Aspect Identification

Purpose

This worksheet supports the lifecycle-based identification of environmental aspects required by ISO 14001:2026 Clause 6.1.2. Use it to facilitate a cross-functional workshop to systematically identify all activities, products, and services within the EMS scope, and to capture the environmental aspects and potential impacts associated with each — across normal, abnormal, and emergency operating conditions.

Completed worksheets feed directly into the F0612-01 Aspect Identification Register, where aspects are scored against the significance formula: Legal × (Impact + Quantity + Frequency).

Workshop Details

Field	Detail
Workshop facilitator:	
Date:	
Location:	
Participants (name / role):	
EMS scope reference:	
Process / area under review:	

Instructions

1. Identify all activities, products, and services performed within the process or area under review. Record one per row in Part A.
2. For each activity, identify the environmental aspects (inputs that are consumed and outputs that are released or generated). Record in Part B.
3. For each aspect, describe the actual or potential environmental impact. Consider air emissions, water discharges, waste generation, soil contamination, resource depletion, energy use, noise, vibration, and effects on biodiversity and ecosystems.
4. Assign the operating condition: Normal (routine operations), Abnormal (start-up, shutdown, maintenance), or Emergency (spill, fire, flood, equipment failure).
5. Identify the lifecycle stage: Design, Procurement, Production, Use, or Disposal.
6. Note any existing controls already in place (procedures, engineering controls, PPE, monitoring).
7. Transfer completed aspects into the F0612-01 Aspect Identification Register for significance scoring.

Part A — Activities, Products & Services

List all activities, products, and services within the process or area being reviewed. Consider the full lifecycle perspective as required by Clause 6.1.2.

#	Activity/Product/Service	Brief Description	Lifecycle Stage

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#	Activity/Product/Service	Brief Description	Lifecycle Stage

Part B — Aspect & Impact Identification

For each activity identified in Part A, record the environmental aspects and their actual or potential impacts. Use one row per aspect. An activity may have multiple aspects.

#	A Ref	Environmental Aspect	Actual/Potential Impact	Condition (N/Ab/Em)	Lifecycle Stage	Existing Controls

Part C — Workshop Sign-Off

Confirm that all activities within the stated scope have been reviewed and that the aspects identified are complete and ready for transfer to the F0612-01 register for significance scoring.

Role	Name	Field	Detail
Workshop facilitator:		Signature:	
EMS Manager review:		Date:	
Comments / follow-up actions:			

Notes

1. Operating conditions: N = Normal (routine), Ab = Abnormal (start-up, shutdown, maintenance), Em = Emergency (spill, fire, flood, equipment failure).
2. Lifecycle stages: Design, Procurement, Production, Use, Disposal — per ISO 14001:2026 Clause 6.1.2 lifecycle perspective requirement.
3. This worksheet is a working document. Extend tables as needed. Add continuation sheets if required.
4. Completed worksheets should be retained as documented information per Clause 7.5 and filed alongside the corresponding F0612-01 register entry.

SAMPLE

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