

---

## ENVIRONMENTAL ASPECTS

---

### 1. Scope

- 1.1. Identification of environmental aspects and aspect significance, within the scope of our organization's EMS.

### 2. Procedure Objective

- 2.1. Systemize the collation and significance grading of the organizations environmental aspects.

### 3. Responsibility

- 3.1. Corporate Quality Director (Management Representative)

### 4. Definitions

- 4.1. **Environmental Aspect** – Element of an organizations activities, products or services that can interact with the environment.
- 4.2. **Significant environmental aspect** – an environmental aspect that has or can have a significant impact on the environment.
- 4.3. **Environmental impact** – Any change to the environment, whether adverse or beneficial. Wholly or partially resulting from our organizations environmental aspects.

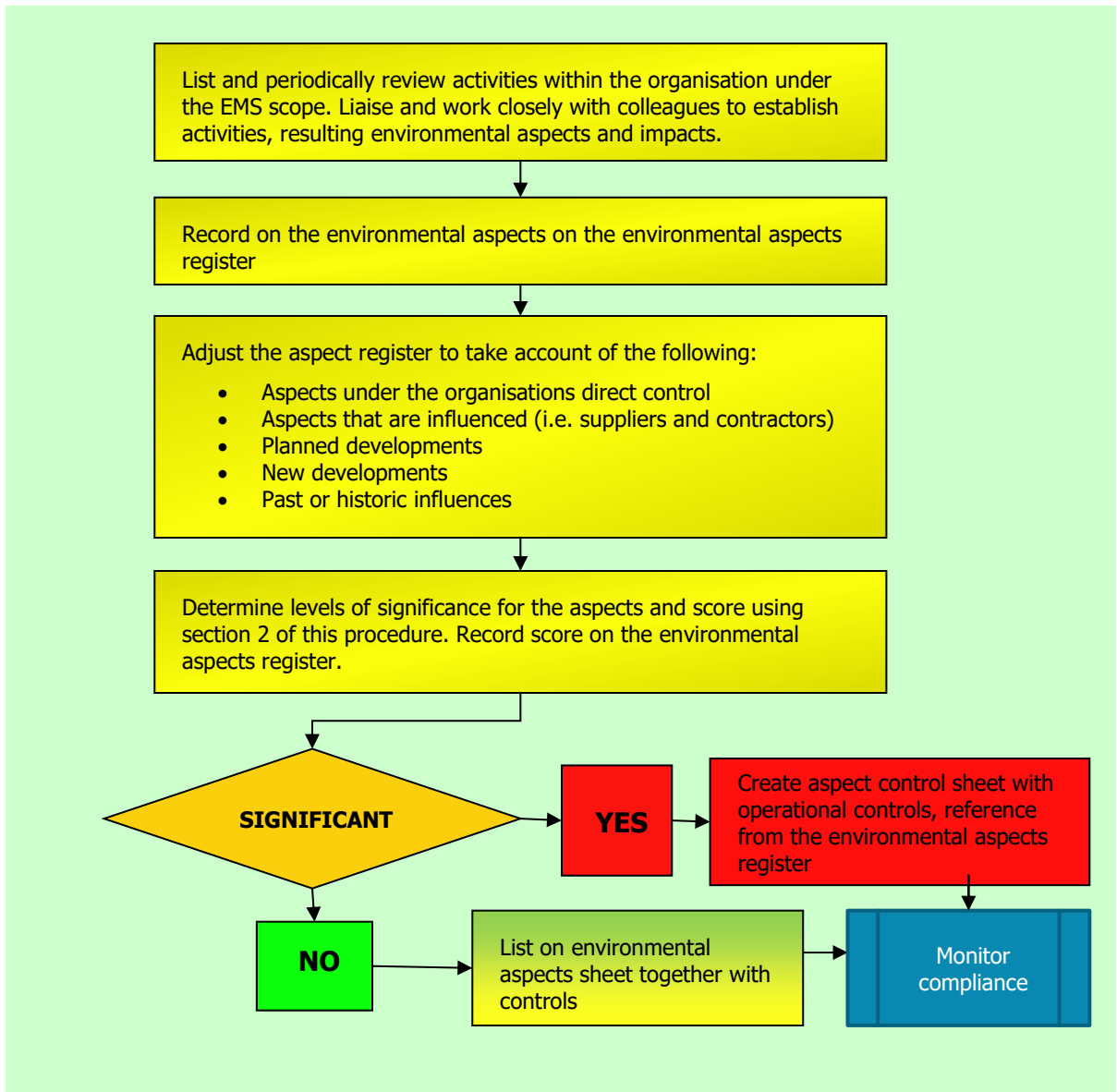
### 5. Associated documents

- 5.1. Environmental aspects register
- 5.2. Legal requirements EP02

### 6. Useful web links

- 6.1. Legal requirements
  - [EPA – CONSTRUCTION](#)
  - [DEPARTMENT OF ENVIRONMENTAL QUALITY](#)
  - [COMPLIANCE ASSISTANCE TOOLS](#)
  - [CICA RESOURCE](#)
  - [DEQ HAZARDOUS WASTE WEBINAR](#)
- 6.2. Other requirements
  - [LEED](#)
- 6.3. Procedure Index
  - Procedure flowchart (6.3.1)
  - Significance rating (6.3.2)
  - Records retention (6.3.3)

### 6.3.1. Procedure flowchart



### 6.3.2. Significance rating

If an environmental aspect is not covered by legislation the following table is applied to determine if the aspect has low, medium or high environmental significance.

Importance	
Score	Description
1	None or insignificant contribution to environment
2	Minor contribution to environment
3	Moderate contribution to environment
4	Very relevant contribution to environment
5	Major contribution to environment

Influence	
Score	Description
1	Mainly outside the control of the company
2	Minor influence
3	Medium influence
4	Major influence
5	Direct Control

Frequency	
Score	Description
1	Over three years to never
2	Every year to once every three years
3	Every month to once every year
4	Every week to once every month
5	Every day to once every week

The following table give the basis for the assessment of the level environmental significance:

SCORE	LEVEL OF SIGNIFICANCE
1 -> 14	LOW
15 > 79	MEDIUM
80 > 125 (pre control)	HIGH (125) <b>Significant aspect sheet required</b>

**Note:** All aspects are scored again once control measures are in place. This is done to provide a before and after comparison.

### 6.3.3. Records

See SharePoint records list for Procedure EP01 related records

Current Environmental Aspect Register

Obsolete Environmental Aspect Registers

<b>Record of Revisions</b>				
<b>Issue No.</b>	<b>Date</b>	<b>Approver(s)</b>	<b>Description</b>	<b>Consequence</b>
1				
2				
3				
4				
5	12/19/18	Dave Jones/ Dan Thompson		
6	6/2/20	Dave Jones/ Dan Thompson	Placed in QEMS Wiki page. Add Change Control table with Consequence of Change and Approver column per QP01 - 6.1.10.2.	Wiki provides better way of communicating QEMS to employees. Meets change control requirements of ISO 9001, Section 6.3.