

[Organization logo]

[Organization name]

**Commented [14A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## PROCEDURE FOR IDENTIFICATION AND EVALUATION OF ENVIRONMENTAL ASPECTS AND RISKS

**Commented [14A2]:** If you want to find out more about identification and evaluation of environmental aspects, see: What makes environmental aspects significant in ISO 14001 <http://advisera.com/14001academy/blog/2015/03/09/what-makes-environmental-aspect-significant-in-iso-14001/>

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**Commented [14A3]:** Adapt to the existing practice in organization.

### Distribution list

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## Change history

Date	Version	Created by	Description of change
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## 1. Purpose, scope and users

The purpose of this procedure is to define the methodology (approach) for identifying and evaluating environmental aspects that [organization name] can control and affect within the scope of the EMS (*Environmental Management System*).

This procedure is applied to all activities, products, and services within the scope of the EMS that have environmental aspects. Locations, activities, products, and services with significant environmental aspects can't be excluded from the scope of the EMS.

Users of this document are all employees of [organization name] inside the scope of the EMS.

## 2. Reference documents

- ISO 14001:2015, clauses 6.1.1; 6.1.2
- Environmental Manual
- Scope of the Environmental Management System
- [other documents and regulations specifying document control]

## 3. Methodology for identifying and evaluating environmental aspects

In order to better identify and understand the environmental aspects, [job title] gathers, analyzes, and reviews data on:

- [redacted]
- [redacted]
- Technical and project documentation of products and facilities
- Changes in activities, processes, products and services
- [redacted]
- [redacted]
- Risks and opportunities regarding environmental aspects and impacts

[Job title] records these data in the Process Aspect Chart.

### 3.1. Risks and opportunities

[job title] identifies and evaluates risk regarding environmental aspects in the Process Aspect Chart, while the opportunities related to environmental aspects

- Environmental aspects related to the opportunity
- Actions to address the opportunity

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[organization name]

- Responsibility for the actions
- Resources needed and the deadline

### 3.2. Identification of EMS aspects and their impact

The following steps are taken in order to perform identification of environmental aspects:

1.	Identify all processes	Responsibility of [job title]
2.	Identify all activities in process by order of execution	Responsibility of [job title]
3.	[REDACTED]	Responsibility of [job title]
4.	[REDACTED]	Responsibility of [job title]
5.	Identify all aspects that are built in process/activity	Responsibility of [job title]
6.	[REDACTED]	Responsibility of [job title]
7.	Identify all aspects related to activities of suppliers, subcontractors and clients	Responsibility of [job title]
8.	[REDACTED]	Responsibility of [job title]
9.	Identify all aspects emerging from abnormal conditions and emergency situations	Responsibility of [job title]
10.	[REDACTED]	Responsibility of [job title]

Commented [14A7]: [REDACTED]

Commented [14A8]: [REDACTED]

Commented [14A9]: E.g. Cooling oil, gases in air condition facilities, etc.

Commented [14A10]: [REDACTED]

Commented [14A11]: [REDACTED]

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Commented [14A13]: Environmental aspect emerging from incidents, e.g. in case of fire there can be poisonous smoke, vapors, etc.

Commented [14A14]: Here are the examples of impacts:

The person responsible for each step enters the results of the above-mentioned steps in the Process Aspects Chart, in which a separate sheet is created for each identified process.

### 3.3. Evaluation of environmental aspects and their impact

Aspects and impacts that won't be evaluated, but that are considered to be significant are:

- Aspects to which legal regulation refers

Commented [14A15]: [REDACTED]

#### 3.3.1. Criteria for evaluation of environmental aspects and their impact

[organization name]

Other identified environmental aspects are evaluated by [job title] according to the following criteria and documented in the Process Aspect Chart:

*C1 – Criteria related to probability (frequency) of aspects and their impact*

C1 Probability and frequency of environmental aspects	Rate
Impact could occur, but it never happened before	1
Impact occurs rarely, once a year	2
Impact occurs once every 2 years	3
Impact occurs every month	4
Impact occurs every week	5

*C2 – Criteria related to scale of impact and consequences*

C2 Scale of impact and consequences	Rate
No consequences to the environment	1
Minor impact on the environment	2
Noticeable impact on the environment	3
Significant impact on the environment	4
Critical consequences to the environment	5

Note: The scale of impact and consequences are related to the impact's magnitude in the specified region of study area.

*C3 – Criteria related to time of recovery*

C3 Time of recovery	Rate
Recovery is possible within 24 hours of impact	1
Short time period is needed for recovery	2
Long time period is needed for recovery and mitigation	3
Recovery is possible only by enforcing appropriate actions (recultivation, remediation, and other type of sanitation) and will require a significant amount of time	4
Recovery is not possible	5

[organization name]

Note: If time of recovery is rated with 5, the aspect is considered to be significant regardless of other criteria.

#### C4 – Criteria related to the reach of impact

C4 Reach of impact	Rate
The aspect has impact of insignificant scale	1
The aspect has impact that spreads across the whole organization	2
The aspect has impact that spreads across the whole organization	3
The aspect has impact that affects a regional area	4
The aspect has impact that affects a regional area	5

#### 3.3.2. Significance of aspects and their impact

In cases when criteria C2 and/or C3 are rated with 5, the aspect is considered to be significant.

After determining a rating for each criterion, [job title] determines the level of significance of the aspect and its impact on the environment (E) as a summation score for each criterion and enters it into the Process Aspect Chart:

$$E = C1 + C2 + C3 + C4$$

Level	Level of significance of aspect and its impact	Score	Actions that need to be taken
I	Aspect/impact has high significance	4-6	Application of procedures or instructions, monitoring and reporting
II	Aspect/impact has medium significance	7-12	Application of procedures or instructions, monitoring and reporting
III	Aspect/impact has low significance	13-20	Application of procedures or instructions, monitoring and reporting

Note: If there are no aspects with level III, [organization name] will identify the 5 highest-rated aspects as significant.

**Commented [14A16]:** Chose the number of aspects that fits your organization.

#### 3.3.3. Analysis of significant aspects and their impacts

According to the evaluation of aspects and their impacts, [job title] will:

[organization name]

- Establish operational control
- Define needed monitoring and measurements
- Periodically evaluate aspects and their impacts, at least once a year

**Commented [14A17]:** Documented in Environmental Objectives, Targets and Programs.

**Commented [14A18]:** Documented in Process Aspects Chart.

**Commented [14A19]:** Documented in Process Aspects Chart.

**Commented [14A20]:** Documented in Process Aspects Chart.

**Commented [14A21]:** Documented in Process Aspects Chart.

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#### 4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Process Aspect Chart	PR.05.1	Older versions are archived for 3 years	[office of [job title]]	Records are stored in file cabinet [describe name/location]	[job title]
Environmental Objectives and Plans for Achieving Them	PR.05.2	Older versions are archived for 3 years	[office of [job title]]	Records are stored in file cabinet [describe name/location]	[job title]

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**Commented [14A23]:** Adapt the information in this column to the normal practice in your company.

**Commented [14A25]:** If the record is in electronic form, write the name of the folder on [job title]'s computer.

**Commented [14A26]:** If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees access to the records.

#### 5. Appendices

- Appendix 1 – Process Aspects Chart
- Appendix 2 – Environmental Objectives and Plans for Achieving Them