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1 Control of Environmental Aspects & Impacts

1.1 Introduction & Purpose

The purpose of this procedure is to outline your organization's methodology for identifying environmental aspects relating to our operations and product life cycle, and for the subsequent determination of the significance of related impacts that may have actual or potential significant impacts on the environment.

1.1.1 Process Activity Map

<table>
<thead>
<tr>
<th>Input</th>
<th>Activity</th>
<th>Output</th>
</tr>
</thead>
</table>
| • Customer requirements  
  • Compliance obligations  
  • Areas of concern  
  • Organizational context  
  • Needs and expectation of interested parties  
  • Risk and opportunities  
  • Significant impacts | Identification of aspects and determination of the significance of aspects that have actual or potential significant impacts on the environment | • Process improvement  
  • EMS improvement  
  • Conforming processes  
  • Impact controls  
  • Enhanced desirable effects  
  • Integrated actions  
  • Evaluation of aspects  
  • New practices |

With what:
- EMS plan requirements
- 14001:20015 Requirements
- Aspects & Impacts Register

With who:
- Risk Manager
- EMS Manager
- Top management

1.1.2 References

<table>
<thead>
<tr>
<th>Standard</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS EN ISO 14001:2015</td>
<td>Environmental management systems</td>
<td>Requirements</td>
</tr>
<tr>
<td>BS EN ISO 14004:2016</td>
<td>Environmental management systems</td>
<td>Guidelines for implementation</td>
</tr>
<tr>
<td>BS EN ISO 19011:2011</td>
<td>Auditing management systems</td>
<td>Guidelines for auditing</td>
</tr>
</tbody>
</table>

1.1.3 Terms & Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documented Information</td>
<td>Information required to be controlled and maintained</td>
</tr>
<tr>
<td>Aspect</td>
<td>An element of our operations and activities that interact with the environment</td>
</tr>
<tr>
<td>Impact</td>
<td>The degree to which an aspect may affect our operations and the environment</td>
</tr>
</tbody>
</table>
1.2 Application & Scope

This procedure describes the steps that your organization takes to ensure so far as is reasonably practicable that environmental impacts and health and safety hazards are identified, assessed and controls implemented to eliminate or mitigate the risk as far as is reasonably practicable. Consideration of past activities, current activities and new customer requirements are taken into account.

The Environment & Sustainability Manager and Process Owners actively identify aspects and mitigate impacts associated with their activities with the goal of achieving sustained benefit within that activity. All Process Owners are responsible for:

1. Identifying associated environmental impacts of products, activities and services;
2. Considering the lifecycle perspective with respect to:
   a. Environmental impacts within the supply chain;
   b. Environmental impacts associated with product use;
   c. Environmental impacts of end-of-life treatment and/or disposal;
   d. Consideration of the lifecycle perspective of procured goods and services.
3. Maintaining documented information regarding environmental aspects and significant impacts;
4. Prioritizing issues that could affect intended outcomes:
   a. Enhancement of environmental performance;
   b. Fulfilment of compliance obligations;
   c. Achievement of environmental objectives;
   d. Plus any additional issues that we set for ourselves.

1.3 Environmental Aspects & Impacts Management Process

All business activities are assessed to ensure that any changes to processes and operations do not result in adverse environmental impacts. On occasions where your organization does not have a degree of control or influence over the environmental aspect, details are recorded in the Environmental Aspect & Impact Register for management review.

1.3.1 Context

Environmental aspects are identified by taking into account all business activities to ensure that all resulting impacts that result from our processes, activities and operations are identified and assessed. Where reasonable, both direct and indirect significant impacts are considered for mitigation and are recorded in the Environmental Aspect & Impact Register.

1.3.2 Identification of Aspects

Using the Environmental Aspect & Impact Register the Environment & Sustainability Manager and Process Owners identify all raw materials, chemicals and utilities that are used as process inputs and all outputs such as products, services and by-products. Outputs are considered as products, the waste produced, levels of recycled materials, quantities of water discharge and air emissions for each process or activity.

