

## 4.3 PLANNING

### 4.3.3 OBJECTIVES, TARGETS AND PROGRAMS

**Auditor Name and Date:** \_\_\_\_\_

**Organization and Department Audited:** \_\_\_\_\_

**Personnel Interviewed:** \_\_\_\_\_

#### STANDARD REQUIREMENTS

**4.3.3** The organization shall...

	Conforms (Y/N)
a) establish, implement and maintain documented environmental objectives and targets at each relevant functions and levels within the organization.	
b) when establishing and reviewing its objectives and targets, take into account the legal and other requirements to which the organization subscribes, and its significant environmental aspects. It shall also consider its technological options, its financial, operational and business requirements, and views of interested parties.	
Objectives and targets shall be measurable, where practicable, and consistent with the environmental policy, including the commitments to prevention of pollution, compliance with applicable legal and other requirements and to continual improvement.	
The organization shall establish, implement and maintain a program(s) for achieving its objectives and targets. Program(s) shall include...	
a) designation of responsibility for achieving objectives and targets at relevant functions and levels within the organization, and	
b) the means and timeframe by which they are to be achieved.	

**NOTES:**

**OVERALL CONFORMANCE: YES NO**

**4.3.3 Objectives and Targets: Supplemental Questions by Function**

<i>DEPUTY DIRECTOR</i>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	What are the environmental objectives and targets for your Division and what role did you play in their development?	
<b>b.</b>	How have you allocated the means in both time and other resources to ensure that the Division's objectives and targets can be reached?	
<b>c.</b>	Give an example of how technological, financial, operational, or business requirements have affected the objectives and targets.	
<b>d.</b>	What levels of management (division, section, etc.) are included in the planning process and have EMP responsibilities?	
<b>e.</b>	Do you receive status reports on the progress in meeting the goals of the EMPs? If so, how is the status reported?	

<i>EMS REPRESENTATIVE</i>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	How were objectives and targets for the Division determined and by whom?	
<b>b.</b>	How did you consider... legal and other requirements when setting the objectives and targets? ...views of interested parties?	
<b>c.</b>	Give examples of how the objectives and targets have evolved over time.	
<b>d.</b>	How do you ensure that the objectives and targets are consistent with the environmental policy.	
<b>e.</b>	How is progress of the EMPs in meeting the objectives and targets tracked?	

**NOTES:**

<i>SENIOR STAFF</i>	<b>OBJECTIVE EVIDENCE</b>
---------------------	---------------------------

a.	What are the Division's objectives and targets?	
b.	What role did you have input in setting the objectives and targets?	
c.	How are you tracking the progress toward meeting these goals within your section?	
d.	How are objectives and targets communicated to your staff?	

**4.3.3 Objectives and Targets: Supplemental Questions by Function (cont.)**

<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	Have you been told of the environmental objectives and targets i.e. "environmental goals" of the Division?	
b.	Does anyone relate to you the progress in achieving the objectives and targets?	
c.	Is there an Environmental Management Program within your section for meeting one or more of the Division's objectives and targets?	
d.	How do you support the accomplishment of the EMP?	

**DOCUMENTS:**

- Procedure to identify objectives and targets.
- Documentation of the responsibilities for developing, reporting, tracking, and revising objectives and targets (remember that the responsibility may rest with more than one individual).
- List of objectives and targets and their connection to significant aspects.
- Records of meetings or communications with interested parties.
- Internal communications concerning objectives and targets.

**EMS LINKS:**

- Policy
- Legal and Other Requirements
- Operational Control
- Management Review
- Environmental Aspects
- Communication
- Monitoring and Measurement