

PROCEDURE · P0612-01

Environmental Aspects

INSERT COMPANY
LOGO

A controlled procedure defining how the organization identifies environmental aspects, assesses the significance of their impacts, maps compliance obligations, and plans mitigation actions under ISO 14001:2026 Clause 6.1.2.

STANDARD
ISO 14001:2026

REVISION
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1 Procedure

1.1 Purpose and Outcomes

This procedure describes the operational steps by which the organization identifies environmental aspects, assesses the significance of their impacts, records compliance obligations for each aspect, and plans actions to control aspects judged significant, in accordance with ISO 14001:2026 Clause 6.1.2.

The intended outcomes of the procedure are five concrete deliverables, produced on a defined cycle and owned by named roles:

1. A current **Aspect Identification Register** (F0612-01) listing every environmental aspect relevant to the organization, with its pre-control and post-control significance scores.
2. A current set of **Aspect Identification Worksheets** (F0612-02), one per process area, providing the evidence trail of the lifecycle workshops that fed the register.
3. A current **Compliance Obligations mapping** within F0612-01 Column O, cross-referenced to F0613-01 Compliance Obligations Register, showing which obligations apply to which aspect.
4. A current list of **Significant Aspects** (those with pre-control score ≥ 23 , or Frequency=4) with documented mitigation plans recorded in the Planning Actions tab of the EMS Risk Management Toolkit.
5. **Traceable escalations** from the aspects register to the Risks and Opportunities Register (F0614-01) for every aspect whose significance cannot be reduced below threshold by operational controls alone.

Where M0100-01 EMS Manual §6.1.2 sets out *what* the organization commits to (aspects are recorded, significance is assessed, emergencies are considered), this procedure sets out *how* those commitments are operationalized: which tool is used at which step, who facilitates the workshops, how scoring is done, what acceptance criteria apply, and when reviews happen.

1.2 Process Overview

The aspects process operates on an annual cycle timed to precede management review (Clause 9.3), and is re-triggered out of cycle by any of the following conditions:

- A change captured through the Change Management Procedure (P0630-01) that introduces a new activity, product, service, chemical, or process.
- A new or amended compliance obligation logged in F0613-01 that affects an aspect’s Legal score.
- An environmental incident, spill, or near-miss that indicates an aspect has been miscategorized or a control has failed.
- An internal or external audit finding against Clause 6.1.2 or 8.1 operational controls.
- A context-register escalation (F0410-01) where the underlying issue relates to environmental performance.

The process has six sequential steps, mapped to sub-elements of Clause 6.1.2:

Step	Activity	Primary tool	Clause	Typical duration
1	Run lifecycle workshops per process area	F0612-02	6.1.2 a)	3–5 working days per area
2	Populate and score the aspects register	F0612-01	6.1.2 b)	2–3 working days
3	Map compliance obligations to aspects	F0612-01 Col O + F0613-01	6.1.3	1–2 working days
4	Identify significant aspects and plan mitigation	F0612-01 + EMS Risk Toolkit Planning Actions tab	6.1.2	2–3 working days
5	Re-score post-control and confirm residual significance	F0612-01 Cols T–X	6.1.2	1 working day

Step	Activity	Primary tool	Clause	Typical duration
6	Escalate residual significant aspects to risk treatment	F0614-01	6.1.4	1 working day

The full cycle is scheduled to complete within eight weeks of its trigger. Delays beyond ten weeks from trigger are escalated by the EMS Manager to the Management Representative as a Category 3 nonconformity under the Corrective Action Procedure (P1020-01).

1.3 Roles and Responsibilities (RACI)

Roles in this procedure follow the toolkit’s standard roles. Where the organization’s actual job titles differ, a mapping table is maintained in the Roles and Responsibilities Matrix (F0530-03). A role may be held by the same person as another role, except that the Approver must not also be the Performer.

Activity	Top Management	EMS Manager	Departmental Manager	EMS Coordinator
Approve the annual aspects review plan	A	R	C	I
Facilitate lifecycle workshops	I	A	R	R
Populate F0612-02 worksheets in own area	I	C	R	I
Consolidate and score F0612-01	I	A	C	R
Map compliance obligations (Col O)	I	A	R	R
Approve the classification of significant aspects	A	R	C	I
Complete post-control re-scoring (Cols T–X)	I	A	R	R
Escalate residual significant aspects to F0614-01	I	A	C	R
Approve the register at the management review	A	R	I	I

R = Responsible (does the work); A = Accountable (owns the outcome); C = Consulted; I = Informed.

1.4 References

The following documents are required or referenced in the execution of this procedure:

1.4.1 External standards

Reference	Title	Role in procedure
ISO 14001:2026	Environmental management systems — Requirements with guidance for use	Source of clause obligations (6.1.2)
ISO 14004:2016	Environmental management systems — General guidelines on implementation	Interpretation of aspect/impact concepts
ISO 14040:2006	Life cycle assessment — Principles and framework	Lifecycle perspective requirement
ISO 19011:2018	Guidelines for auditing management systems	Basis for internal audit sampling

1.4.2 Internal documents

Reference	Title	Role in procedure
M0100-01	EMS Manual	Commits the organization to aspect management; cross-referenced
P0400-01	Context of the Organization Procedure	Upstream source of context issues feeding aspect identification
P0613-01	Compliance Obligations Procedure	Parallel process; receives Col O obligations