# F0612-01

## Aspect Identification Register

*User Guide | ISO 14001:2026 | Clause 6.1.2*

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|---|---|
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| **Standard** | ISO 14001:2026 — Clause 6.1.2 Environmental Aspects |
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| **Sheet count** | 3 — Guidance, Aspect Identification Register, and Aspect Scoring Criteria |
| **Data rows** | 61 pre-populated rows (rows 5–65) |

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# 1. Purpose and Scope

An environmental aspect toolkit is a structured framework — often used for ISO 14001 compliance — designed to identify, evaluate, and manage how an organisation's activities interact with the environment. It provides tools like risk registers, checklists, and templates to assess the significance of impacts, such as emissions, waste, or energy use. Toolkits enable companies to map inputs/outputs, prioritize risks, ensure legal compliance, and improve sustainability performance.

The Aspect Identification Register (F0612-01) is the primary environmental register for identifying, assessing, and controlling the environmental aspects associated with the organisation's activities, products, and services, in accordance with ISO 14001:2026 Clause 6.1.2. It provides a structured, traceable record of every aspect identified — whether significant or not significant — under normal, abnormal, and emergency operating conditions.

The register supports the complete environmental management lifecycle: from initial aspect identification through impact scoring, significance determination, operational control, objective-setting, post-control reassessment, and periodic review. It is designed for use by the EMS Manager and all process owners responsible for environmental management within their area.

**ISO 14001:2026 Clause 6.1.2 requires the organisation to:**

Identify the environmental aspects of its activities, products, and services that it can control or influence, taking a life cycle perspective

Determine those aspects that have or can have a significant environmental impact (significant aspects)

Communicate its significant aspects across levels of the organisation as appropriate

Consider normal, abnormal, and emergency operating conditions when identifying aspects

*Maintain documented information of its environmental aspects and associated impacts.*

# 2. Workbook Structure

The workbook contains four sheets:

| Sheet | Purpose |
|---|---|
| **Aspect Identification Register** | The main register. Contains all aspect entries, pre- and post-control scoring, compliance obligations, operational controls, objectives, and accountability fields. All data entry takes place on this sheet. |
| **Aspect Scoring Criteria** | The scoring reference sheet. Contains the definitions for all four scoring dimensions (Impact, Legislation, Quantity, Frequency) and the significance band descriptions. Use this sheet to ensure consistent, objective scoring. |
| **Guidance** | Overview guidance on using the register, including the significance formula, instructions for completing each section, and notes on the significance threshold held in cell O4. |
| **Summary Charts** | Auto-updating visual summary of the register data. Provides charts for management review and audit evidence. No data entry required on this sheet. |

# 3. Summary Panel (Rows 1–3)

Rows 1 to 3 of the Aspect Identification Register sheet contain a live summary panel that updates automatically as data is entered. No user input is required in this area.

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The panel displays the significance threshold (currently set to 23 in cell **O4**), the total number of populated aspect entries, the count of aspects rated Significant on the pre-control assessment, and the count of aspects that remain Significant after post-control reassessment. The threshold value in O4 can be adjusted to reflect changes in the organisation's risk appetite — all significance labels in columns **O** and **Z** will recalculate automatically.

## 4. Column Reference

Data entry begins at row 5. Rows 3–4 contain section and column headers. The table below describes each column. Columns **M, N, O, Y, and Z** contain formulas — do not overwrite these cells.

### 4.1 Identification (Columns A–E)

| Col | Field Name | Input Type | Purpose & Guidance |
|---|---|---|---|
| **A** | **Ref** | *Auto* | Pre-populated aspect reference number (EA1, EA2 …). Do not edit. Used as the primary identifier for cross-referencing with risk registers, compliance records, and audit findings. |
| **B** | **Category** | *Free text / Dropdown* | The environmental category of the aspect — for example, Air emissions, Waste generation, Water consumption, Electricity consumption, Gas consumption. Select from the dropdown where available, or enter a new category that accurately describes the nature of the aspect. |
| **C** | **Process / Activity** | *Free text* | The specific process, activity, or area of the site that gives rise to the aspect. Be precise — for example, "Production line 2 — spray painting" rather than "Production". This field enables process-level trend analysis. |
| **D** | **Aspect Description** | *Free text* | A concise, factual description of the specific aspect. Include quantities, materials, and context where known — for example, "Use of 500 litres/year of VOC-based solvent in production cleaning operations". A good description should allow an auditor with no prior knowledge to understand exactly what the aspect is. |
| **E** | **Condition** | *Dropdown* | Select Normal, Abnormal, or Emergency. See Section 7 for definitions. Each unique combination of process and condition may be treated as a separate aspect entry if the scoring differs significantly between conditions. |

