



# **Bangladesh Power Development Board**

**INTEGRATED MANAGEMENT SYSTEM  
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018  
STANDARDS)**

**OBJECTIVE AND PROGRAM**



# INTEGRATED MANAGEMENT SYSTEM

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## OBJECTIVES AND PROGRAM

### 1.0 Purpose

The purpose of this procedure is to set IMS objectives, targets, management plans and plan to achieve those in BPDB towards continual improvement of IMS performance to protect quality of products and services, environment, ensure occupational health and safety as well as the interest of the customers on prioritized efforts; and to recover business operations during sudden business interruptions. All objectives and targets should be in alignment with plant policies, and should also support both on-going IMS compliance as well as continual performance improvement.

### 2.0 Scope

This procedure is applicable to all IMS specific goals, objectives and targets in terms of quality, environment and health and safety of BPDB, which is necessary for successfully implementing the Integrated Management System in compliance. This procedure is applicable to all employees of BPDB.

### 3.0 Terms and Definition

**Target** - Detailed performance requirement, quantified where practicable, applicable to the entity or parts thereof, that arises from objectives and that needs to be set and met in order to achieve those objectives.

**Objective** - Are results set to be achieved, related to the most significant and prioritized HSE and Business Continuity aspects of the BPDB in its business operation that are consistent to its IMS policy.

**KPI** - KPIs are measurement tools selected by BPDB Management that can be used to support the evaluation of IMS performance in relation to a specific objective or target.

#### Abbreviations

**BPDB** – Bangladesh Power Development Board  
**IMS** – Integrated Management System  
**HSE** – Health, Safety and Environment  
**MR** – Management Representative  
**QHSE** – Quality, Health, Safety and Environment  
**PPA** – Power Purchase Agreement  
**EIA** – Environmental Impact Assessment  
**OSMS** – Occupational Safety Management System  
**SMART** – Specific, Measurable, Achievable, Realistic and Timely  
**HOD** – Head of Departments  
**KPI** – Key Performance Indicator

### 4.0 Roles and Responsibilities

#### Chairman

- Reviewing and approving IMS objectives, targets and programs.
- Providing the necessary resources both human and financial to achieve the IMS objectives.

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- Recognizing & acknowledging managers' responsibility and accountability for providing a safe and healthy work place for their employees.

### MR

- Responsible to ensure that this procedure is effectively implemented and maintained.
- Responsible for setting IMS Objectives at BPDB in consultation with the department heads.
- Responsible for coordinating with the concerned personnel for setting appropriate objectives and targets and management programs.
- Communicate the set IMS Objectives to all concerned.

### Head of Department

- Provides feedback towards setting the QHSE objectives and targets.
- Ensures that departmental objectives are kept consistent with the organizational IMS objectives.
- Ensures that Management programs to achieve the objectives and targets are developed and implemented

### IMS Steering Committee

- Review and monitor the effectiveness of the set objectives, targets and programs.
- Providing the necessary resources both human and financial
- Assist MR in developing the IMS Programs for achieving the IMS Objectives.

## 5.0 Procedures

### 5.1 Developing IMS Targets and KPI's

Plant Quality, Health, Safety and Environmental objectives and targets shall be established to meet the goals of the BPDB quality, health and safety and environmental policies, and to address identified potentially significant and controllable hazards and impacts as well as to increase the quality of products and services. Objectives and targets should be established where the improvements will most likely reduce risks and impacts to the plant, community and surrounding environment, ensure health and safety of the employees, reduce product non-conformity, reduce liabilities, and are in line with good business practice. All objectives and targets should be in alignment with plant Quality, Health, Safety and Environmental policies, and should also support both on-going IMS compliance as well as continual performance improvement.

Objectives will be set having specific targets associated with them. Measurable, quantitative targets will be sought that can be utilized to measure progress, success or failure, or the need for changes in activities supporting the objective. When setting the IMS objectives, BPDB will protect the interest of its customers.

The development or modification of IMS objectives and targets should be done in

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response to any of the following actions:

- Significant changes in the plants' generation processes and ancillary activities.
- Permit modifications
- The result of findings resulting from either a regulatory compliance or IMS review.

