

GROUP OPERATING PROCEDURE



Title: Environmental Aspects and Impacts

DOCUMENT CONTROL		
Doc. Reference	GOP- HSSEQ-013	Function HSSEQ
Revision Date	03/09/2021	Group Owner Group HSSEQ Supervisor
Rev. Number	5	Group Approver Group Head of HSSEQ
APPROVED VARIANCE		
No approved variances for this Group Operating Procedure currently.		
DOCUMENT REFERENCES		
Internal References	<ul style="list-style-type: none"> • FRM-GOP-HSSEQ-013.01 - Aspects Register • FRM-GOP-HSSEQ-013.02 - Environmental Aspects and Impacts Verification • Completed registers can be found under Group Health, Safety and Environment 	
External References	<ul style="list-style-type: none"> • ISO 14001:2015 	
DOCUMENT SCOPE / PURPOSE		
The scope of this document is to define the preparation and maintenance of the ASCO Environmental Aspects Register that ASCO can control or influence, this includes all ASCO activities, products and services.		
REVISION HISTORY		
Rev	Date	Comment
1.0.0	12/02/2016	Creation of procedure
2	21/11/2017	Review of procedure - introducing a new document numbering system and group templates
3	19/07/2018	Link to verification added.
4	07/01/2020	Moved to new template document. Changes to the working in internal and external references, paragraphs 7.0, 9.0, 11.0 and 13.0.
5	03/09/2021	General review. Alignment of revision date with Aspects and Impacts Register

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<h3>1.0 Requirements of this Procedure</h3> <p>Environmental aspects and impacts can often be controlled or influenced. It is documented within ASCO's HSSEQ Policy statement that we look to minimise our impacts on the Environment. As part of our accredited Environmental management programme (ISO 14001:2015) we record our aspects and impacts created as part and parcel of the operation of our business.</p> <p>If we recognise our aspects and impacts we can look at ways to reduce them. There will be a number of control measures that can be implemented in order to do this examples could be training or using the most recent technology to reduce/eliminate emissions.</p> <p>Operations within each business area have responsibility in order to review and update their aspects and impacts register. If a new process/plant/equipment is introduced this action may be captured through management of change. The HSSEQ team will walk and talk the Environmental Aspects and Impacts Register annually with operational managers in each area to ensure it is up to date and identify any potential measures where environmental savings can be made.</p>
<h3>2.0 Responsibility Summary</h3> <p>This document is relevant to the following roles:</p> <ul style="list-style-type: none">• HSSEQ Administrator• Business Area Manager• Group Head of HSSEQ• Area HSSEQ
<h3>3.0 Abbreviations & Definition</h3> <p>HSSEQ - Health, Safety, Security, Environment and Quality SID - Service Improvement Document Aspect - An element of the organisation's activities, products and services that can interact with the environment. Impact - Any change to the environment, whether adverse or beneficial, wholly, or partially resulting from an organisations environmental aspects.</p>
<h3>4.0 Influence of Aspects</h3> <p>Environmental aspects that ASCO can control or influence include:</p> <ul style="list-style-type: none">• ASCO Services• Base tenants' activities, products, and services• Supplier/contractor operations, products, and services.
<h3>5.0 Outwith ASCO Control/Influence</h3> <p>Environmental aspects that ASCO can neither control or influence include:</p> <ul style="list-style-type: none">• Customers' activities, products, and services.
<h3>6.0 The Register</h3> <p>Identifies environmental impacts arising from the company's activities, products, and services.</p>

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7.0 Identification

Aspects and associated environmental impacts of activities, products and services may be identified through, but not limited to information gathered from the following:

- Initial Environmental Reviews
- Issues raised at Safety & Environmental meetings
- SIDs Database
- AIRs Database
- Internal/external audits & inspections
- Safety representatives
- Members of the workforce
- LiveSafe interventions
- Internal/external audit.

8.0 Direct Impacts

Impacts are categorised as:

- Emissions to air
- Releases to water
- Releases to land
- Use of raw materials and natural resources
- Use of energy
- Energy emitted, for example, heat, radiation, noise
- Waste and by-products
- Physical attributes.

The aspect should be considered under normal, abnormal (for example, start-up/shut down) and emergency conditions.

9.0 New Entries

The Aspects Register is a live document available on ASCO connect and therefore new entries can be added at any time. Any aspects that ASCO can control or influence are to be added. Business areas outside the UK can utilise form [FRM-GOP-HSSEQ-013.01](#).

10.0 Register

Each Business Region shall identify their own aspects and impacts register, using FRM-GOP-HSSEQ-013.01. Each aspect is to be given a reference number, which will allow cross reference with their Legal Register.

Significance
Significant aspects are to be identified using [FRM-GOP-HSSEQ-013.01](#) (Significance tab) in conjunction with [FRM-GOP-HSSEQ-013.01](#) (Assessment matrix tab) this follows a similar methodology to risk assessment also includes factoring in legislation.

Control or Influence
State whether ASCO have control or only influence over each aspect. ASCO have direct control over activities that we carry out, but only influence over tenant activities, for example.

Control Measures

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<p>Each business region is to identify the control measures in place, or required, to reduce the impact of that aspect.</p> <p>Legislation Where applicable, legislation governing an aspect is to be documented in the relevant column.</p> <p>Regional Register Each business region maintains a copy of their Aspects Register and forwards a copy to ASCO HSSEQ</p> <p>ASCO Register ASCO HSSEQ maintain a copy of all Business Region Registers. Responsibility for maintenance of this Register remains with the Business Region.</p>
<p>11.0 Management Programmes</p> <p>Objectives, targets and environmental programmes are designed to implement either the control, reduction or elimination of common significant impacts, issued as part of the annual HSSEQ Plan for the year. Individual departments may address specific significant impacts within their department EMP in addition to internal audit.</p>
<p>12.0 Review of Register</p> <p>Each region shall review the register by internally assessing their activities, products, and services at least annually or when a new activity commences to ensure information is up to date. This review will be reported on the scorecard and subject to internal audit.</p>
<p>13.0 Authorise Changes</p> <p>Each business region shall raise changes to their own Register and return to HSSEQ for update.</p>

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