


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Management Programme for Objectives and Targets		Procedure No: 21
Date issued: 03.04.02	Last revised: 3.5.05	Revision No: 05.0
ISO 14001 reference: 4.3.3, 4.4.1, 4.4.6		
O M reference: None.		
Related procedures:		
<ul style="list-style-type: none"> ▪ Procedure 18 – Register Environmental Aspects and Impacts ▪ Procedure 20 - Objectives and Targets ▪ Procedure 1 - Communications 		

1. Purpose

1.1 Objectives and Targets require a programme detailing how they will be achieved. This procedure assigns responsibilities for the Management Programme.

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 quantified 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.

4. Responsibilities

4.1 The Managing Director, or nominated representative, in consultation with working group members and other individuals as appropriate, has responsibility for the development of the Management Programme.

4.2 The Managing Director is responsible for approving the environmental Management Programme.

4.3 The Managing Director has responsibility for updating the environmental Management Programme and ensuring it is made available.

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5. Procedure

- 5.1 A Management Programme for achieving Vacman Cleaning Ltd's objectives and targets will be compiled and will include the following:
- 5.1.1 designation of responsibility for achieving targets
 - 5.1.2 the means by which targets will be achieved
 - 5.1.3 timescale for achievement of targets
 - 5.1.4 provision in respect of new and modified projects.
- 5.2 A copy of the Management Programme will be sent to the individuals identified as holding the responsibility for achieving targets.
- 5.3 The Management Programme will be reviewed when:
- 5.3.1 objectives or targets are reviewed
 - 5.3.2 an extended timeframe is required for successful achievement
 - 5.3.3 legislation or other criteria changes.
- 5.4 Where practical, the current status of each item on the management programme will be indicated as a result of management reviews and audits.

6. Further References

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

7. Record Forms

None.