


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Setting Objectives and Targets		Procedure No: 20
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ISO 14001 reference: 4.3.3, 4.4.6		
O M reference: None.		
Related procedures:		
<ul style="list-style-type: none"> ▪ Procedure 18 - Environmental Aspects and Impacts ▪ Procedure 21 - Management Programme ▪ Procedure 1 - Communications ▪ Procedure 19 - Maintenance Register Legislation 		

1. Purpose

- 1.1 To establish, implement and maintain environmental objectives and targets that are consistent with Vacman Cleaning Ltd's environmental policy, and whose achievement will demonstrate continual improvement.

2. Scope


- 2.1 This procedure applies to the Environmental Management System of Vacman Cleaning Ltd.

3. Definitions

- 3.1 Environmental Objective - an overall environmental goal arising from the environmental policy, that an organisation sets itself to achieve, and which is measurable where practicable.
- 3.2 Environmental Target - detailed performance requirement, applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives. The target should be measurable where practicable.

4. Responsibilities


- 4.1 The Managing Director, or nominated representative, is responsible for drafting an annual programme of objectives in targets for the whole Company.
- 4.2 Members of the Management are responsible for agreeing objectives and targets relating to activities under their management control.
- 4.3 The Managing Director has ultimate responsibility for approving and endorsing objectives and targets for the organisation.

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- 4.4 Site Supervisors / Managers are responsible for managing the achievement of site based objectives and targets, and reporting on progress to the Managing Director.
- 4.5 Line Managers are responsible for managing the achievement of objectives and targets relating to their activities, and reporting on progress to the Managing Director.
- 4.6 All employees are responsible for contributing to the achievement of organisational objectives and targets.
- 4.7 The Managing Director is responsible for monitoring progress against the environmental targets and objectives and reporting periodically to the ME.

5. Procedure

- 5.1 The setting of environmental objectives will involve the review and appraisal of:
 - legislative and other requirements, e.g. government policy
 - the Company's significant environmental aspects and impacts
 - the views of interested parties
 - the Company's significant aspects and impacts
 - technological options
 - financial, operational and business requirements.
- 5.2 Each objective will be linked to one or more targets which detail the actual process of achieving the individual objectives. In the case of long-term objectives, interim targets may be required to monitor progress.
- 5.3 The objectives and targets provide a detailed account of Vacman Cleaning Ltd's commitment to environmental issues as outlined in the environmental policy. These objectives and targets will be used to form the Management Programme which details responsibility and a timescale of achievement for each objective and target.
- 5.4 Management representatives with direct involvement in the attainment of objectives and targets will be made aware of their responsibilities through the distribution of the Management Programme.
- 5.5 The objectives and targets will be revised as follows:
 - on an annual basis as part of the management review
 - on relevant changes to the register of applicable legislation
 - when failure to meet targets is highlighted through audits
 - as a consequence of documented and reported stakeholder concerns.

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6. Further References

Register of Environmental Aspects and Impacts (EMS document No. 6)

Register of Applicable Legislation and Other Requirements (EMS document No. 7)

Environmental Objectives and Targets and Associated Management Programme (EMS document No. 4)