

**ABC .**  
**ASPECT - IMPACT EVALUATION SHEET**  
**Department - Office**

Main Activity: Office(Administration)				Document Code: EAR-001							Effective Date: 01.01.2023		
Activity S/No.	Activity /Product Service	Control D/I	Condition N/A/E	Environmental Aspects	Environmental Impact	LC		Likelihood (L)	Severity (S)	Impact Rating (R)	Additional Control/ Mitigation plan	LCP (YES/NO)	Controls to address LCP
						Yes	No						
1	Use of paper	D	N	Waste generation	Land pollution/ Global warming	No	No	3	2	M	OCP-01	Yes	Reducing the amount of paper / Promote recycled paper usage
2	Use of tones/cartridges	D	N	Waste generation	Land pollution	No	No	2	2	L	Signature with "Please consider the environment before printing this e-mail."	Yes	Reducing the amount of tones/cartridges
3	Use of IT-material (laptops)	D	N	Waste generation	Land pollution	Yes	No	2	2	L	No	No	
4	Printer	D	N	Usage of Energy	Depletion of natural resources	Yes	No	2	2	L	No	Yes	
				Generation of electronic waste	Land contamination	Yes	No	2	2	L	No	Yes	Buy back arrangemnet with supplier
5	Air Conditioner	D	N	Usage of Energy	Depletion of natural resources	Yes	No	3	3	M	EMP01	No	
				Emission of harmful gases	Global warming	Yes	No	2	2	L	No	No	
6	Light & Fan	D	N	Usage of Energy	Depletion of natural resources	Yes	Yes	3	3	M	EMP01	No	
				Heat Generation	Global warming	Yes	Yes	2	2	L	No	No	
7	Furniture	D	N	Cutting of trees for wood	Depletion of natural resources	Yes	No	2	2	L	No	No	
					Global warming	Yes	No	2	2	L	No	No	
8	Fuel	D	N	Usage of Petroleum	Depletion of natural resources	Yes	No	2	2	L	No	No	
				Emission of harmful gases	Pollution	Yes	No	2	3	M	No	No	
9	Pens/Pensils	D	N	Generation of waste	Land contamination	No	No	2	2	L	No	No	
				Usage of natural resources	Depletion of natural resources	No	No	2	2	L	No	No	
10	Transportation/ Travel of persons	D	N	Use of vehicles	Depletion of natural resources, Air pollution	No	No	2	2	L	No	Yes	Pool Transport system, Use of Public transport.

Abbreviations: D-Direct, I-Indirect, N-Normal, A-Abnormal, E-Emergency, LC-Legal Concern, IPC-Interested Party Concern, LCP: Life Cycle Perception