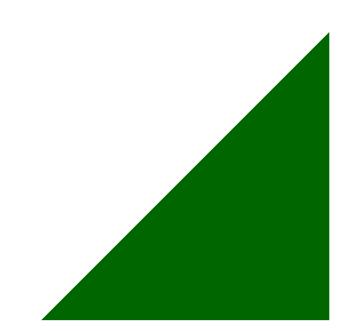
The Inspection Technology and Quality Assurance National Institute

PLANNING OBJECTIVES

ITQAN-MP-05

According to ISO 9001:2015 requirement

ITQAN Institute





PLANNING OBJECTIVES

Document ID	PLANNING OBJECTIVES ITQAN-MP-05	
Date	Aug 2023	
Prepared by	Training Operation Officer	
Reviewed by	ITQAN Management	
Approved by	ITQAN Managing Director	
Version	1.0	
Responsible		

COPYRIGHT

This procedure is the property of Inspection Technology and Quality Assurance National Institute. No part of this procedure may be reproduced in any form by print, photocopy, microfilm, or any other means wholly or in part or disclosed to any person outside Inspection Technology and Quality Assurance National Institute without the written permission of the Director. Any query about this document should be addressed to the Management Representative of Inspection Technology and Quality Assurance National Institute.

Page 2 of 3 Issued date: 01/01/2023 Rev: 00 Rev Date: 00	ITQAN/MP/05
--	-------------



PLANNING OBJECTIVES

I. PURPOSE

To establish clear and measurable objectives at specific levels and activities within the Inspection Technology and Quality Assurance National Institute (ITQAN), ensuring focused direction and purpose.

2. SCOPE

Containing all business processes, functions, and departments throughout the Inspection Technology and Quality Assurance National Institute (ITQAN), guaranteeing comprehensive alignment of objectives.

3. **RESPONSIBILITIES**

The establishment and alignment of objectives within ITQAN are the joint responsibilities of the Management Representative, Health, Safety, and Environment (HSE) team members, and department/unit heads. This includes the creation of objectives as well as the review of all Integrated Management System (IMS) objectives across all levels within ITQAN. Effective collaboration and communication among these responsible parties are vital in ensuring the relevance and success of the established objectives.

4. **PROCEDURE**

4.1. Determining Objectives

- The Management Representative, Health & Safety, and Environment (HSE) team members are responsible for ensuring the establishment of Quality, Safety, Health, and Environmental (QHSE) objectives at specific levels and activities within the Inspection Technology and Quality Assurance National Institute (ITQAN).
- The Management Representative and HSE team members shall formulate SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) objectives that comprehensively cover the entire range of business process.
- Objectives must address the following considerations:
 - Elimination and minimization of risks to employees and third parties exposed to risks associated with ITQAN activities.
 - Implementation, maintenance, and continuous improvement of the Integrated Management System (IMS).
 - Assurance of conformance with the stated Integrated Management System (IMS) policy.
 - Pursuit of certification/registration for the system by an external organization.
- QSHE objectives should be formulated on an annual basis.

4.2. Reviewing Objectives

- The Management Representative is responsible for reviewing the action plan and assessing its implementation.
- QHSE objectives can be updated as needed based on the review findings.

4.3. Approving & Implementing Objectives:

- QHSE objectives require approval by the Managing Director before implementation.
- Institution's employees shall be notified of the approved QHSE objectives for proper implementation.

4.4. Issuing New Objective

- Regular monitoring activities should be conducted to track progress and identify areas for improvement.
- Issue documentation outlining the safe methods of work and the necessary control measures.

5. ASSOCIATED DOCUMENTS

QHSE-IMS Objective Monitoring Record

(ITQAN/MR/12)

Page 3 of 3	lssued date: 01/01/2023	Rev: 00	Rev Date: 00	ITQAN/MP/05