1. **Purpose**

The purpose of this procedure is to ensure that all the departments of Bin Rasheed Colors & Chemicals & Pakistan Coating Chemicals develop and maintain documented Objectives and Targets (O&T). Moreover, each objective must be covered with key actions in order to ensure true compliance at all levels.

1. **Scope**

This procedure applies to the activities and areas of Bin Rasheed Colors & Chemicals & Pakistan Coating Chemicals related to quality, health & safety, environmental and halal food management.

1. **Responsibility**
   1. It is the responsibility of the compliance team and HODs to ensure compliance with this procedure
   2. Key **Responsibilities of HODs** are to;
      * 1. Develop departmental Objectives of their own departments and take approval from concern authorities.
        2. Identify the resources required to implement the objectives and targets
        3. Make sure that approved departmental objective uploaded on document control software (Document control web portal).
        4. Monitor the implementation of objectives and targets and send the reports to compliance team periodically to enable review in the management review meetings and to take appropriate action.
   3. Key **Responsibilities of compliance team** are to;
      * 1. Provide support and guidance to HODs where required.
2. **Procedure** 
   1. The objectives and targets are set keeping in view the following;
      * 1. IMS Policy
        2. Process, Production and Quality Targets
        3. Significant quality risks (RAMP)
        4. Previous unachieved objective and targets
        5. Performance of Management System
        6. Significant Health and Safety Hazards
        7. Prevention of Ill Health and Injuries
        8. Significant Environmental Aspects and Impacts
        9. Applicable Legal and Other Requirements
        10. View of Interested Parties
        11. Technological Options
        12. Financial Losses
        13. Operational Issues
        14. External & internal issues (SWOT Analysis)
        15. Pest management issues
        16. Halal food requirements
        17. Any other requirements that can have adverse impact in overall performance of systems in the organization

**Note:** *Objectives and Targets are set in such a way that they must be* ***S.M.A.R.T*** *(Specific, Realistic, Measurable, Achievable and Time Bound).*

* 1. To ensure its effectiveness the management program describes the following;

1. Objective/Target
2. Stepwise actions to be taken
3. Resource requirement for each step/ target
4. Responsible person(s) for each step
5. Target date
6. Status
   1. Progress of objectives and targets is reviewed on a regular basis in management review meetings.
   2. O&T are reviewed by top management (CEO/MD/GM) at least on once in a year.
   3. Compliance team and respective HOD are responsible to maintain Documented Information
7. **Associated Documented Information** 
   1. Departmental Objectives

**Amendment History Record**

| **Rev. #** | **Section** | **Amended Text** |
| --- | --- | --- |
| 1 | 3, 4 & 5 | * ~~Maintain Summary of Departmental Objectives and related management program to all the concerned personnel in their respective area~~ * Make sure that approved departmental objective uploaded on document control software (Document control web portal). * ~~Maintain and keep updated Documented Information of “Summary of departmental Objectives” of respective all departments.~~ * ~~To initiate the process compliance team holds a meeting with all the Departmental Heads (HODs) to set O&T~~ * External & internal issues (SWOT Analysis) * ~~To achieve the set objectives and targets, management program is established which translates the goals into concrete actions.~~ * Objective/Target * (CEO/MD/GM) * ~~This information is used as input to setting objectives and targets for the succeeding year~~ * ~~Summary of~~ Departmental Objectives * ~~Management Program for Objective~~ |
| 2 | 2 | * Added scope of halal food management |
| 4.1 | * Added pest management issues and halal food requirements |