Following the identification of environmental aspects, their impacts on the environment are calculated and an impact rating is assigned. All of the organization’s activities are considered when identifying actual and potential environmental aspects and impacts whilst taking account of:
Provide the rationale for S or N in the appropriate column. Risk assessments are undertaken to provide an improved understanding of the impact’s profile and to derive a more detailed understanding of certain cost and time risks. Forecast probability, cost and time data is assessed for each impact based on the causes and effects described, taking into account the existing controls and active responses.

1. All aspects which elicit concerns of stakeholders, interested parties and our organization are regarded as significant, if necessary controls have not been implemented;
2. All aspects which are subject to environmental legislation are regarded as significant, and therefore noted as having a high impact/risk, if there is a breach or potential breach of legislation;
3. All aspects where insufficient information is available to make a reasoned judgement are regarded as significant until further information is available.

Probability or likelihood estimations are established giving due consideration to the effectiveness of existing control measures. The consequence evaluation criteria define the consequence criteria, assessed against potential financial loss, reputation impact, health and safety, legal and regulatory compliance and management time and effort.

1.3.4 Impact Rating

An inherent risk rating represents the level of risk in the absence of a controlled environment and is arrived at after measuring the likelihood and the consequence of an event occurring. For each impact that is identified, an evaluation is undertaken to assign a specific score in order to determine the correct level of action.

Impact criticality (Table S1) is calculated by multiplying the likelihood (Table S2) by the consequences of risk (Table S3). The resulting score (Table S4) is then used to prioritise the appropriate level of action.

### Impact Criticality (S1)

<table>
<thead>
<tr>
<th>Likelihood of Occurrence (L)</th>
<th>Consequence Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Catastrophic</td>
</tr>
<tr>
<td>Almost Certain</td>
<td>25</td>
</tr>
<tr>
<td>Likely</td>
<td>20</td>
</tr>
<tr>
<td>Possible</td>
<td>15</td>
</tr>
<tr>
<td>Unlikely</td>
<td>10</td>
</tr>
<tr>
<td>Rare</td>
<td>5</td>
</tr>
</tbody>
</table>

### Likelihood (S2)

<table>
<thead>
<tr>
<th>Score</th>
<th>Likelihood</th>
<th>Description</th>
<th>Percentage</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rare</td>
<td>May only occur in exceptional circumstances</td>
<td>&lt;0.1%</td>
<td>1 in 1,000</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely</td>
<td>Could occur during a specified time period</td>
<td>1%</td>
<td>1 in 100</td>
</tr>
<tr>
<td>3</td>
<td>Possible</td>
<td>Might occur within a given time period</td>
<td>10%</td>
<td>1 in 10</td>
</tr>
<tr>
<td>4</td>
<td>Likely</td>
<td>Will probably occur in most circumstances</td>
<td>50%</td>
<td>1 in 2</td>
</tr>
<tr>
<td>5</td>
<td>Almost Certain</td>
<td>Expected to occur in most circumstances</td>
<td>&gt;95%</td>
<td>1 in 1</td>
</tr>
</tbody>
</table>

### Consequences (S3)

<table>
<thead>
<tr>
<th>Score</th>
<th>Impact</th>
<th>Environmental Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Negligible</td>
<td>Slight, no potential risk of environmental impact</td>
</tr>
</tbody>
</table>
1.7 Aspects & Impacts Process Map

**Identify environmental aspects using the register**

**Determine significance of impacts**

- Not Significant
  - Undertake standard operational control. Update register of aspects and impacts

- Significant
  - Criteria for significance:
    1. Impact on the environment
    2. Probability of occurrence
    3. Legal/regulatory requirements
  - Identify compliance obligations
  - Determine consequences of these requirements on our environmental aspects and impacts
  - Update the environmental aspects and impacts register

- No
  - Formulate objectives and targets
  - Determine new objectives and targets. Develop operational control requirements

- Yes
  - Compliant with obligations
  - Record within the Compliance & Obligations Register

- No
  - Implement and monitor impact mitigation. Report and review

www.iso-9001-checklist.co.uk