

ADM EP04 Aspects and Impacts Procedure

Change History

Revision Number	Description of Change	Date
0	First issue.	05.12.2017
1	Change in Author, Reviewer and Approver. Replaced reference of WS005 Environmental Objectives and Target with the respective controlled documents for site's objectives. Updated job title of Facility/Plant Manager to Head of Department and QEMS Officer to Professional Officer – Management Systems. Added reference of the life cycle perspective. Added in section 6, a table with all reference documents.	13.05.2021

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Date: 13/05/2021

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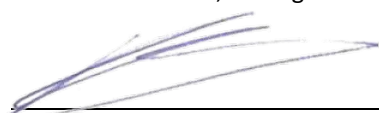
Reviewed by:



Date: 13/05/2021

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Approved by:



Date: 17/05/2021

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1 PURPOSE

This procedure provides a method for identifying the environmental aspects (arising from the operations at various Wasteserv sites) and determining the ones that have significant impact on the environment.

2 SCOPE

This procedure applies company wide.

3 REFERENCE DOCUMENTS

- WS004 Environmental Aspects and Impacts
- Controlled Document 92 TTF Objectives
- Controlled Document 140 KTS Objectives
- Controlled Document 199 MN Objectives
- Controlled Document 219 SAWTP Objectives
- Controlled Document 355 CAS Objectives

4 RESPONSIBILITIES

The **Head of Department** is responsible for:

- Determining, rating and logging the aspects and impacts of the site operations using WS004.
- Updating the necessary documentation and communicating with the Professional Officer – Management Systems the significant aspects and impacts.
- Discussing with the Professional Officer – Management Systems the environmental objectives and targets for the year ahead.
- Communicating with the site's employees the yearly environmental objectives and targets.

The **Professional Officer – Management Systems** is responsible for:

- Together with the Facility/ Plant Manager reviewing the aspects and impacts log WS004 to ensure that all aspects and impacts are included.
- Together with the Head of Department, determining the Objectives and Targets for the year ahead.

5 METHOD

The document WS004 is composed of four sheets: WS004 Negative Aspects, WS004 Positive Aspects, WS004 Life-Cycle diagram and WS004 Criteria.

5.1 IDENTIFICATION OF NEGATIVE ASPECTS AND IMPACTS

A life cycle perspective is applied to determine and record the various elements making up the operations at the (respective) site in the Aspects and Impacts Log (WS004 Negative Aspects). Subsequently, the situation in which the aspect is likely to occur is determined and recorded on the same form (WS 004 Negative Aspects):

- Normal – what happens most of the time
- Abnormal – non-routine, less frequent operations
- Potential Emergency – possible accidents

The influence of the environmental impact generated by the particular aspect is also noted. The influence can be:

- Internal – impact confined to company premises
- External – impact extended to neighbouring areas
- Country – impact influences the country
- Global – impact has a global influence on the environment

A risk assessment for each aspect is then carried out. Risk is calculated as a numerical measure which is the *product* of the **Consequence of an Occurrence** and the **Probability of the Occurrence**.

The Consequence (of an Occurrence) is based on the summation of 3 factors:

- Interested Parties – the number of stakeholders influenced by each aspect and related impact
- Quantity – the magnitude of the aspect
- Possible Damage – the possible environmental damage to be generated if the aspect occurs or had to occur

The Probability (of the Occurrence) is based on the summation of 5 factors:

- Lack of Containment – any containment measures in place
- Lack of Human Control – human control in place to control or prevent the occurrence
- Lack of Monitoring – monitoring mechanisms in place to monitor the aspect
- Frequency – the frequency with which the aspect occurs / is likely to occur
- Incidents and Complaints – any past incidents or complaints related to the aspect

Each of the factors is determined by a numeric value ranging from 0 to 4 where:

- 0 means: *not applicable*
- 1 means: *insignificant*
- 2 means: *low*
- 3 means: *medium*
- 4 means: *high*

Sheet WS004 Criteria is used as guidance for rating the environmental aspects and impacts.

Determination of significant aspects is based on those aspects that:

- Have a value greater than 120¹,
- Are regulated by environmental legislation
- Have a total 'Consequence' rating higher than 9²

This will determine those areas at the respective site that require immediate environmental attention.

5.2 IDENTIFICATION OF POSITIVE ASPECTS AND IMPACTS

Sheet WS004 Positive Aspects is used to log the positive aspects identified in the processes that are found at the site. Similar to the negative aspects, weight is given to the aspects influence and legal obligations. The aspects are then evaluated against the following criteria:

- National Priority Addressed
- Reduction in Emissions
- Re-use of resources

The aspects that address the most criteria are considered as significant. The Professional Officer – Management Systems and the Head of Department determine those significant positive aspects that shall be maintained and/or improved. This information is logged in the field 'Maintenance / Improvement of Positive Aspect'.

¹ The maximum risk that can be attributed to an aspect has a value of 240. Aspects that have a value equal to or greater than half of the maximum (120) will be considered as significant.

² A ranking of 9 would cover ¾ of the maximum 'Consequence' rating.

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5.3 SETTING CONTROL MEASURES & OBJECTIVES

From the significant positive and negative aspects & impacts, the control measures or improvements are set up to control or improve the significant environmental aspects taking into account compliance and operational requirement as well as other risks and opportunities. For each control measure, a responsible person is assigned, and target date is established. Some of the measures are transferred into an objectives and targets. These objectives are monitored on a quarterly basis and the status of each is recorded by the Professional Officer- Management System and the responsible person for the the objective , who shall update the 'Progress Report' section within the sheet.

The status of the Objectives & Targets is reported on a yearly basis during Management Review Meeting.

5.4 FREQUENCY

The process of identifying aspects and impact is repeated every three years unless new or modified processes are introduced or other developments are planned or introduced within the site, in which case, the procedure is immediately applied to the respective process.

New objectives and targets are set every year as applicable.

6 RECORDS

The Aspects and Impacts Log (WS004) is updated by the Plant / Facility Manager together with the Professional Officer – Management Systems and maintained in soft copy on the server. The Objectives and Targets Logs (WS005) is managed by the Professional Officer – Management Systems . A copy of the latter is also made available on the respective site's notice board and on the intranet.

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
WS004 Environmental Aspects and Impacts	Professional Officer- Management System	Soft copy in Management System Folder on the server	Records shall be kept indefinitely.
Controlled Document 92 TTF Objectives		Soft copies:	
Controlled Document 140 KTS Objectives		-Uploaded on Intranet	
Controlled Document 199 KTS Objectives		- Management System Folder on the server	
Controlled Document 219 SAWTP Objectives		Hard Copies:	
Controlled Document 355 CAS Objectives		-Plant/ Facility Notice board	