

# AUDIT CHECKLIST

## 4.3 PLANNING

### 4.3.3 OBJECTIVES, TARGETS AND PROGRAMS

ISO 14001 STANDARD REQUIREMENTS

OVERALL CONFORMANCE: **YES NO**

4.3.3 The organization shall...

	<b>Conforms (Y/N)</b>
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, compliance with applicable legal and other requirements 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 financial, operational and business requirements, and views of interested parties.	
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.	

## DOCUMENT REVIEW

Documented objectives and targets and their connection to significant aspects.

Internal communications concerning objectives and targets, if any.

### EMS LINKS:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>➤ Environmental Policy</li> <li>➤ Legal and Other Requirements</li> <li>➤ Operational Control</li> <li>➤ Management Review</li> </ul> | <ul style="list-style-type: none"> <li>➤ Environmental Aspects</li> <li>➤ Communication</li> <li>➤ Monitoring and Measurement</li> </ul> |
|--|--|

## Supplemental Questions by Function

<b>4.3.3 Objectives and Targets:</b>		
<b><i>DEPUTY DIRECTOR</i></b>		<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?	

<b><i>EMS REPRESENTATIVE</i></b>		<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?	

## Supplemental Questions by Function

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

### 4.3.3 Objectives and Targets:

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

**NOTES:**