

EP05 – Setting Key Performance Indicators (KPIs)

What is this?

This is a written procedure that outlines how environmental targets and objectives will be measured. In order to effectively monitor and report on the company's environmental performance, it is necessary to consider how it has addressed the objectives and targets set, as well as taking into account incident reports and the findings of inspections and audits.

To determine whether objectives and targets have been achieved it is necessary to define the key performance indicators (KPIs) that will identify such improvements.

For the EMS to be properly administered, it is important that the targets set are able to be quantified, which will assist in undertaking the annual review and environmental reporting requirements.

SMART targets:

- S Specific
 - M Measurable
 - A Achievable
 - R Relevant
 - T Time-based
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What does the responsible manager have to do?

The responsible manager must ensure that:

- The targets set from the EIR and the annual EMS review meeting are SMART
 - Suitable measures are adopted (the KPIs)
 - Appropriate resources and systems are in place to undertake measurements
 - Appropriate records are made and kept (for a minimum of five years) to allow the targets to be assessed in the annual review and environmental report.
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What do employees have to do?

Employees must ensure that:

- They assist management in undertaking required measurements as instructed.



Associated documentation

EMS Sections

- Environmental Impact Review (EIR)
- Targets and Objectives

Environmental Procedures

- EP03 – Identification, Examination and Evaluation of Environmental Aspects and Impacts
- EP04 – Specifying Targets and Objectives
- EP16 – EMS Annual Review
- EP17 – Reporting and Accounting.

Example KPIs

- Energy consumption
 - Electricity (kWh)
 - Gas (BTU)
 - Gas oil (litres)
 - Refined fuel oil (litres)

(each of these may be measured by product line/process, per tonne/m³)

- Water consumption
 - Mains water (litres)
 - Abstracted water (litres)
- Transport
 - By product group
 - Record quantity (tonnage/m³ as appropriate by product type)

	0–25 miles	25–50 miles	50–100 miles	100+ miles
By road				
By rail				
By barge				
Shipped by sea				



- Waste
 - Total quantity of waste produced
 - Quantity of waste recycled (by type):
 - Internally
 - Externally
 - Quantity of waste disposed of to landfill
 - Effectiveness of waste minimisation schemes eg:
 - Quantity of waste produced per tonne/m³
 - Quantity of waste disposed of to landfill per tonne/m³
- Resource consumption
 - Quantity of mineral extracted
 - Quantity of mineral 'waste'
- Resource conservation
 - Quantity of recycled products sold
 - Proportion of total sales
- Land use/restoration
 - Total area of open ground
 - Area stripped awaiting extraction
 - Area of extraction
 - Area of active landfill
 - Area restored
- Biodiversity/ecological maintenance
 - Number of trees planted
 - Length of hedgerow planted
 - Area of ponds created (long term).

