
1 Purpose

- 1.1 This procedure has been developed to describe the process established by MAS Solutions for establishing, implementing and documenting BMS objectives and targets at relevant functions and levels within the organization in order to move MAS to improved levels of performance.

2 Objectives and Targets

- 2.1 Objectives and targets are defined goals established by MAS, measurable in terms of BMS performance and relevant to MAS' BMS Policy. Applicable BMS requirements shall also be considered, as well as identified risks and opportunities.
- 2.2 As a minimum, MAS shall establish new BMS objectives and targets and review the organization's performance toward meeting existing objectives and targets, as part of the MAS' annual Management Review process.

**Note: The requirements stated above are not intended to be exclusive. BMS objectives and targets may be established and/or reviewed at any time, as deemed appropriate by the Management Representative.*

- 2.3 In the review of existing objectives and targets, MAS' management shall determine if the objectives under consideration have been met, or if adjustment to the corresponding management plan is necessary (see below).
- 2.4 BMS objectives and targets and any subsequent reviews shall be documented and communicated within the organization as shown below.

3 Programs

- 3.1 As part of the BMS objective setting process, MAS' Management Representative shall develop a Management Plan (Form 0620.1), detailing the steps intended by MAS to meet stated BMS objectives.
- 3.2 These plans shall detail key considerations, such as:
- 3.2.1 General information (fiscal year, submittal date, revision, etc.),
 - 3.2.2 Responsibility and authority for achievement of the objectives,
 - 3.2.3 The current performance of the organization (where known and/or applicable),
 - 3.2.4 The future (desired) state of the organization,
 - 3.2.5 The time-frame by which the objectives are to be achieved,
 - 3.2.6 The means, including an overview of tasks and activities by which objectives are to be achieved,
 - 3.2.7 Any training required, and
 - 3.2.8 Any other pertinent information.

- 3.3 Management plans shall be documented and communicated to all affected personnel. The Management Representative shall report to affected personnel on MAS' progress towards meeting stated objectives on at least a semi-annual basis (i.e., by bulletin board postings, email, meetings, newsletters, etc.).
- 3.4 Management plans shall be periodically reviewed (e.g., MAS' Management Review) and revised as necessary, to reflect any changes in the organization, this management system or to activities performed by MAS.
- 3.5 Where it is determined the established BMS objectives cannot be met, corrective action is required (see Procedure QP.1020).

4 Revision History

Revision	Date	Description of Change	Approval
0	11/01/15	Initial Release	SR