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EQMS 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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1 Purpose

This procedure explains how we identify the environmental aspects of our activities, products and services, determine the impacts associated with them, and decide which aspects are significant using fixed and documented criteria.

Significant aspects drive our environmental objectives, operational controls, emergency planning and compliance work. The procedure is applied proactively, before changes are made, and is kept current as our operations, compliance obligations and environmental conditions change.

2 Scope

This procedure applies to all activities, products and services within the environmental management system scope, including:

- Aspects we can control directly and aspects we can only influence, such as those of suppliers, contractors, transport providers and product users.
- Each life cycle stage: raw material acquisition, design, production, transport and delivery, use, end-of-life treatment and final disposal, including the life cycle of goods and services we buy.
- Normal, abnormal (start-up, shutdown, maintenance, breakdown) and reasonably foreseeable emergency conditions.
- Past, current and planned activities, including new or modified activities, products and services.
- Aspects with beneficial as well as adverse impacts.

3 Requirements Addressed

Standard	Clause(s)	What this procedure covers
ISO 14001:2026	6.1.1, 6.1.2, 6.1.4, 6.1.5, 8.1	Aspects and impacts with life cycle perspective, potential emergencies, normal and abnormal conditions, planned change, significance criteria and planning action

4 Terms

Term	Meaning in this procedure
Environmental aspect	A part of our activities, products or services that interacts, or can interact, with the environment, such as an emission, a discharge or the use of a resource.
Environmental impact	A change to the environment, adverse or beneficial, that results wholly or partly from an environmental aspect.
Significant aspect	An aspect that has, or can have, a significant environmental impact as judged against the criteria in this procedure.
Life cycle	The consecutive and linked stages of a product or service, from raw material acquisition or generation through to final disposal.
Abnormal condition	A foreseeable departure from routine operation, such as start-up, shutdown, maintenance, cleaning or breakdown.

- 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 20 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 18 Emergency Situations.	Environmental Coordinator	Form 38 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 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.
Noise and dust	Nuisance and harm to community health.
Lead, asbestos or other legacy materials	Harm to health and long-term contamination.

Treatment options

Option	What it means
Accept	Existing controls are adequate. Monitor them and keep contingency plans where appropriate.
Transfer or share	Move responsibility for the impact to another party by contract or insurance, in whole or in part. Our obligation to control or influence the aspect remains.
Reduce	Lower the likelihood through better controls and procedures, and lower the consequence through containment, substitution, or process change.
Avoid	Do not carry out the activity, or achieve the same result by a different method or material.

#	Action	Owner	Output/record
1	Define SMART actions with a named owner who accepts responsibility and a completion date within the band time limit.	Process Owners	Action plan on Form 06
2	Set environmental objectives and targets for significant aspects where appropriate.	EQMS Manager	Form 08 Register of EQMS Objectives & KPIs; Form 09 Objectives Management Programme
3	Write or update operational controls, including requirements for external providers and life cycle information for customers.	Department Managers	Controls under Procedure 11 Operational Control
4	Link each significant aspect to its compliance obligations and check compliance status.	Environmental Coordinator	Form 07 Legal and Compliance Register
5	Transfer resulting risks and opportunities to the risk register.	Environmental Coordinator	Form 05 Risk & Opportunity Register entries
6	When actions are complete, rescore the aspect to confirm the reduction.	Process Owners	Updated score on Form 06

7.5 Review, communicate and report

The register is reviewed so that scores reflect how controls actually perform, action plans are current, and every aspect remains relevant. As actions are completed and new information arrives, scores change, and the register is updated accordingly.

#	Action	Owner	Output/record
1	Review assigned aspects with each department at least annually and after any trigger.	Environmental Coordinator	Reviewed Form 06
2	Challenge controls and actions; agree additional actions with the Process Owner before approving the register.	EQMS Manager	Approved Form 06
3	Escalate any aspect needing more authority or resources than the Process Owner holds, through line management or at management meetings.	EQMS Manager	Escalation note
4	Communicate significant aspects and their controls to the relevant levels and functions, including contractors working on site.	Department Managers	Briefing records