

Objectives, targets and programs

1.0 Purpose

The purpose of this procedure is to define a method to establish, maintain and review IMS Objectives and Targets and Management Programs of KSPHC.

1.1 Application

This procedure is applicable to the Integrated Management ~~System~~ System of KSPHC.

2.0 Responsibility

Sl. No.	Activity	Responsibility	
		Primary	Secondary
1	Setting Objectives & Targets	Functional Heads	M.R
2	Approval of Objectives & Targets	C & MD	M.R
3	Providing resources for the achievement of objectives & targets	C & MD	-
4	Updating / Modifying Objectives & Targets	M.R	Functional Heads
5	Development of Management Programs (MPs).	Functional Heads	M.R
6	Approval of Management Programs	C & MD	
7	Monitoring progress on Objectives & Targets and Management programs (MPs).	Functional Heads	M.R
8	Reporting progress on Objectives & Targets / Management programs (MPs) to top management	M.R	Functional Heads
9	Communication of Objectives & Targets / MPs	M.R	Functional Heads

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3.0 Terms and definitions (as applied in the context of control of records)

IMS Objective: Overall environmental goal arising from quality and environmental policy, that an organization sets itself to achieve and which is quantified, where practicable.

IMS target: Detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from IMS objectives and that needs to be set and met in order to achieve those objectives

4.0 Procedures

4.1 Functional Heads shall identify the IMS objectives and targets in their concerned area and communicate to M.R. While setting objectives and targets, due consideration should be given to the following:

- Quality and environmental Policy;
- Legal and other requirements;
- Identified significant environmental aspects;
- The views of interested parties.
- Techno-commercial feasibility
- The financial resources available
- The operational and organizational requirement
- Yearly plan (to accomplish specific goals)

4.2 M.R shall consolidate and propose the IMS objectives and targets for approval to the top management. The proposed Objectives & targets should include information on the IMS performance improvement that will accrue, the resource requirement, implementation responsibility and the time frame for implementing the specific Objective & targets.

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- 4.3** C & MD will consider and approve (including modifications) those objectives & targets that he considers feasible and decides to implement.
- 4.4** C & MD shall provide planned resources to achieve the approved objectives & targets. The objectives & targets that are not taken up for implementation in the current financial year should be considered for review and implementation in any subsequent years.
- 4.5** M.R shall document the approved objectives & targets and communicate them to the respective functional heads.
- 4.6** Concerned functional heads shall develop management programs for the achievement of set objectives and targets; M.R shall review, and C & MD shall approve the management programs. Management programs shall clearly indicate the designation of responsibility for achieving objectives and targets, and the means and time-frame by which they are to be achieved.
- 4.7** In case the objectives and targets are revised / modified during the course of implementation, functional heads and M.R shall ensure that they are reviewed and re-approved by C & MD; related management programs shall also be corrected appropriately.
- 4.8** Where applicable, functional heads shall monitor and measure the performance indicator to track the progress of objectives & targets / management programs, and report it to the M.R at least once in three months.
- 4.9** MR shall present the progress in the management review meetings.

5.0 Reference

- a) ISO 9001: 2008 Clause Number 5.4.1
- b) ISO 14001:2004 Clause Number 4.3.3
- c) IMS Manual Clause Number 5.3

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6.0 Associated Document:

- a) IMS Objectives and targets format IMSF-03-F-01
- b) IMS Management program format IMSF-03-F-02

7.0 Records

Sl. No	Name of the Record	Form No.	Custodian	Retention Period
1	IMS objectives & targets	IMSF-03-F-01	M.R	1 Year after completion
2	IMS management programs	IMSF-03-F-02	M.R	1 Year after completion

8.0 Revision details

This document supersedes and replaces EMSP 05. This document being part of the integrated management system, it is designated as IMSP 03 and the revision status is set to "0".

Approved by : Chairman and Managing Director
