



## ENVIRONMENTAL MANAGEMENT SYSTEM

### PROCEDURE

#### “SIGNIFICANT ENVIRONMENTAL ASPECTS IDENTIFICATION”

Procedure Code: AES-EMS-ESP-01

| Prepared By   | Approved By  |
|---|--|
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## ADVANCED ENVIRONMENTAL SERVICES LLC.

Procedure Title: SIGNIFICANT ENVIRONMENTAL ASPECTS

Procedure Code: AES-EHS-ESP- 01

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### 1.0. PURPOSE

The aim of this procedure is to assign Environmental responsibilities and identify the significant environmental aspects of AES's activities, products and services. These Management System procedure outlines the requirements and responsibilities for identifying environmental aspects, and those which AES control and also can be expected to have an influence over, in order to determine which can have significant environmental impacts. Based on the information generated, AES will identify and document significant environmental aspects, which are considered when setting objectives and targets.

### 2.0. SCOPE

This procedure covers AES's Cleaning, Pest Control and waste management services

### 3.0. DEFINITION

- **Environmental Aspect:** Element of organization's activities, product or services that can interact with the environment.
- **Environmental Impact:** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

### 4.0. RESPONSIBILITIES

|  |   |
|--|---|
| Environmental Management Representative (HSE Manager),<br>Operations Manager/ Project Managers | Determination of Aspects and Impacts, Significance Rating |
|--|---|

### 5.0. PROCEDURE

#### 5.1 Identification of Environmental Aspects and Its Impacts

HSE Manager initiates the process of identifying environmental aspects for AES's activities, products and services, and develops and documents a list of significant environmental aspects – some of which are company-wide and some of which are specific to Project Sites. The process include soliciting input from Project Mangers and

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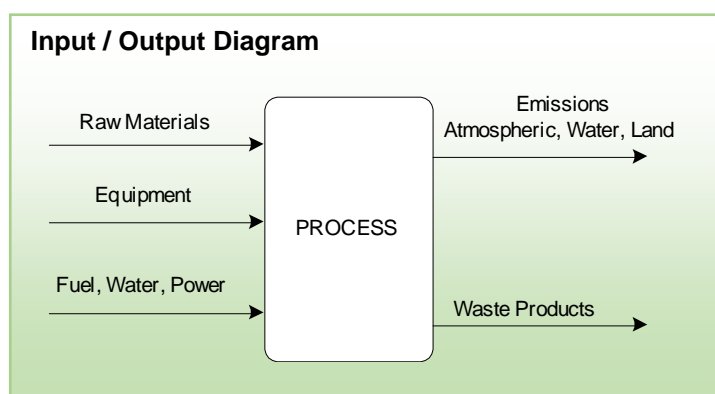
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professionals from other organisation, as appropriate, and examining the activities at each site including Head Office.

The following is considered:

- Inputs and outputs from routine operations.
- Potential for accidents for accidents and emergency situations and their effect to the environment



The determination of environmental impacts shall be based on the best professional judgement of the HSE Manager and Project Managers, with advice and counsel from other professionals, as needed. The findings shall be recorded by the HSE Manager in the Environmental Aspects Register.

### 5.2 Significance Rating

Environmental aspects, which can have significant environmental impacts, are classified as significant environmental aspects. The significant aspects shall be identified through the Significance Rating method as described:

| Activity, Product or Service              | Aspect                            | Impact                        | Rating |    |    |    |    | Significance |
|---|-----------------------------------|-------------------------------|--------|----|----|----|----|--------------|
|   |                                   |                               | SC     | SE | CO | DU | T  |              |
| Activity: Handling of Hazardous Materials | Potential for Accidental Spillage | Contamination of Soil / Water | 2      | 3  | 3  | 3  | 11 | High         |

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Rating is based on:

|                         |    | Point Scale |     | Significance Level |          |
|-------------------------|----|-------------|-----|--------------------|----------|
| Scale of Impact         | SC | High        | = 3 | High               | ≥ 8      |
| Severity of Impact      | SE | Medium      | = 2 | Medium             | = 5 to 7 |
| Chance of CO Occurrence | CO | Low         | = 1 | Low                | ≤ 4      |
| Duration of Impact      | DU |             |     |                    |          |

Significant environmental aspects shall be documented, reviewed, prioritized and updated, as necessary by the Environmental Management Representative in the *Significant Aspects Prioritization Register*. At a minimum, significant environmental aspects shall be reviewed annually.

### 5.3 Changes

Where changes in activities, products or services occur, these shall be evaluated for environmental aspects and impacts, and the significance as per methodology discussed above.

### 5.4 Communication of Significant Aspects

The Environmental Management Representative shall communicate the list of significant environmental aspects for all of AES to the Project Managers. The Project Managers shall communicate the significant aspects that pertain to their location to all relevant staff. Any changes to the list of significant environmental aspects shall be likewise communicated.

## RECORDS

Records of identified aspects & significant environmental aspects.

### 6.o. CHANGE HISTORY

| Change History   |             |                 |
|------------------|-------------|-----------------|
| Issue & Rev. No. | Issue date. | Change Details. |
| 01/01            | 20.04.2017  | Initial Issue   |
| 01/02            | 04.10.2017  | Reviewed        |