Using the Aspect Identification Register

Within this aspects register an assessment of the potential environmental impact of each aspect should be recorded. A scoring system has been used to identify the significance of each environmental aspect with regards to relevant current and past activities, products, services, planned/new developments. Guidance is given below to help make scoring less subjective enhancing the replication of given scores.

The scoring process also allows consideration of normal, abnormal and emergency operating conditions.

All environmental aspects and impacts rated as 'Significant' MUST be controlled through operational control procedures or corrected through environmental objectives, targets and management programmes.

Environmental aspect: Elements of yours organization's processes, activities, products or services that can interact with the environment in positive or negative way.

Consideration should be given to environmental aspects related to your organization's activities, products and services such as:

- The design and development of its facilities, processes, products and services;
- The acquisition of raw materials, including extraction;
- The types operational or manufacturing processes, including warehousing;
- The operation and maintenance of facilities, organizational assets and infrastructure;
- The environmental performance and practices of external providers;
- Methods of product transportation and service delivery, including packaging;
- The storage, use and end of life treatment of products;
- Waste management, including re-use, refurbishing, recycling and disposal.

Environmental impact: A change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

When determining environmental impacts your organization should consider:

- Emissions to air;
- Releases to water;
- Releases to land;
- Use of raw materials and natural resources;
- Use of energy;
- Energy emitted (e.g. heat, radiation, vibration, noise, light);
- Generation of waste and/or by-products;
- Use of space.

www.iso-9001-checklist.co.uk

Quick Start Guide

Aspect Identification Register

Environmental aspects are identified by taking into account all business activities to ensure that all resulting impacts that resu…are identified, captured and assessed. Identify all materials, chemicals and utilities that are used as process inputs, including all outputs such as products, services and by-products.

The 'significance' trigger score in 'Cell N4' is set to 23. Any pre-control significance score of 23 or more is automatically high…be subject to mitigation through operational controls. Based upon the significance score, Column M uses indicators to rank the priority of each aspect by its significance score.

Use the scoring system to assess the significance of each environmental aspect.

Select the category of environmental aspect from the drop-down menu. You can amend this list in cells B68 to B91.

Amend or delete the input messages using the Data Validation function.

Use the dropdown menus to select and enter predefined aspect catagories from the list.

The pre and post control significance indicators use conditional formatting and are calculated using a formula that compares the trigger score to the significance score.

						Pre control						Significance					
Ref	Category	…spect De…		…tion	Interested Party Concerns	…mpact	Legal	…uantity	…equency	…nificance	Rank	23	Compliance Obligation	Operational Controls	Goals & Objectives	Action	Target
EA1	Air emissions	Production	…500 litres/per year of VOCs in production processes	Normal	…ality associated with emissions of pollutants including: greenhouse gases, acidifying gases, ozone depleters, VOCs	VOCs not consistent with Client's eco-philosophy	4	4	4	4	48	Significant	Climate Change Act	Control of sc… emissions			Reduce quantity an… frequency by 30% b…
EA2	Air emissions Diesel consumption Water consumption Electricity consumption Wastewater generation Habitat quality/quantity Material consumption Gas consumption		…ction	…gency	Degradation of land/soil associated with disposal of general waste, hazardous waste, contamination issues	Regulators require waste transfer traceability	4	3	4	4	36	Significant	Climate Change Act	Waste handli… segregation. controlled w…			No increase in haza… waste generation
EA3	Gas consumption	Buildings	Use of fossil fuels for heating	Normal	Emission of Co2 into atmosphere contributing to greenhouse effect. Depletion of natural and finite resources	Effects of climate change, preference for greater sustainability	2	3	4	4	30	Significant	Climate Change Act	Energy control and monitoring	Overall reduction for year	Control	Reduce by frequen…
EA4	Diesel consumption	Transporting materials	Exhaust emissions from 10 diesel vehicles	Normal	Reduction of air quality associated with emissions of pollutants	Community and customer concerns	1	3	4	4	27	Significant	Clean Air Act	Energy control and monitoring	Overall reduction for year	Control	Reduce quantity by
EA5	Wastewater generation	Production	Use of acidic cleaners for degreasing 200-300 litres per year with a pH of 9 – 9.5	Abnormal	Contamination of waterways and sewers associated with discharges of dangerous substances	Water utilities providers require a discharge consent	3	3	2	2	21	Not significant	Waste water regulations	Interceptors are installed in the surface water drainage system	Source natural or biodegradable degreasers	Monitor	No increases
EA6	Generation of Dust										0	Not significant					
EA7	Gas consumption										0	Not significant					
EA8	Electricity consumption										0	Not significant					

