

EMS PROCEDURE: ENVIRONMENTAL MANAGEMENT PROGRAMS

I. Purpose

To provide a standard procedure for establishing and maintaining environmental management programs, to achieve TYAD's objective and targets. Implementation of this procedure will ensure that the means and resources, time schedule, and the designation of responsibility for achieving the objectives and targets are identified for TYAD's existing and future activities, products, and services.

II. Scope

III. Definitions

Action Plan: A detailed implementation plan for environmental objectives and its targets.

Environmental Management Plan: An action plan or a series of action plans to achieve an environmental objective.

Target Leader: Person responsible for ensuring that a target is achieved within a specific time frame.

IV. Supporting Documents

1. Form 12, Environmental Objectives
2. Form 13, Objectives and Targets
3. Form 15, Environmental Management Program

V. Procedure

1. The EMS coordinator, will assign a target leader for each target.
2. The target leader will complete an action plan to complete his/her target and submit it to the EMS coordinator for final approval.
3. The target leader will update the action plan on a quarterly basis to submit for review at the team meetings.