

	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM	Doc Number	EM-PR 02 A
	<b>ENVIRONMENTAL ASPECTS</b>	Compiled By	OBS
		Approved By	Abdul Kamdor
		Clause Reference	6.1.2
		Issue Date	16 <sup>th</sup> November 2017

## 1. Purpose

This procedure outlines the methodology used by KDG Logistics to identify and evaluate environmental aspects associated with its activities, products, and services, including the criteria for determining their significance. The goal is to ensure compliance with ISO 14001:2015 requirements and to manage environmental impacts effectively.

## 2. Scope

This procedure applies to all operations, facilities, and activities under the control or influence of KDG Logistics, including vehicle transportation, fleet maintenance, and administrative processes.

## 3. Definitions

- **Environmental Aspect:** An element of an organization's activities, products, or services that interacts with the environment.
- **Environmental Impact:** Any change to the environment, whether adverse or beneficial, resulting from an environmental aspect.
- **Significant Environmental Aspect:** An environmental aspect that has or can have a significant environmental impact, determined based on specific criteria.

## 4. Responsibilities

- **Environmental Manager:** Oversees the identification and evaluation process, ensures criteria are applied consistently, and maintains the Environmental Aspects Register.
- **Department Heads:** Provide input on activities, products, and services under their control.
- **Employees:** Participate in identifying environmental aspects and impacts relevant to their roles.

## 5. Procedure

### 5.1 Identification of Environmental Aspects

1. **Activities, Products, and Services:**
  - Review all operations, activities, products, and services within the EMS scope.
  - Consider routine, non-routine, and emergency situations.
2. **Potential Environmental Interactions:**
  - Identify all potential interactions with the environment, including:
    - Air emissions (e.g., CO<sub>2</sub>, particulate matter from fleet operations).
    - Waste generation (e.g., hazardous and non-hazardous waste).
    - Resource use (e.g., water, energy, fuel).
    - Noise pollution.
    - Spills and leaks (e.g., fuel or oil).
3. **Documentation:**
  - Record identified environmental aspects in the Environmental Aspects Register.

### 5.2 Evaluation of Environmental Aspects

1. **Criteria for Significance:**
  - The significance of each aspect is determined using the following criteria:
    - **Legal and Regulatory Requirements:** Does the aspect have associated compliance obligations?
    - **Environmental Impact Magnitude:** What is the potential severity of the impact on the environment?
    - **Frequency and Likelihood:** How often does the aspect occur, and how likely is the impact?
    - **Stakeholder Concern:** Are there concerns from customers, regulators, or the community?
    - **Control Potential:** Can the aspect be effectively controlled or mitigated?
2. **Scoring System:**
  - Assign a numerical score to each criterion based on a predefined scale (e.g., 1-5).
  - Calculate the overall significance score by summing the scores for all criteria.
3. **Threshold for Significance:**
  - Aspects with a total score above the predetermined threshold are classified as significant.

### 5.3 Review and Validation

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1. **Internal Review:**

- The Environmental Manager reviews the evaluation results to ensure consistency and accuracy.

2. **Approval:**

- Significant aspects are approved by senior management and integrated into the EMS for further management and monitoring.

3. **Update and Revision:**

- The identification and evaluation process is reviewed annually or whenever significant changes occur (e.g., new operations, updated regulations).

6. **Documentation and Records**

- **Environmental Aspects Register:** Contains a comprehensive list of identified aspects, evaluations, and significance determinations.
- **Significance Evaluation Records:** Detailed scoring and criteria applied for each aspect.
- **Revision History:** Tracks updates and changes to the identification and evaluation process.

7. **Communication and Training**

- Employees and relevant stakeholders are informed of significant environmental aspects and trained on their roles in managing these aspects.

8. **Conclusion**

This procedure ensures a systematic approach to identifying and evaluating environmental aspects, enabling KDG Logistics to address significant environmental impacts proactively and meet its compliance and sustainability objectives.