Guidance | Aspect Identification Register | Aspect Scoring Criteria | Summary Charts

Monitor and report the status of your environmental asepcts

Aspect Scoring Criteria

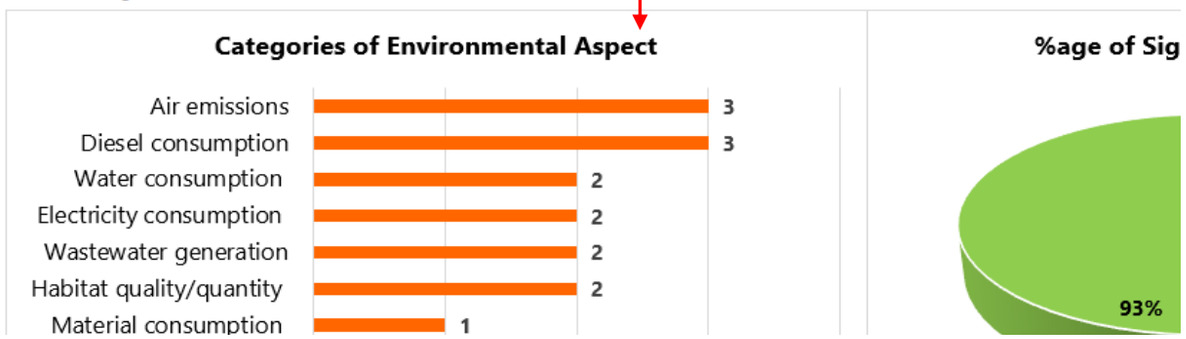
Impact

Score	Rating	Definition
1	Very low	Harmless/mild impact with little or no potential for harm
2	Low	Moderate, slightly harmful
3	Average	Serious or harmful, but not potentially fatal to plants/living beings
4	Great	Severe or catastrophic, very harmful and/or potentially fatal

Legislation

Score	Rating	Definition

Summary Charts



Aspect Identification Register

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, captured and assessed. Identify all materials, chemicals and utilities that are used as process inputs, including all outputs such as products, services and by-products.

The 'significance' trigger score in 'Cell N4 & Y4' is set to 23. Any pre-control significance score of 23 or more is automatically highlighted in Column N as 'Significant', and should be subject to mitigation through operational controls. Based upon the significance score, Column M uses indicators to rank the priority of each aspect by its significance score.

