



Objectives and Planned Actions Checklist

#	Required	Complete?
1	Are the objectives we have set consistent with our environmental policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Are the objectives measurable where possible?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Are the objectives communicated to those who influence achieving them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Do these objectives have planned actions associated to them for how they will be achieved, monitored, and evaluated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Do the objectives and planned actions encourage/ allow the organization to continually enhance its environmental performance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Are interested parties able to provide their input when drafting objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Have we determined who is responsible for the development and delivery of the objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Have we set target dates for achieving these objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Have we considered any risks or opportunities that stem from our environmental aspects as potential objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Have we determined all the resources necessary to achieve these objectives? (Monetary, time, personnel etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Are the objectives and planned actions documented?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Are the objectives and planned actions available to interested parties?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Objectives and Planned Actions Checklist

Tips

Developing Environmental Objectives in accordance with EMS Guidance Section 3.3.5:

The following should be evaluated when developing environmental objectives:

- Environmental Policy (ensure goals are aligned with policy)
- Identification of Aspects and Significant Environmental Aspects
- Environmental Performance
- Available Resources
- Compliance Obligations
- Risks and Opportunities
- Organizational Requirements
- Identified Non-conformities.

Specific objectives and goals can be made for different operational groups within the organization, a process, or a project. Encouraging and allowing this enables an organization to control higher risk activities and enable more effective benchmarking. This also enables an organization to have different maturity levels of the management system within different operational groups.

Steps to developing an Environmental Objectives and Planned Actions List:

1. **Collect information**- using the data collected from your aspects and impacts list, compliance obligations list, and the strategic direction of the organization (typically outlined in an environmental policy) determine any risks or opportunities that may stem from these lists to begin creating a separate list of potential goals towards improvement.
2. **Gather Input**- gather input from stakeholders including internal staff, investors, external partners, top management etc. to gather insights on priorities or collect additional ideas for improvement.
3. **Define your objectives**- based on the information, determine which of these suggested goals may be achievable within your set timeframe. Maybe you plan to review all objectives at the end of the year, you don't necessarily need to try and achieve every idea that is brought forward, just try to consider the ones that are achievable based on the resources you have available at that time. If at the end of the year you wish to set new objectives, you can revisit this initial list you created or revert to step 1.
4. **Make your objectives SMART**- make sure that each objective is specific, measurable, achievable, relevant, and time-bound.
5. **Plan your actions**- outline your plans for achieving these goals so that they can be monitored and measured for effective implementation.
6. **Assign resources**- assign the necessary resources to each environmental aspect, this can be budget, responsible individuals etc.
7. **Monitor and review**- regularly monitor the process to ensure your goals are being implemented successfully, or if a change in action plan needs to be made.
8. **Continual improvement**- the EMS is all about continuous improvement, use the data collected from your performance measurement and adjust any actions based on lessons learned or changes to circumstances.