

## Fact-sheet - How to establish an action plan to achieve the environmental objectives?



### What is the objective?

The manager in charge of the environmental management system (EMS)<sup>1</sup> needs to have a **system** in place to **control how the environmental objectives will be achieved**. A key element of this system is the Environmental Action Plan. This action plan shall determine for each environmental objective:

- What is/are the **target(s)**;
- What will be done (**actions** to be taken);
- What **resources** will be required;
- Who will be **responsible**;
- How the results will be **evaluated**, including indicators for monitoring progress toward achievement of its measurable environmental objectives.



### How to achieve this objective?

**Step 1: Create** a template for your action plan as per the model below.

**Step 2: Fill-in** the template with your environmental objectives, the targets, the responsible person, actions to be taken, etc.

EMS - Action plan to achieve environmental objectives							
Factory name:				Objective of this document:	Follow-up on the actions taken to achieve the environmental objectives of the factory as per the Environmental policy (date:... ) signed by (...).		
Responsible person:							
Date of last update:							
Topic	Environmental objectives	Targets	Responsible person(s)	Actions to be taken	Resources required	Indicator for monitoring of progress	Achievements to date
Water	Reduce the water consumption in the production	20% water savings by 2020 compared to 2015	Mr. Rafiqul Islam, Environment & Compliance Manager  Mr. Salam Hosain, Maintenance Manager	1) Replace old dyeing machines with new machines. 2) Implement a procedure to regularly inspect the pipelines and joints to avoid water leaks. 3) Install a water flow meter in the dyeing section	1) Investment for new machines: XXX USD 2) Cost of a water flow meter: XX USD	Water consumption in m3	October 2017: - Dyeing machines replaced with new machines: done for 50% of the machines ...
		Extract less water from the ground	Rain water harvesting system to be implemented by January, 1st 2018				
Energy							

**Step 3: Update** on a regular basis (at least every month) the information about “**achievements to date**” (see red boxes) to indicate what is the status of implementation of the actions. When the objective is achieved, it can be written “**DONE**” for example.

**Step 4: Review** the environmental objectives and the target dates at least annually. If the objective was achieved, another objective can be added in the action plan.



- **Make it simple!** Don't put too many columns in your action plan and don't put too many objectives;
- Make sure the **objectives & target dates are realistic!** Don't be too ambitious but select target dates you will respect.

<sup>1</sup> An environmental management system (or commonly referred to as an EMS) is a set of practices and processes helping organizations to manage their environmental impacts and improve environmental performance caused by their products, services and activities. An environmental management system provides structure to environmental management and covers areas such as training, record management, inspections, objectives and policies.

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**Common non-compliances**
**The factory is keeping the environmental objectives and action plan in different documents**

The management shows different procedures for water savings and energy savings. Objectives are stated in the documents but the format of these documents is not the same and there is no documentation about the progress made so far. Therefore there is no system for the factory to easily monitor the actions undertaken and to measure the achievements on a regular basis.

**There is no system to track the progress made to achieve the objectives**

The factory has an action plan updated for the last time in March 2016 and there is no evidence of any achievement made so far:

EMS – Action Plan Last update: 01/03/2016			
Objectives	Actions to be implemented	Responsible person	Deadline
Eliminate use of carcinogenic chemicals in the production	Find alternative chemical(s) to replace chemical XXX.	Lab Manager	2018
Reduce the energy consumption	Replace 100% of the lights in the factory with LED lights.	Maintenance Manager	2017
	Install occupancy sensors, so lights go off automatically in unoccupied rooms.		
	...		
...			

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**Good practices**

EMS – Action Plan Last update: 08/01/2018   Updated by: Mr. Hans (Compliance Manager)				
Objectives	Actions to be implemented	Responsible person	Achievements	Deadline
Eliminate use of carcinogenic chemicals in the production	Find alternative chemical(s) to replace chemical XXX.	Lab Manager	Alternative chemical found : YYY Order made on 15/12/2017 to replace current stock of chemical XXX	2018
Reduce the energy consumption	Replace 100% of the lights in the factory with LED lights.	Maintenance Manager	65% of lighting system changed	2017
	Install occupancy sensors, so lights go off automatically in unoccupied rooms.		....	
	...			
...				