							Pre-control						Significance						Post-control					Significance
Ref	Category	Process/Activity	Aspect Description	Condition	Impact Description	Interested Party Concerns	Impact	Legal	Quantity	Frequency	Significance	Rank	23	Compliance Obligation	Operational Controls	Goals & Objectives	Action	Target	Impact	Legal	Quantity	Frequency	Significance	23
EA1	Air emissions	Production	Use of 500 litres/per year of VOCs in production processes	Normal	Reduction of air quality associated with emissions of pollutants including: greenhouse gases, acidifying gases, ozone depleters, VOCs	VOCs not consistent with Client's eco-philosophy	4	4	4	4	**48**	◆	Significant	Climate Change Act	Control of solvents and emissions	Find suitable alternatives	Improve	Reduce quantity and frequency by 30% by Q4	3	4	1	1	**20**	Not significant
EA2	Waste generation	Production	Production of hazardous waste	Emergency	Degradation of land/soil associated with disposal of general waste, hazardous waste, contamination issues	Regulators require waste transfer traceability	4	3	4	4	**36**	◆	Significant	Climate Change Act	Waste handling and segregation. Disposal of controlled wastes	Ensure all chemical waste is disposed of properly	Monitor	No increase in hazardous waste generation	4	3	1	1	**18**	Not significant
EA3	Gas consumption	Buildings	Use of fossil fuels for heating	Normal	Emission of Co2 into atmosphere contributing to greenhouse effect. Depletion of natural and finite resources	Effects of climate change, preference for greater sustainability	2	3	4	4	**30**	▲	Significant	Climate Change Act	Energy control and monitoring	Overall reduction for year	Control	Reduce by frequency 25%	2	3	2	2	**18**	Not significant
EA4	Diesel consumption	Transporting materials	Exhaust emissions from 10 diesel vehicles	Normal	Reduction of air quality associated with emissions of pollutants	Community and customer concerns	1	3	4	4	**27**	●	Significant	Clean Air Act	Energy control and monitoring	Overall reduction for year	Control	Reduce quantity by 30%	2	3	2	2	**18**	Not significant
EA5	Wastewater generation	Production	Use of acidic cleaners for degreasing 200-300 litres per year with a pH of 9 – 9.5	Abnormal	Contamination of waterways and sewers associated with discharges of dangerous substances	Water utilities providers require a discharge consent	3	3	2	2	**21**	●	Not significant	Waste water regulations	Interceptors are installed in the surface water drainage system	Source natural or biodegradable degreasers	Monitor	No increases	3	3	2	2	**21**	Not significant
EA6	Generation of Dust										**0**		Not significant										**0**	Not significant
EA7	Gas consumption										**0**		Not significant										**0**	Not significant
EA8	Electricity consumption										**0**		Not significant										**0**	Not significant
EA9	Diesel consumption										**0**		Not significant										**0**	Not significant
EA10	Air emissions										**0**		Not significant										**0**	Not significant
EA11	Transport										**0**		Not significant										**0**	Not significant
EA12	Surface water discharges										**0**		Not significant										**0**	Not significant
EA13	Exposures/injuries										**0**		Not significant										**0**	Not significant
EA14	Land utilization										**0**		Not significant										**0**	Not significant
EA15	Habitat quality/quantity										**0**		Not significant										**0**	Not significant
EA16	Habitat quality/quantity										**0**		Not significant										**0**	Not significant
EA17	Diesel consumption										**0**		Not significant										**0**	Not significant
EA18	Air emissions										**0**		Not significant										**0**	Not significant
EA19	Water consumption										**0**		Not significant										**0**	Not significant
EA20	Electricity consumption										**0**		Not significant										**0**	Not significant
EA21	Water consumption										**0**		Not significant										**0**	Not significant
EA22	Material consumption										**0**		Not significant										**0**	Not significant
EA23	Accidental spills or leaks										**0**		Not significant										**0**	Not significant
EA24	Wastewater generation										**0**		Not significant										**0**	Not significant
EA25	Generation of noise										**0**		Not significant										**0**	Not significant
EA26	Recycling										**0**		Not significant										**0**	Not significant
EA27	Groundwater discharges										**0**		Not significant										**0**	Not significant
EA28	Lead or asbestos										**0**		Not significant										**0**	Not significant
EA29	Disposal in/on land										**0**		Not significant										**0**	Not significant
EA30	Statutory nuisance										**0**		Not significant										**0**	Not significant
EA31	Product lifecycle										**0**		Not significant										**0**	Not significant

Aspect Scoring Criteria

Operating Condition

Condition	Definition
Normal	Aspects resulting from operations which are planned activities occurring within standard operational hours of your organization (e.g. Monday - Friday, 8 am to 6 pm).
Abnormal	Aspects arising from operations which can be unplanned, in addition to standard working practices or occur outside of normal operational hours (e.g. overnight). Examples may include shut-down and start-up conditions, deliveries of goods and materials or the breakdown of equipment requiring unscheduled repair.
Emergency	Aspects resulting from reasonably foreseeable emergency situations which may be considered an emergency, in general creating a threat to human life or business continuity (e.g. fire, flooding or major spillages).

Impact

Score	Rating	Definition
1	Very low	Harmless/mild impact with little or no potential for harm
2	Low	Moderate, slightly harmful
3	Average	Serious or harmful, but not potentially fatal to plants/living beings
4	Great	Severe or catastrophic, very harmful and/or potentially fatal

Legislation

Score	Rating	Definition
1	Low	No relevant legislation
2	Average	Complies with legislation
3	Great	Potential Breach/lack of awareness
4	Serious	Breach of legislation

Quantity

Score	Rating	Definition
1	Low	Occurs in very low quantities, no permits or limits
2	Average	Occurs in low or small quantities, no breach of permitted emission limits
3	Large	Occurs in medium quantities, serious toxic effect on beneficial or protected species
4	Significant	Hazardous substances releases in high or large quantities, breach of emission limits

Frequency

Score	Rating	Definition
1	Never	Occurs once every 10 years
2	Sometimes	Occurs at least once a year
3	Often	Occurs at least once a week/month
4	Always	Occurs at least once a day

Significance Score

Score	Exposure	Management Control Action
1 to 14	Positive significance	Activities in this category present negligible levels of environmental impact or risk. Additional control measures may be required if changes occur. Continue to monitor for compliance.
15 to 22	Low negative significance	Consider ways of modifying the process and implementing controls to reduce the environmental impacts or risks to as low as reasonably practicable (ALARP). Additional control measures and monitoring may be required.
23 to 39	Medium negative significance	Activities in this category present high levels of environmental impact or risk and should not proceed without operational controls. Consider consulting specialists. Fine, complaints and litigation possible. Evaluate whether alternative processes or substitutions are available.

Summary Charts