1.0   Purpose

The purpose of this procedure is to provide mechanisms to:
- Identify environmental aspects and impacts;
- Evaluate those aspects and impacts that are significant;
- Evaluate - new developments, modified activities, products or services - for environmental aspects

2.0   Scope

This procedure is applicable B / E Aerospace West Point facility operations as defined in the Scope section of the EMS Manual (Section 2).

3.0   Responsibilities

The Environmental Management Representative (EMR) in conjunction with EMS Team (EMST) and other key employees is responsible for the overall process of identifying environmental aspects and impacts and evaluating them for significance.

4.0   Forms Used

EF-01A   Aspects / Impacts Form
EF-01B   Impacts Significance Criteria Form
EF-01C   New Project Environmental Checklist

5.0   Procedure

5.1   Identifying Environmental Aspects / Impacts – Initial Process

Using pertinent plant information (e.g., process flow diagrams, plant layout maps, process experts, etc.), the EMST or designees – will meet to brainstorm and determine environmental aspects as follows:

STEP 1 – List all areas or departments of the Plant on Form EF-01A.

STEP 2 - For each area / department, consider all activities, products and/or services that occur there and list on form EF-01A, all **wastes** or **byproducts** that may occur. Include any other element of the activity, product or service – that interacts with the environment. These are the **environmental aspects**.

STEP 3 - Identify the **impacts** associated with each Aspect (impact is the effect on the environmental resource (i.e., air pollution, water pollution, depletion of resources, etc)
NOTE: For definitions, see section 5 of EMS Manual

5.2   Determining Significant Environmental Aspects / Impacts

The "ranking" procedure for determining significance is fully explained on the referenced Aspects form. A simple scenario/ method is described below:

STEP 4 - The EMST will then select which significance criteria to be used to "Rank" impacts. For each criteria selected, the EMST will then define what each ranking number means (i.e., 1 = moderate impact, 2 = strong impact, etc) - and document this on the Impacts Significance Criteria Form EF-01B.

STEP 5 - On the Aspects/Impacts Form EF-01A, for each impact, score the impact in each of the selected criteria categories - a value of 1-5, depending on how that impact matches with the criteria defined on form EF-01B
- Calculate the total of impact ratings (as designated on Form EF01A)
- Significant Aspects will be designated as shown on Form EF0-01A
NOTE: Significance threshold may change according to geographical location

5.3   Maintenance of Aspects / Impacts

Lists of the aspects identified shall be maintained and shall be reviewed by the EMST at least annually to identify any new aspects that should be added and any old aspects that should be deleted.

5.4   EMS Changes for New Developments, Modified Activities, Product or Services

5.4.1   For other **new developments, modified activity, product or service (new project)**, the *initiating activity manager* (i.e., business unit director) will complete page 1 of the New Project Environmental Checklist (EF-01C) and sign it.

5.4.2   The EMR, or designee, shall review the checklist to ensure that all relevant environmental issues have been identified, and fully addressed. If page 1 of the form is incomplete, the EMR shall return the checklist to the initiating activity manager for completion.

5.4.3   Once page 1 of the form has been completed, the EMR, or designee, shall review the environmental aspects and potential impacts of the project – by completing page 2 of the form.

5.4.4   If there are new environmental aspects or if the new project affects existing aspects, the following review outcomes should be followed:

- Project is acceptable - no new environmental areas are affected, requiring no changes to the EMS. Copy of Checklist is returned to the requestor with EMR approval signature. The original is kept by the EMR.

- Project is not acceptable based on the information provided. Copy of the Checklist is returned to the requestor with documented reasons for project rejection.

- Project is acceptable - changes to the EMS are required as documented on Checklist. Copy of the Checklist is returned to the requestor with EMR approval signature. The original is kept by the EMR.

5.4.4   If approved, the requestor will communicate to the EMR when the expected change will take place & verify after it has taken place. The EMR or designee will verify all necessary changes to the EMS have been made and implemented by completing the EMS change verification portion of the Checklist form. Changes to the EMS may include
- Revised Aspects List
- New and/or revised Targets and Objectives Project Plans
- New and/or revised Legal Requirements
- New and / or revised Trainings, operational controls, emergency procedures, monitoring parameters, or other areas of the EMS

6.0   References

ISO 14001-2004; §4.3.1

7.0   Related Procedures

8.0   Records

List of Environmental Aspects & Impacts
Significant Impacts Criteria
New Project Environmental Checklist

9.0   Revision History

Revision No.	Description of Change	Page #	Date
1	Original	1-4	07/30/10