### 4.2 Impact Assessment (Columns F–H)

> Column G (Lifecycle Stage) has been inserted between the Impact Description (Column F) and the Interested Party Concerns field. The Interested Party Concerns field has moved from Column G to Column H. All columns from H onwards have shifted one position to the right.
>
> The Lifecycle Stage field records where in the product or service lifecycle the aspect arises. This supports the ISO 14001:2026 Clause 6.1.2 requirement to take a lifecycle perspective when identifying environmental aspects.

| Col | Field Name | Input Type | Purpose & Guidance |
|---|---|---|---|
| **F** | **Impact Description** | *Free text* | Describe the actual or potential impact on the environment that results from this aspect. Be specific about the receiving |

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| Col | Field Name | Input Type | Purpose & Guidance |
|---|---|---|---|
| | | | environment and the type of harm — for example, "Reduction of local air quality from VOC emissions contributing to photochemical smog; potential respiratory health impact on neighbouring community." |
| G | **Lifecycle Stage** | *Dropdown / Free text* | Record the stage of the product or service lifecycle at which this aspect arises. Choose from: **Production**, **Design**, **Procurement**, **Use**, or **Disposal**. This field is required for all aspect entries and supports the ISO 14001:2026 Clause 6.1.2 lifecycle perspective requirement. See the guidance below. |
| H | **Interested Party Concerns** | *Free text* | Record any relevant concerns, expectations, or requirements from interested parties (customers, regulators, community, employees, NGOs) relating to this aspect. Cross-reference with the F0420-01 Interested Parties Register where a formal party record exists. |

**Lifecycle Stage — guidance on selecting the correct value:**

**Production:** The aspect arises during manufacturing, processing, or day-to-day operational activities on site.

**Design:** The aspect arises from decisions made at the design stage of a product, process, or facility — before production begins. Include aspects where environmental characteristics are set at design.

**Procurement:** The aspect arises from purchasing decisions, incoming goods, raw materials, or the environmental performance of suppliers.

**Use:** The aspect arises during the use or in-service phase of a product or service by the end customer or user.

**Disposal:** The aspect arises at the end-of-life stage — including waste generation, recycling, treatment, or decommissioning of products, equipment, or facilities.

*Where an aspect does not fit neatly into a single stage, assign the stage where the environmental impact is most directly created or influenced. Enter the value consistently — the Environmental Aspects Dashboard uses this field to filter and chart aspects by lifecycle stage.*

## 4.3 Pre-Control Scoring (Columns I–L)

Columns I–L contain the four scoring dimensions used to calculate pre-control significance. Each dimension is scored 1–4 using the criteria defined in Section 6 and on the Aspect Scoring Criteria sheet. Scores should reflect the situation before any operational controls are applied.

| Col | Field Name | Input Type | Purpose & Guidance |
|---|---|---|---|
| I | **Impact** | *Number (1–4)* | The severity of the environmental impact if the aspect occurs without mitigation. Score 1 (Negligible) to 4 (Severe). See Section 6.1 for definitions. |
| J | **Legal** | *Number (1–4)* | The level of legal exposure associated with the aspect. Score 1 (No legislation) to 4 (Breach of legislation). The Legal score acts as the significance multiplier — see Section 5. See Section 6.2 for definitions. |
| K | **Quantity** | *Number (1–4)* | The quantity or volume of the substance, emission, or activity involved. Score 1 (Very low / no permits) to 4 (High / hazardous quantities breaching limits). See Section 6.3 for definitions. |

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