

[Organization logo]

[Organization name]

**Commented [14A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## PROCEDURE FOR OPERATIONAL CONTROL OF SIGNIFICANT ENVIRONMENTAL ASPECTS

**Commented [14A2]:** If you want to find out more about operational controls in ISO 14001 and how it is related to environmental aspects, see: [Understanding relationship between environmental aspects and operational procedures](http://advisera.com/14001academy/blog/2015/04/20/understanding-relationship-between-environmental-aspects-and-operational-procedures/)  
<http://advisera.com/14001academy/blog/2015/04/20/understanding-relationship-between-environmental-aspects-and-operational-procedures/>

**Commented [14A3]:** Adapt to the existing practice in organization.

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**Commented [14A4]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

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## Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

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## 1. Purpose, scope and users

The purpose of this document is to define the process of determining, documenting, and conducting control of operations related to significant environmental aspects, policy, and objectives of [organization name].

This document is applied to all activities of [organization name] within the scope of the Environmental Management System (EMS) where significant environmental aspects emerge.

Users of this document are all employees of [organization name].

## 2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Environmental Manual
- Environmental Policy
- Environmental Objectives and Plans for Achieving Them
- Procedure for Identification and Evaluation of Environmental Aspects

## 3. Operational control of significant environmental aspects

The operation control is a set of applied technical solutions and/or procedures, working instructions, and working criteria for control of an activity, product, or service that generates significant environmental aspects.

### 3.1. Operational control hierarchy

When planning the controls, whether they are just in a phase of establishing or a result of planned

- **Risk elimination** – e.g., changes in activities (e.g., introducing equipment that will decrease the risk level)
- **Substitution** – e.g., replacement of toxic materials or decrease of energy in the system (temperature, pressure, etc.)

### 3.2. Operation control in design and development process

[Job title] is responsible for including environmental requirements in design and development inputs that contain, but are not limited to:

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Commented [14A6]: Delete if your organization doesn't perform design and development.

[organization name]

- Selection of environmentally friendly raw materials
- Changes in technology, processes, and activities in order to decrease environmental aspects
- Efficient use, preservation, and consumption of energy and possibility to substitute them with renewable energy sources

- [redacted]
- [redacted]
- [redacted]

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Design and development outputs can include, but are not limited to:

- Instruction on handling replaced parts and product after use

- [redacted]

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### 3.3. Operation control in purchasing and outsourced processes

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Suppliers providing material and services to [organization name] must follow legal and other requirements regarding delivery of tools, equipment, and material and appropriate documentation.

Service and material suppliers are obliged to provide MSDS lists (Material Safety Data Sheets or list of dangerous materials) in electronic or paper form for the following materials:

- Chemicals
- Fuels and lubricants
- [redacted]
- [redacted]
- [redacted]
- Means for etching and degreasing
- Hygiene substances

- [redacted]
- [redacted]

Commented [14A10]: Adapt to organization's needs.

For other materials, the supplier is obliged to notify [organization name] if its material contains any dangerous components.

[redacted]

Commented [14A11]: Delete if your organization doesn't have such partners.

[Job title] informs subcontractors about activities in [organization name] performed in case of environmental accidents and incidents. Subcontractors are obliged by contract to follow environmental rules and regulations adopted by [organization name].

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#### 3.3.1. Evaluation of suppliers according to EMS

[Job title] must perform supplier selection, taking into account the environmental impact of their activities, products, and services.

[redacted]

[organization name]

Symbol	Criteria	Range of Points
CE	Certified EMS	from 0 to 20

**Commented [14A13]:** These are suggested criteria and range of points; adapt to needs of organization.

*CE – Certified EMS*

Points	Description
20	Organization has a certified EMS and established even stricter requirements compared to ISO 14001
5	Organization doesn't have a certified EMS, but acts according to ISO 14001

*PC – Product and package characteristics*

Points	Description
15	Product/package is recyclable
0	Product/package has negative influence on environment and can't be retrieved to manufacturer after use

*T – Transport vehicles*

Points	Description
20	Transport vehicles are completely adapted, properly labeled, and used for transport of hazardous matters

[organization name]

10	Transport vehicles are adapted to transport of hazardous matters, but are also used for other purposes

### 3.3.2. Supplier rating

Rank	Description	Points
A	Exceptional	>50
B	Acceptable	40-50
C	Acceptable with further testing	30-40
D	Unacceptable	Less than 30

The supplier's rating is calculated as a summation of points for each above-mentioned criterion.

