documented in **ESMS 4.3.2-1 EP_Legal & Other Requirements Procedure.**

5.1.3.2 Significant environmental aspects, as documented in **ESMS-4.3.1-1 EP_Environmental Aspects Procedure.**

5.1.4 When establishing the objectives and targets the ESMS Core Team will also consider:

5.1.4.1 Technological options;

5.1.4.2 Financial, operational and business requirements;

5.1.4.3 Views of interested parties;

5.1.4.4 Environmental Policy;

5.1.4.5 Commitment to continual improvement.

5.1.5 *Objectives* will represent environmental goals and will have an associated quantifiable target that the HART can reasonably be expected to meet.

5.1.6 *Targets* **will** provide quantifiable milestones for measuring the HART's performance against set objectives.

5.2 Developing environmental programs (or action plans):

5.2.1 Environmental programs 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 programs will be completed and documented in a logical sequence, with objectives, targets and tasks building upon each other to reach the all the identified objectives and targets. The objectives, targets and environmental programs will be documented on the same form as listed in **5.1.1** above.

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- 5.2.4 Environmental programs 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 programs will include the time frame for completion of each task.
 - 5.2.6 Environmental programs will be developed and maintained by the ESMS Core Team. The ESMS Core Team should use their judgment in developing the tasks so they are practical and realistically obtainable for the HART.
- 5.3 **Implementing and Maintaining the *ESMS 4.3.3-3 ED, ESMS 4.3.3-3.2 ED and ESMS 4.3.3-3.3 ED_Objectives, Targets & Programs Action Plans 1, 2 and 3***
- 5.3.1 The *Start Date* and *Date Fully Completed* will define the overall objective, target and program. The *Date Fully Completed* will indicate that all items are complete and the action plan is closed.
The *Date of Issue* and *Effective until date* will document the periodic updates or annual reviews of the objectives, targets and programs and demonstrates that the items are on-going.
 - 5.3.2 The objective and target action plans will be periodically reviewed and revised and take into consideration legal and other requirements as well as views of interested parties.
 - 5.3.3 The ***ESMS 4.4.5-1 EP_Control of Documents Procedure*** should be reviewed for additional guidelines relating to establishing, documenting and revising the objectives, targets and programs.
 - 5.3.4 As a means of ensuring that the HART is progressing towards satisfying its objectives, targets and programs; and that they are current and reflective of the nature and scale of their operations the ESMS Core Team will review each objective, target and program semi-annually. An *unscheduled* review may be required prior to a *scheduled* review due to changes in processes, operations or the considerations listed in **5.1** above.
 - 5.3.5 A review of the ***ESMS 4.3.3-3 ED, ESMS 4.3.3-3.2 ED and ESMS 4.3.3-3.3 ED_Objectives, Targets & Programs Action Plans 1, 2 and 3*** will include an evaluation toward the progress for achieving the tasks detailed in the **6.0 Programs Plan** section. Progress will be documented in section 6.0 and 7.0 in accordance to the ***ESMS 4.5.1-1 EP_Monitoring & Measurement Procedure***. If there is a failure to meet the ***ESMS 4.3.3-3 ED, ESMS 4.3.3-3.2 ED and ESMS 4.3.3-3.3 ED_Objectives, Targets & Programs Action Plans 1, 2 and 3***, the Environmental Management Representative will evaluate and document the root cause of the nonconformance and take the required action to keep the program on track. The root cause and actions taken will be tracked and carried out in accordance to the ***ESMS 4.5.3-1 EP_Nonconformity, Corrective &***

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Preventive Action Procedure.

- 5.3.6 Upon completion of a review, the **ESMS 4.3.3-3 ED, ESMS 4.3.3-3.2 ED and ESMS 4.3.3-3.3 ED_ Objectives, Targets & Programs Action Plans 1, 2 and 3** documents will be saved as a record. The saved documents will include a record of the review and a record of the **ESMS 4.3.3-3 ED, ESMS 4.3.3-3.2 ED and ESMS 4.3.3-3.3 ED_ Objectives, Targets & Programs Action Plans 1, 2 and 3** in its current state.
- The record retention time is prescribed by the associated legal or non-regulatory requirements and should be listed in the **ESMS 4.5.4-1 EP_ Control of Records Procedure.**
 - If no record retention time is related with the **ESMS 4.3.3-3 ED, ESMS 4.3.3-3.2 ED and ESMS 4.3.3-3.3 ED_ Objectives, Targets & Programs Action Plans 1, 2 and 3** and the review, the record will be retained for at least 5 years.

6.0 References / Related Documents

- 6.1 **ESMS 4.6-1 EP_ Management Review Procedure**
- 6.2 **ESMS-4.3.3-2 ED_ Objectives, Targets & Programs Action Plans**
- 6.3 **ESMS-4.4.4-2 EP_ ESMS Related Definitions Procedure**
- 6.4 **ESMS-4.3.2-1 EP_ Legal & Other Requirements Procedure**
- 6.5 **ESMS 4.3.1-1 EP_ Environmental Aspects Procedure**
- 6.6 **ESMS-4.4.5-1 EP_ Control of Documents Procedure**
- 6.7 **ESMS-4.5.1-1 EP_ Monitoring & Measurement Procedure**
- 6.8 **ESMS-4.5.3-1 EP_ Nonconformity, Corrective & Preventive Action Procedure**
- 6.9 **ESMS-4.5.4-1 EP_ Control of Records Procedure**
- 6.10 **ISO 14001:2004 Standard: 4.3.3 Objectives, Targets and Programs**

The organization **shall** establish, implement and maintain documented environmental objectives and targets, at relevant functions and levels within the organization.

The objectives and targets **shall** be measurable, where practicable, and consistent with the environmental policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement.

When establishing and reviewing its objectives and targets, an organization **shall** take into account the legal requirements and other requirements to which the organization subscribes, and its significant environmental aspects. It **shall** also consider its technological options, its

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financial, operational and business requirements, and the views of interested parties.

The organization **shall** establish, implement and maintain a program(s) for achieving its objectives and targets. Program(s) **shall** include:

Designation of responsibility for achieving objectives and targets at relevant functions and levels of the organization, and

The means and time-frame by which they are to be achieved.