

<b>Department</b>	<b>Environmental, Health and Safety</b>	<b>Document no</b>	<b>EHS-055</b>		
<b>Title</b>	<b>Environmental Aspect Register</b>				
Prepared by:		Date:		Supersedes:	
Checked by:		Date:		Date Issued:	
Approved by:		Date:		Review Date:	

## 1.0 AFFECTED PARTIES

All Environment, Health and Safety personnel

## 2.0 PURPOSE

This SOP describes the procedure for establishing and updating an *Environmental Aspects Register* for the GMP site. It outlines steps for identifying, rating and reviewing environmental aspects and impacts.

## 3.0 SCOPE

This SOP applies to all activities, processes, product and services, which impact or can, have a beneficial or adverse impact on the environment. This includes contractors and raw materials, intermediate and final products, and by-products.

## 4.0 RESPONSIBILITY \ BUSINESS RULES

GMP site is required to establish and maintain this procedure to identify the environmental aspects of its activities, products or services that it can control and over which it can be expected to have an influence, in order to determine those that can or have significant impacts on the environment. The site shall ensure that the aspects related to these significant impacts are considered in setting its environmental objectives.

The *Environmental Aspects Register* review will be conducted on an annual basis.

### 4.1 EHS Manager

The EHS Manager shall ensure this procedure is followed and that relevant stakeholders are consulted in the establishment of the *Environmental Aspects Register* and subsequent actions arising from the Register.

### 4.2 Site Leadership Team

The team shall assist the EHS Manager in the development and maintenance of the *Environmental Aspects Register* and shall support the timely completion of subsequent actions arising from the Register.

### 4.3 Significant Impacts

Impacts shall be deemed significant if the following conditions exist after consideration of existing controls (see **Step 5.7**).

## 5.0 PROCEDURE

### 5.1 List Activities

A list of all applicable, activities, products and services for the site with actual or potential environmental consequences has to be generated. This will be the basis for creation of the *Environmental Aspects Register*.

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	environment. Identify using the letter 'E'.		

Impacts that are identified can also be categorised as

- Actual Impacts (these are impacts that occur as a direct result of the aspect)
- Possible impacts (due to failure of process and systems)
- Future impacts (considering proposed changes and additions)

The nature of impact should be considered so as to identify the appropriate control measure to mitigate the impact.

#### 5.4 Rating Scheme

A rating scheme has been devised to determine quantitatively the level of impact has for a particular aspect. This rating scheme is applied before and after controls are applied to a particular impact. The rating scheme is as below:

**Table 2: Severity Rating**

Category	Rating number	Definition
<b>Severity</b>	<b>1</b>	No injury or first aid only, no environmental or business impact.
	<b>2</b>	Short term illness or injury, minor environmental or business impact.
	<b>3</b>	Long term illness or serious injury, major environmental or business impact.
	<b>4</b>	Kill or permanent disability or ill health, critical environmental or business impact.

**Table 3: Likelihood Rating**

Category	Rating number	Definition
<b>Likelihood</b>	<b>1</b>	Very unlikely (could happen but probably never will)
	<b>2</b>	Unlikely (could happen but very rarely)
	<b>3</b>	Likely (could happen sometime)
	<b>4</b>	Very likely (could happen anytime)

**Table 4: Improvement Opportunities**

Category	Rating number	Definition
<b>Improvement</b>	<b>1</b>	None

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The rating scheme is performed using the formula in **Section 5.4** before existing controls are considered and again after existing controls are implemented as part of the *Environmental Aspects Register*

### 5.6 Significant Impacts

Aspects with a final rating of 11 or more are considered significant. It should be noted that all aspects, which are regulated under legislation or corporate guidelines, must be rated as a significant impact. Also all aspects that can cause severe environmental damage must also be rated as a significant impact.

### 5.7 Opportunities and Actions

For each Impact, possible opportunities for improvement and implementation of controls must be done in consultation with relevant parties and stakeholders. Based on identified opportunities or other appropriate information, actions plans must be developed and executed wherever possible to ensure that existing controls are in place and new controls are introduced.

### 5.8 Annual Review

The EHS Department on an annual basis shall review the *Environmental Aspects Register*.

## 6.0 DEFINITIONS / ACRONYMS

Not applicable

## 7.0 SUMMARY OF CHANGES

<b>Version #</b>	<b>Revision History</b>
EHS-055	New