### 3.4. Operational controls in production process

[job title], according to the Process Aspect Chart, identifies the need for control of operations that could significantly impact the environment, and creates appropriate documents (working

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### 3.5. Control of operations in warehousing process

[Job title] is responsible to provide conditions for storage materials that are considered to be environmental aspects, using SDS (Safety Data Sheets) lists and/or manufacturer instructions.

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**Commented [14A16]:** For example chemicals, explosive and evaporative matters – dangerous matters.

### 3.6. Control of operations in maintenance of equipment and measuring equipment process

**Commented [14A17]:** If you already have a procedure for

[organization name]

[Job title] creates plans for preventive equipment maintenance in a way that prevents emerging environmental aspects before and during maintenance.

[Job title] records data regarding calibration of measuring equipment in the Equipment Calibration Record.

[Job title] records data regarding calibration of measuring equipment in the Equipment Calibration Record.

### 3.7. Control of operations in processes related to customers

[Job title] is responsible to contractually define the customer's obligation to follow established rules of environmental protection while on [organization name] premises or while using [organization name] resources.

[Job title] will include in the offer to the customer the possibility of retrieval of product and package after use and their recycling.

[Job title] will include the method of product and packaging disposal after use in [document name].

### 3.8. Waste management

Depending on characteristics that affect human health and the environment, waste can be:

- **Inert** – waste that isn't susceptible to physical, chemical, or biological changes; it doesn't dissolve, ignite, or in any other way chemically react; it isn't biodegradable or can't negatively affect other matters in a way that can lead to pollution of the environment.

- 1) **Prevention** – using valuable components of waste (composting, burning for fuel, etc.)
- 2) **Recycling** – treatment of waste to make it suitable for reuse in production of similar products
- 3) **Recovery** – treatment of waste to make it suitable for reuse in production of other products

#### 3.8.1. Waste management hierarchy

[Job title] is responsible to ensure that waste management is performed according to the following order of priorities:

- 1) Prevention of waste generation and reduction – decrease of resources consumption and waste with hazardous characteristics
- 2) **Prevention** – using valuable components of waste (composting, burning for fuel, etc.)
- 3) **Recycling** – treatment of waste to make it suitable for reuse in production of similar products
- 4) **Recovery** – treatment of waste to make it suitable for reuse in production of other products
- 4) Usage – using valuable components of waste (composting, burning for fuel, etc.)

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Commented [14A20]: If you already have a sales procedure,

Commented [14A21]: Delete if not applicable to organization.

Commented [14A22]: E.g. Offer, catalogue, instruction manual, etc.

[organization name]

### 3.8.2. Handling waste on place of creation

[Job title] is responsible for execution of the following activities at the place of waste creation:

- Sorting according to waste type
- Temporary storage at place of creation

- Evidencing deployed waste

Waste handling is performed according to [name of document describing waste management].

## 4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.08.13	2 years	[office of [job title]]	[job title]
Equipment Calibration Record	PR.08.14	2 years	[office of [job title]]	[job title]

**Commented [14A23]:** If the record is in electronic form, write the name of the folder on [job title]'s computer.

**Commented [14A24]:** If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access records.

## 5. Appendices

- Appendix 1 – Guideline for Waste Management
- Appendix 2 – Guideline for Wastewater & Sewage Management
- Appendix 3 – Guideline for Hazardous Substances Management
- Appendix 4 – Guideline for Waste Tires Management
- Appendix 5 – Guideline for Energy & Water Management
- Appendix 6 – Guideline for Waste Vehicles Management
- Appendix 7 – Guideline for Used Batteries and Accumulators Management
- Appendix 8 – Guideline for Oil Waste Management
- Appendix 9 – Guideline for Electronic Waste Management
- Appendix 10 – Guideline for Medical Waste Management



[organization name]

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- Appendix 11 – Guideline for Construction/Asbestos Waste Management
- Appendix 12 – Guideline for Pharmaceutical Waste Management
- Appendix 13 – Deployed Waste Report
- Appendix 14 – Equipment Calibration Record

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