



Planning & Calendar Manager

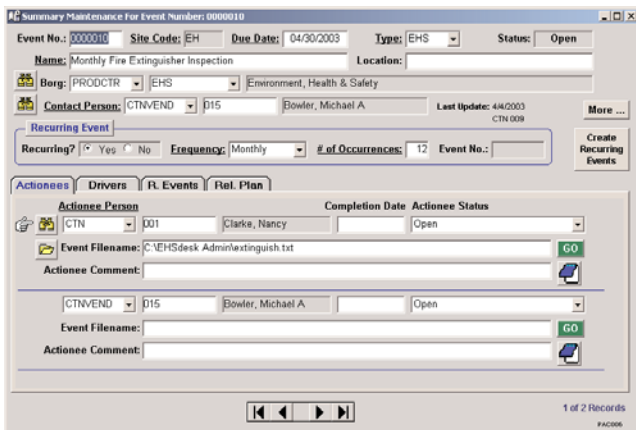
The EHSdesk™ **Planning & Calendar Manager (PACmgr)** module manages and tracks EHS planning requirements with attributes describing business drivers, affected arenas (e.g., air), due dates, related events, and resources. Plans can be maintained through completion, with provisions for extending due dates with rationale provided. PACmgr provides the ability to store calendar events that can be viewed by site, business organization, business driver, dates, status, contact person and/or actionee. The calendar can also trigger e-mail notification of upcoming events.

Features and Functionality

- Business organizations, business drivers, fiscal resources, events, status, and dates can be maintained for each plan
- Actionees, business organizations, business drivers, recurring events, status, and contacts can be maintained for each calendar event
- Calendar events may be linked to and viewed from within one plan, allowing easy assessment of overall status
- Calendar events (e.g., eye exams, recurring reports, etc.) can be established and maintained independent of a plan

Benefits

- Promotes on-time implementation of planned EHS requirements through notification of upcoming events/deadlines
- Improves management visibility through status reports
- Allows multi-year planning to align EHS planning with financial planning cycles
- Facilitates a more efficient status update process for site plans and events
- Enables view of date/status driven data from a business driver angle



Event List

- Individuals can be easily reassigned (individually or in bulk) to other plans and/or events in response to personnel changes
- Flexible sort/filter ability provides the capability to track and roll up plan and event data including project initiatives, events, permits, and other time-based data
- Objectives and targets can be associated with a plan
- Typical users include EHS Managers, Quality and Medical Professionals, and Event Actionees

Annual Plan Report For 10/2002 - 10/2003					
Site: East Hampton, CT					
Driver Name / Item No.	Plan ID / Item Name	Responsible Person	Due Date	Completion Date	Status Code
1.1 Policy & Leadership					
1 2006					
0000064	Complete annual review of EHS policy	Cottle, Elizabeth	8/1/2003		Not Started
DESC: Complete Management Review per ISO14001.					
0000001	Communicating the EHS policy	Hirad, Mohamed H	12/31/2003		Not Started
1.10 Incident Investigations					
1 2007					
0000065	Integrated emergency response plan testing	Cottle, Elizabeth	10/31/2003		Not Started
DESC: Observation from 3/24/03 ISO14001 surveillance audit. It is unclear how the site has implemented P&W requirements to annually "test part of the emergency plan- other than evacuation drills" - Establish drills to test system					

Plan by Driver Report

E-mail/Reports

- Ad hoc reporting is available using flexible search windows with multiple filters and sorts; query results can be printed or saved to an Excel™ or Acrobat™ format
- Report for Annual Plan by business driver
- Report of Events assigned to employees who have been terminated or are on a leave of absence
- Nightly e-mails are sent for upcoming events

Integration Points

- EHSdesk **Corrective Action Request (CAR)**; to track the corrective action plan for missed plan items
- EHSdesk **Permit**; for automatic event generation of permit renewal and expiration on the calendar

Compliance

Facilitates compliance with ISO 9001, OSHAS 18001, and ISO 14001



Process Flow