When setting the objectives, targets and programs at the relevant functions and levels of BPDB, the followings shall be considered:

- IMS the objectives and targets must be consistent with the IMS Policy,
- Quality, Health, Safety and Environmental policies including the commitment to improvement
- Applicable Legal & Other Requirements – The objectives and targets must meet and improve the quality, environmental and occupational health & safety performance as spelled out in legal requirements. These requirements shall act as the baseline for setting up the objectives, targets and establishing the management programs.
- Significant Environmental Aspects and OSMS Risk – The objectives and targets shall consider the significant environmental aspects/impacts and significant hazards/risks. (Prevention of pollution and prevention of ill health and injury)
- Health, Safety and Environmental commitments made by BPDB in different relevant agreements (EIA, PPA etc.)
- As part of the continual improvement.
- Other requirements like technical, financial, operational and business
- Plant operations, including goals and limitations
- Technological options
- Impact on plant employees
- Views of interested parties

The IMS Objectives and Targets will be developed in following ways:

- i. The MR in consultation with the head of the departments shall develop IMS objectives and targets as part of the IMS of BPDB. In developing the IMS objectives and targets, the MR shall ensure that reference is made to the SMART principles, that is, the objectives should be 'specific, measurable, achievable, relevant and timely'.
- ii. Once the targets have been developed, the MR for IMS shall ensure that the IMS objectives and targets are approved by the CHAIRMAN and subsequently that management programs are developed by the HOD's to put in place actions to achieve these set targets.

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- iii. Development of management programs shall include designation of responsibility and authority for achieving objectives at relevant functions and levels of the organization and the means and the time frame by which the objectives are to be achieved including indicators (if any) so as to evaluate the results achieved.
- iv. The MR shall periodically review and adjust the management programs as necessary to ensure that the IMS objectives and targets are achieved.
- v. Document Controller maintains list of updated IMS objectives and targets

### 5.2 Monitoring and Review

- The MR and Department Heads shall propose the objectives and targets and it will be discussed in the IMS committee meeting respectively.
- Each specific target shall be monitored using a documented IMS program as reference. Each program should exemplify how the quality and IMS objectives and targets of the company shall be achieved, which includes the resources needed and time-frame for completing the program and the responsibility.
- Department Head shall communicate the IMS, objectives and targets to their staffs in accordance with IMS Communication Procedure.
- The progress of achieving the IMS objectives and targets shall be reported by the concerned HODs on a regular basis to MR; and these shall be consolidated and reviewed during the IMS Steering safety committee meetings and the management review meetings.
- Objectives and targets shall be reviewed at regular and planned intervals. Review shall take into account:
  - i. Legal and other requirements to which the organization subscribes
  - ii. Integrated Management System (ISO 9001: 2015, ISO 14001:2015 & ISO 45001:2018 Standards)
  - iii. IMS risks and opportunities
  - iv. Technological options, financial, operational and business requirements
  - v. Views of the interested parties
  - vi. As a result of internal or external audit
  - vii. When required by any competent authority
- MR shall develop new and / or revised IMS objectives and targets for reviewing by the IMS Steering safety committee for the next year. Approval of set IMS Objectives and Targets by the Chairman shall be noted in the minutes of the IMS Committee meeting
- All proposals of changes in the IMS, objectives and Targets shall be forwarded to Chairman by MR for review and approval.
- Results of achieving the IMS objectives, targets & KPIs shall be discussed during the Management Review Meeting on an annual basis; and every quarter during the IMS Committee Meetings.

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- Inputs related to the status of achieving the said objectives, targets and KPIs. IMS are presented to the Chairman and appropriate actions plans are established and carried out in case specific objectives and targets have not been met i.e. through corrective actions

### 6.0 Reference

- Legal Compliance Procedure
- Performance Monitoring & Reporting Procedure
- Nonconformity, Corrective & Preventive Action Procedure
- Management Review Procedure
- ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Standards

### 7.0 Appendix

- Objective and Targets Form
- Management Program Form to achieve IMS objectives

### 8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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