Environmental Aspects

ISO 14001:2015

Contents

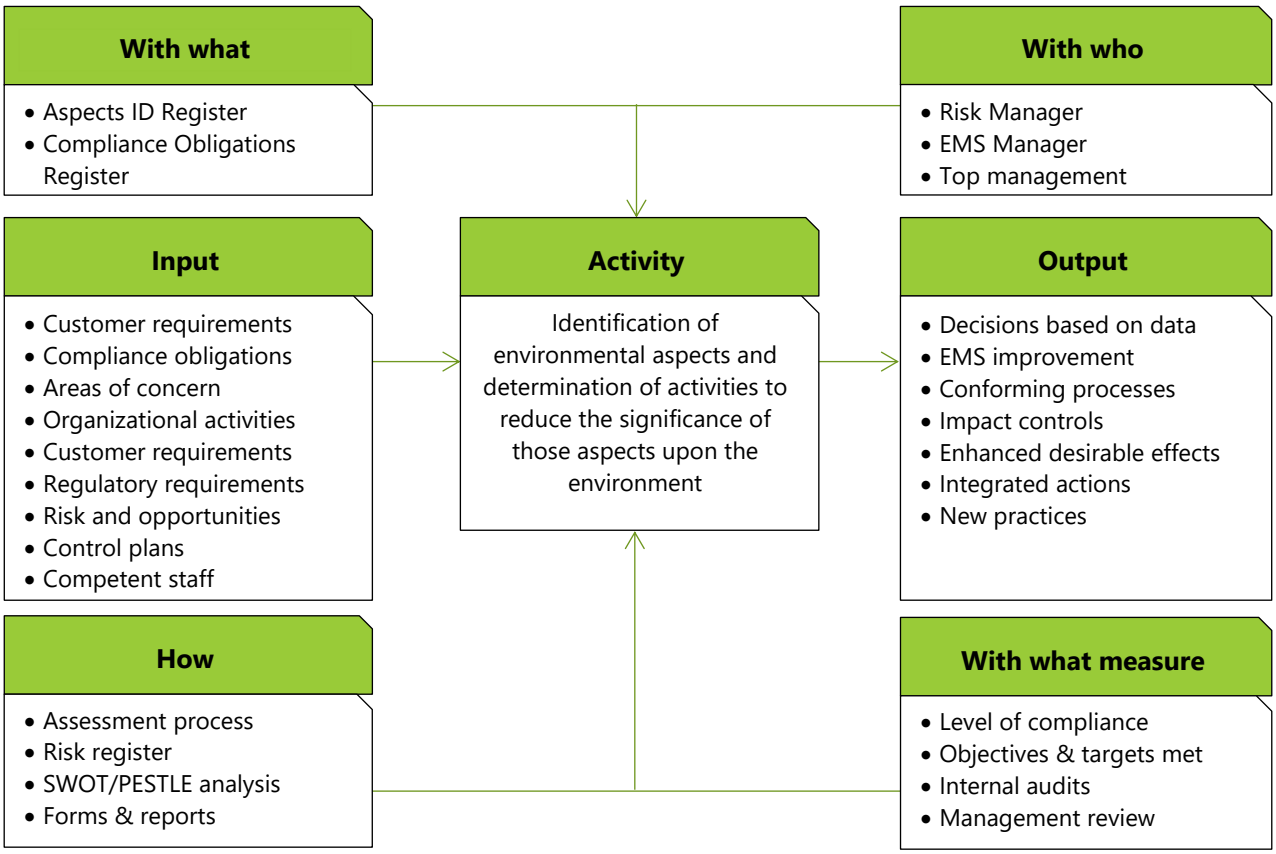
1 Procedure

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 Overview

The process overview (turtle diagram) provides internal and external auditors, process owners, and participants an overview of the elements that are required by the environmental aspects process:



1.1.2 References

Standard	Title	Description
BS EN ISO 14001:2015	Environmental management systems	Requirements
BS EN ISO 14004:2016	Environmental management systems	Guidelines for implementation
BS EN ISO 19011:2018	Auditing management systems	Guidelines for auditing

1.1.3 Terms & Definitions

Term	Definition
Documented Information	Information (3.8.2) required to be controlled and maintained
Aspect	An element of our operations and activities that interact with the environment
Impact	The degree to which an aspect may affect our operations and the environment
Control	Implementation of tools and techniques that mitigate a significant aspect

1. Identifying associated environmental impacts inherent to our products, activities, and services;
2. Evaluating the significance of each aspect;
3. 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.
4. Maintaining documented information regarding environmental aspects and significant impacts.

1.4 Environmental Aspect Process

1.4.1 General

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

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 *Aspect Identification Register*.

1.4.2 Identifying Aspects

Using the *Aspect Identification Register* the EMS 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 that are associated with our operations giving due consideration to normal, abnormal operating conditions, startup, shutdown, and foreseeable emergency situations.

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 whilst taking account of:

1. Past environmental incidents;
2. Air emissions to atmosphere;
3. Water usage and discharges to surface water groundwater and sewers;
4. Land contamination caused by spillages, etc.;
5. The production, re-use, recycling and disposal of controlled and special wastes;
6. The storage and management of materials;
7. Activities upon local ecology of operations, sites and premises;
8. Environmental noise;
9. Energy use and management;
10. Use of transport and vehicles;
11. Legal issues and other requirements;
12. Raw materials and packaging;
13. Office activities;

- Identify the control measures already applied to each significant impact i.e., existing control measures. These may be pro-active (reducing the probability) or reactive (reducing the impact);
- Rank the probability of each impact occurring, after taking into account the actual effectiveness of the existing control measures;
- Undertake a risk assessment to provide more detailed understanding of the impact's consequences;
- Set objectives and targets for achieving impact mitigation.

Using the 'Aspect significance' section of the *Aspect Identification Register* the EMS Manager will evaluate, each identified aspect to determine whether it is significant. The environmental aspects will be considered to be significant if the aspect has an impact on the environment and meets the impact scoring criteria for implementing mitigation. See the Impact Exposure Score table below.

1.4.4 Aspect Rating

Identify all materials, chemicals and utilities that are used as process inputs, and all outputs such as products, services and by-products. The significance of an environmental aspect is determined by following calculation: significance = (impact + legalisation + quantity) x frequency.

The 'significance' trigger score in 'Column N' in the *Aspect Identification Register* is set to 23. Any significance criteria scoring 23 or more are automatically highlighted orange or red and are considered as significant, subject to mitigation, as per the Impact Exposure Score table below.

1.4.4.1 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

1.4.4.2 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

1.4.4.3 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

1.4.4.4 Frequency

Score	Rating	Definition
1	Never	Occurs once every 10 years