

Environmental Aspects, Impacts, Objectives, Targets and Programmes Procedure

Reference: EMS DOC 6.2

DocumentKits Issue No: 1.0

Organisation Issue No:

DocumentKits Issue Date: 03/12/2019

Organisation Issue Date:

1. Scope

To define a process for identifying environmental aspects of Organisation Name, assessing the impact of those aspects, defining environmental objectives and targets for key environmental impacts and planning management programmes to control objectives.

2. Responsibilities

2.1 The Chief Executive Officer (CEO) is responsible for ensuring that environmental objectives and targets are established and that programmes for achievement of the objectives are in force.

2.2 Manager/Executive (genericline) are responsible for defining objectives and programmes for their achievement and assigning responsibility for programme execution.

2.3 The Environment Manager is responsible for coordinating the elements of this procedure and publishing of the measurements of performance against objectives.

3. Procedure

3.1 The Management of Organisation Name shall arrange to identify a list of environmental aspects. This includes contributions from all levels within Organisation Name.

3.2 Each environmental aspect is assessed for impact using
"a suitable scoring system, or other means as appropriate."

3.3

"An appropriate methodology is to conduct a 'mind shower' or 'brainstorm' exercise with a group of Employees/Staff drawn from all appropriate levels and activities within Organisation Name. This group would generate a list of environmental aspects."

3.4 Each aspect is then assessed in turn for likelihood of occurrence and severity of environmental impact

"using a score system (normally 1 to 5 with 1 being low or insignificant and 5 being high or very significant). The two scores are then multiplied to give an overall environmental significance score. Note than any legislative point or permit would make the severity rating 5 for that aspect."

The [Environmental Aspects Record](#) can be used to record these aspects.

3.5 The highest scoring aspects are then reviewed further with study and research. For those impacts identified as significant, a further assessment shall be made to determine a target and an objective. Performance against these objectives is monitored and reported to senior management in accordance with the [Monitoring, Measurement, Analysis, Evaluation Procedure](#).

<<3.6-3.10 removed for sample purposes>>

Document Owner and Approval

The Environment Manager is the owner of this document and is responsible for keeping it up to date.

The current version of this document is available to

"Specify which members of staff this document is intended for"

and is published

"Describe the location(s) - electronic and physical - where this document is available"

Its approval status can be viewed in the [Master List of Document Approval](#).