Procedure for Identification and Evaluation of Environmental Aspects and Risks

1. Purpose, scope and users

The purpose of this procedure is to define the methodology (approach) for identifying and evaluating environmental aspects that Crystele Homes can control and affect within the scope of the IMS (*Integrated Management System*).

This procedure is applied to all activities, products, and services within the scope of the IMS that have environmental aspects. Locations, activities, products, and services with significant environmental aspects can't be excluded from the scope of the IMS.

Users of this document are all employees of Crystele Homes inside the scope of the IMS.

2. Reference documents

- ISO 14001:2015, clauses 6.1.1; 6.1.2
- Integrated Management System Manual
- Scope of the Integrated Management System

3. Methodology for identifying and evaluating environmental aspects

In order to better identify and understand the environmental aspects, the Construction Manager gathers, analyses, and reviews data on:

- Expectations and requirements of interested parties regarding the environment
- Legal and regulatory requirements
- Technical and project documentation of products and facilities
- Changes in activities, processes, products and services
- Reports on environmental impact and ecological incidents, as well as potential emergency situations
- Information from provider about lifecycle of process, product, or service
- Risks and opportunities regarding environmental aspects and impacts

The Construction Manager records these data in the Process Aspect Chart.

3.1. Risks and opportunities

The Construction Manager identifies and evaluates risk regarding environmental aspects in the Process Aspect Chart, while the opportunities related to environmental aspects are recorded in a free form document that must include, but is not limited to:

- Environmental aspects related to the opportunity

- Actions to address the opportunity
- Responsibility for the actions
- Resources needed and the deadline

3.2. Identification of EMS aspects and their impact

The following steps are taken in order to perform identification of environmental aspects:

1.	Identify all processes	Responsibility of Construction Manager
2.	Identify all activities in process by order of execution	Responsibility of Construction Manager
3.	Identify all inputs for each activity	Responsibility of Construction Manager
4.	Identify all outputs from each process/activity	Responsibility of Construction Manager
5.	Identify all aspects that are built in process/activity	Responsibility of Construction Manager
6.	Identify all aspects regarding maintenance of equipment and installations	Responsibility of Construction Manager
7.	Identify all aspects related to activities of suppliers, subcontractors and clients	Responsibility of Construction Manager
8.	Identify all aspects identified during design and development or changes in process, activities, product, and services	Responsibility of Construction Manager
9.	Identify all aspects emerging from abnormal conditions and emergency situations	Responsibility of Construction Manager
10.	Identify impacts according to identified aspects	Responsibility of Construction Manager

The person responsible for each step enters the results of the above-mentioned steps in the Process Aspects Chart, in which a separate sheet is created for each identified process.

All environmental aspects must be identified and entered into the Process Aspect Chart. Qualitative evaluation and exclusion of aspects prior to their evaluation is forbidden.

3.3. Evaluation of environmental aspects and their impact

Aspects and impacts that won't be evaluated, but are considered to be significant are:

- Aspects to which legal regulation refers
- All aspects representing legitimate interests of interested parties

3.3.1. Criteria for evaluation of environmental aspects and their impact

Other identified environmental aspects are evaluated by Responsibility of Construction Manager according to the following criteria and documented in the Process Aspect Chart:

C1 – Criteria related to probability (frequency) of aspects and their impact

C1 Probability and frequency of environmental aspects	Rate
Impact could occur, but it never happened before	1
Impact occurs rarely, once a year	2
Impact occurs more than once a year	3
Impact occurs every month	4
Impact occurs every day or every time the activity is executed	5

C2 – Criteria related to scale of impact and consequences

C2 Scale of impact and consequences	Rate
No consequences to the environment	1
Minor impact on the environment	2
Noticeable impact on the environment	3
Serious impact on the environment	4
Critical consequences to the environment	5

Note: If scale of impact and consequence are rated with 5, the aspect is considered to be significant regardless of other criteria.

C3 – Criteria related to time of recovery

C3 Time of recovery	Rate
Immediate recovery after termination of aspect	1

Short time period is needed for recovery	2
Long time period is needed for recovery and sanitation	3
Recovery is possible only by enforcing appropriate actions (recultivation, remediation, and other type of sanitation) and will require a significant amount of time	4
Recovery isn't possible	5

Note: If time of recovery is rated with 5, the aspect is considered to be significant regardless of other criteria.

C4 – Criteria related to the reach of impact

C4 Reach of impact	Rate
The aspect has impact of insignificant scale	1
The aspect has impact that is limited to a small area within the organization	2
The aspect has impact that spreads across the whole organization	3
The aspect has impact outside the organization	4
The aspect has impact that affects a regional area	5

3.3.2. Significance of aspects and their impact

In cases when criteria C2 and/or C3 are rated with 5, the aspect is considered to be significant.

After determining a rating for each criterion, Responsibility of Construction Manager determines the level of significance of the aspect and its impact on the environment (E) as a summation score for each criterion and enters it into the Process Aspect Chart:

E = C1 + C2 + C3 + C4

Level	Level of significance of aspect and its impact	Score	Actions that need to be taken
I	Aspect/impact has no or small significance	4-6	Acceptable aspect/impact; no additional action needs to be taken
II	Aspect/impact has medium significance	7-12	Application of procedures or instructions, monitoring and reporting

III	Significant (critical) aspect/impact	13-20	Process needs to be halted and activity stopped, conduct immediate actions to change and improve process or product/service provision

Note: If there are no aspects with level III, Crystele Homes will identify the 5 highest-rated aspects as significant.

3.3.3. Analysis of significant aspects and their impacts

According to the evaluation of aspects and their impacts, the Construction Manager will:

- Define Environmental Objectives and Plans for Achieving Them
- Identify needs for training
- Establish operational control
- Define needed monitoring and measurements
- Evaluate significance of aspects in case of changes in processes, activities, equipment, products, and services
- Periodically evaluate aspects and their impacts, at least once a year.

4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Process Aspects Chart	08.1	Older versions are archived for 3 years	SharePoint	Microsoft Office 365 Redundancy and Versions	Construction manager

Only the Director or Operations Manager can grant other employees access to the records.

5. Appendices

Appendix 1 – Process Aspects Chart

6. Change history

Date	Version	Created by	Description of change
19/11/2021	0.1	S.Pauley	Document Creation
2/8/2021	1.0	S.Pauley	Document Approved by D.Lettieri
