

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR ENVIRONMENTAL
ASPECTS AND IMPACTS**

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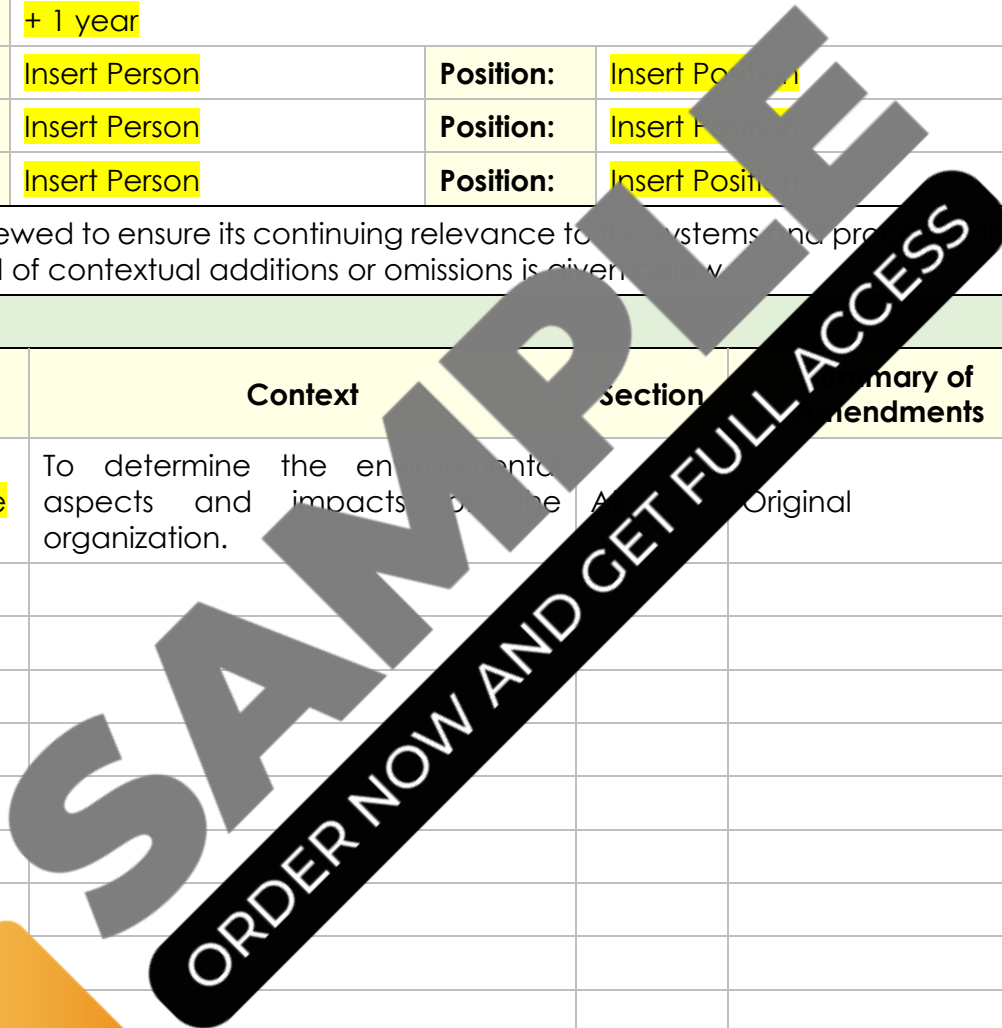
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1. APPROVAL

Document Control			
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This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To determine the environmental aspects and impacts of the Original organization.	Original
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
Document Title:	Environmental Aspects and Impacts	Rev:	1.0
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2. PURPOSE

The purpose of this procedure is to outline the methodology for identifying environmental aspects relating to **Insert Your Company** operations and for the determination of related impacts that may have actual or potential impacts on the environment.

3. SCOPE

This procedure applies to the process that **Insert Your Company** undertakes to ensure (so far as is reasonably practicable) that environmental aspects and associated impacts are identified, assessed and controls are implemented to eliminate or mitigate the risks.

4. TERMS AND DEFINITIONS

Term	Definition
Aspect	An element or part of an activity that can interact with the environment.
Impact	The degree to which an aspect may affect operations and the environment.
Opportunity	The positive impact of an activity.
Outputs	The result of a process.
Process	A series of interacting activities which use inputs to deliver a result.
Risk	The likelihood of a negative effect.
Risk Assessment	The process of risk identification, risk analysis and risk evaluation.
Risk Breakdown	Planning your objectives and actions with consideration of known risks and their potential effects. The ideal situation is to minimize the likelihood or impact of unwanted outcomes.
Risk Register	A plan developed with the intent of addressing all known or possible risks and preventing their occurrence.
Uncertainty	A deficiency of information related to understanding or knowledge of an event, its consequence, or likelihood. (Not to be confused with measurement uncertainty.)

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: