

EMS PROCEDURE: SETTING AND TRACKING OF ENVIRONMENTAL OBJECTIVES AND TARGETS

I. Purpose

To provide the standard procedure for developing environmental Objectives and Targets. Implementation of this procedure will ensure that appropriate environmental Objectives and Targets are developed to improve TYAD's EMS and that they are consistent with the Environmental Policy Statement.

II. Scope

This procedure applies to environmental objectives and targets set at all relevant levels within the organization.

III. Definitions

Environmental Objective: A higher level, overall environmental goal, arising from the Environmental Policy, that an organization sets itself to achieve, and is quantified when practical.

Environmental Target: A detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arise from the Environmental Objectives and needs to be set and met in order to achieve those objectives.

IV. Supporting Documents

1. Form 5, Checklist For Environmental Aspects
2. Form 6, Environmental Aspects And Impacts
3. Form 8, Legal And Other Requirements
4. Form 10, Checklist For Significant Impact
5. Form 12, Environmental Objectives
6. Form 13, Objectives And Targets

V. Procedure

1. The EMS coordinator and D/RK are responsible for establishing environmental objectives on an annual basis.
2. The EMS coordinator and D/RK will consider:
 - a. TYAD current environmental objectives
 - b. Legal and other requirements
 - c. Significant aspects

- d. Technological options
 - e. Financial, operational and business requirements
 - f. Views of interested parties
3. After reviewing this information the EMS coordinator and ? must establish the Environmental Objectives and Targets.
 4. The EMS coordinator will complete Form 12, Environmental Objectives and Form 13, Objectives and Targets.
 5. The EMS coordinator and ? must identify any new significant impacts that are added or substantially changed during the year. For each incident, steps 1-4 will be repeated for it to revise TYAD's Objectives and Targets.
 6. Progress towards the objectives will be reviewed on a quarterly basis at Team Meetings.
 7. Every October, the EMS coordinator and ? will review its performance with regard to achieving the Objectives and Targets. This information will be used as input to setting Objectives and Targets for the succeeding year.