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EHQMS PROCEDURE 03

Aspect Identification & Assessment

How we identify the environmental aspects of our activities, products, and services across their life cycle, score their impacts, and control those that are significant.

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APPROVAL

	Name	Position	Signature & date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY

Rev.	Date	Description of change	Approved
A	<insert>	Rewritten and aligned to ISO 14001:2026, covering control and influence of aspects across the life cycle, potential emergency situations, normal and abnormal conditions, planned changes, documented significance criteria, and risks and opportunities arising from significant aspects.	<insert>

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air). Flow charts, activity charts, walk-throughs and interviews with the people doing the work are used to make sure nothing is missed.

- Air emissions, odors, dust and particulates.
- Water use and discharges to surface water, groundwater, sewers and storm drains.
- Land contamination from spills or leaks, and storage of materials and fuels.
- Generation, reuse, recycling and disposal of waste, including hazardous waste.
- Energy use and transport and vehicle use.
- Noise, vibration and light affecting neighbors.
- Effects on local ecology, habitats and species.
- Raw materials and packaging, office activities, landscaping and infrastructure.
- Past incidents and legacy issues such as asbestos or contaminated ground.

#	Action	Owner	Output/record
1	Record each aspect under normal, abnormal and emergency conditions, and mark whether we control it or can only influence it.	Process Owners	Form 06 Aspect Identification Register entries
2	Identify aspects arising from purchased goods, outsourced processes and contractors, and from product use and end-of-life, using Form 22 Life Cycle Analysis Template where helpful.	Purchasing Manager	Life cycle entries on Form 06
3	Record potential emergency situations that can have an environmental impact and pass them to Procedure 19 Emergency Situations.	Environmental Coordinator	Form 40 Emergency Preparedness & Response Matrix input
4	Assess planned changes before they are made, in line with our planning of changes arrangements.	Department Managers	Updated Form 06

7.2 Determine impacts

For each aspect, we describe the actual or potential impact on the environment. The table below gives common pairings as a starting point; each entry must reflect our own site and activities.

Typical aspects and impacts

Aspect	Associated impact
Water use	Depletion of natural resources.
Material and packaging use	Depletion of natural resources.
Energy use	Air quality degradation and contribution to climate change.
Air emissions	Ozone depletion, climate change, harm to worker and community health.
Waste generation	Loss of landfill capacity; pollution where waste is mishandled.
Recycling and reuse	Beneficial: conserves resources and landfill capacity.
Spills and leaks	Contamination of soil, water and sediment.
Stormwater and surface water discharge	Reduced water quality.
Wastewater discharge	Reduced water and air quality; risk to public health.
Land use	Loss of habitat and species; effect on visual amenity.

Aspect	Associated impact
Noise and dust	Nuisance and harm to worker and community health.
Lead, asbestos or other legacy materials	Harm to health and long-term contamination.

7.3 Score significance

Each aspect is scored on four factors, each rated from 1 to 4. The register calculates the significance score as (Impact + Legislation + Quantity) multiplied by Frequency. Scores are given after allowing for the controls already in place and how well they work.

Scoring factors

Score	Impact	Legislation	Quantity	Frequency
1	Harmless or mild; little or no potential for harm.	No relevant legislation applies.	Very small quantities; no permits or limits apply.	Rare: about once in 10 years.
2	Moderate; slightly harmful.	Legislation applies, and we comply.	Small quantities; within permitted limits.	Occasional: at least once a year.
3	Serious or harmful, but not fatal to plants or living organisms.	Possible breach, or uncertainty about requirements.	Medium quantities; could seriously affect beneficial or protected species.	Frequent: at least monthly or weekly.
4	Severe or catastrophic; potentially fatal to living organisms.	Breach of legislation.	Large releases of hazardous substances, or emission limits exceeded.	Constant: daily or continuous.

Any aspect scoring 23 or more is significant and is highlighted in the register. An aspect is also treated as significant, whatever its score, where a compliance obligation requires it to be controlled or where Top Management decides so because of interested party concern.

Significance bands and required action

Score	Band	Required action	Act within
3 to 14	Negligible	Negligible impact. Keep existing controls and monitor for compliance; reassess if the activity changes.	Annual review
15 to 22	Low	Look for ways to modify the process or add controls to reduce the impact as low as reasonably practicable. Extra monitoring may be needed.	6 months
23 to 39	Medium (significant)	High impact or risk. The activity must not proceed without operational controls. Consider specialist advice and alternative processes or substitute materials. Fines, complaints and litigation are possible.	3 months
40 to 48	High (significant)	Extreme impact or risk, such as loss of life, serious ecological damage or breach of legislation leading to closure or prosecution. The activity must not be undertaken until the score is reduced.	Immediately

> **2026 EDITION**
>
> ISO 14001:2026 requires aspects, their impacts, the significance criteria and the significant aspects to be available as documented information, and links aspect determination to potential emergency situations and to planned changes under clause 6.3. Significant aspects can give rise to risks and opportunities with adverse or beneficial impacts, which we carry into Form 05 Risk & Opportunity Register.