





IDENTIFICATION OF ENVIRONMENTAL ASPECT AND SIGNIFICANT ANALYSIS PROCESS	
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Amendment Record

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1	28.02.2020	Issue 1.0 rev. 00	Initial release	Felix Makundi	Eng. Heriel Muhulo	Eng. Heriel Muhulo



1.0 Purpose

This procedure describes the method for identifying and evaluating environmental aspects related to the construction, civil and telecom activities carried out by Hematec Investment Ltd respectively and determining the significance of these aspects.

2.0 Scope

This procedure applies to all operations and activities, under normal conditions and reasonably foreseeable situations, in the Office and sites of Hematec Investment Ltd. The procedure also applies to those indirect aspects arising from works carried out by Hematec Investment Ltd's external providers on behalf of the company.

3.0 Responsibility

3.1 Chief Executive Officer

The Chief Executive Officer shall review and approve the Register of Environmental Aspects.

3.2 Owner of Processes/Head of Department

- Head of departments in cooperation with SHEQ team shall identify the environmental aspects of all activities, products and services of Hematec Investment Ltd and its suppliers and contractors, and evaluate the significance of the environmental aspects.
- SHEQ team shall prepare and maintain the Register of Environmental Aspects and List of significant environmental aspects such that it contains the most up-to-date information.

3.3 Employees

- Participate in the environmental aspect identification and impact analysis
- Implement the control proposed so as to manage the adverse environmental impacts
- Report any deviation on the proposed control measures to the line manager

4.0 Definitions

4.1 Environmental Aspect – element of an organization's activities, operations, product, or services that can interact with the environment. The environmental aspect of an activity, operation, product, or service is the part of it that creates a possibility for a direct or indirect environmental impact.

4.2 Significant Environmental Aspect – environmental aspect that has or can have a significant environmental impact.

4.3 Environmental Impact – any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.



4.4 Environmental Objective – overall environmental goal consistent with the environmental policy that the organization sets itself to achieve.

4.5 Environmental Target – detailed performance requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

6.0 Procedure

6.1 Basis for Aspect Identification

Hematec Investment Ltd's environmental aspects include those direct aspects arising from their activities, products and services; those indirect aspects that can be influenced, such arising from the activities of their suppliers and contractors working on Hematec Investment Ltd's activities, and from customer use of product wherever reasonably practicable. Aspects within the defined scope of the IMS with regards to resource inputs to each process / activity, the intermediate effects, and the outputs for past, present and future activities, under normal operating conditions and any reasonably foreseeable situations are considered e.g. planned or new developments, or new or modified activities, products and services considering a life cycle perspective.

6.2 Identification of Environmental Aspects

The environmental aspects of Hematec Investment Ltd are identified with respect to its major work activities. The aspects identified from business activities and office activities are consolidated to form the Register of Environmental Aspects.

Information reviewed for aspect identification include but is not limited to the following:

- Design and development of our facilities, processes, products and services;
- acquisition of raw materials, including extraction;
- operational or manufacturing processes, including warehousing;
- operation and maintenance of facilities, organizational assets and infrastructure;
- environmental performance and practices of external providers;
- product transportation and service delivery, including packaging;
- storage, use and end-of-life treatment of products;
- Waste management, including reuse, refurbishing, recycling and disposal.
- Work process flow and procedures
- Legal requirements / non-statutory guidance notes
- General specifications and Particular specifications;
- Observations in site inspections;



- Records of complaints and/or non-compliance;
- Past monitoring records; and
- Records for past management reviews and/or environmental audits.

6.2 Identification of Environmental Impacts of Aspects

The environmental impacts of each aspect are identified with regards to:

- emissions to air;
- releases to water;
- releases to land;
- use of raw materials and natural resources;
- use of energy;
- energy emitted (e.g. heat, radiation, vibration (noise), light);
- generation of waste and/or by-products;
- Use of space.
- Noise and vibration nuisance;
- Indirect impacts caused by Hematec Investment Ltd's suppliers or contractors or customers; and
- Others: Flora and Fauna, Visual impact; Community impact, Transportation impact, Nuisance, Site Security, etc.

6.3 Significance Evaluation of Environmental Aspects

- The environmental aspects are evaluated for their significance according to the six criteria listed in Table 1 one by one.
- A score of "1" or "0" will be assigned.
- The environmental aspect will be evaluated against the five criteria available.
- If an environmental aspect scores "1" for at least a criterion, it is considered as a significant environmental aspect (SEA)
- If an environmental aspect scores "0" for a criterion, it shall be evaluated by the remaining criteria one by one.
- If an environmental aspect scores "0" for all 5 criteria, it is regarded as insignificant.

Significant Environmental Aspects are taken into account in establishing, implementing and maintaining the IMS, they are managed by operational control procedures or by establishing improvement objectives and targets.

Table 1 - Score assignment for evaluation criteria

#	Evaluation criteria	Conditions	Score
1	Compliance Obligation	The aspect is legally and contract regulated.	1
		The aspect is not legally regulated.	0
2	International issues	There are internal issues about the aspect	1
		No internal issues about the aspect	0
3	Local Issues/interested parties	There are interested parties or local issues about the aspect	1
		No interested parties or local issues about the aspect	0
4	Environmental consequence	Expected release of pollutants of severe environmental consequence	1
		The aspect does not have potential environmental impacts of severe consequence.	0
5	Corporate concerns	Hematec Investment Ltd has received valid, justifiable complaints for similar situations previously and the aspect is a corporate concern reflected in the corporate policy	1
		The aspect is not corporate concern	0

6.4 Development and Updating of the Register of Environmental Aspects

Head of department and HSE Officers identify environmental aspects and evaluate their significance through the following steps 6.1 to 6.4. The result is shown in the Register of Environmental Aspects and Register of Significant Environmental Aspects.

The information provided for each aspect shall include:

- The process / activity where the aspect is identified;
- A brief description of the aspect;
- The environmental impacts expected to result from the aspect;
- Score of the aspects based on the evaluation criteria;
- The control mechanism for each significant environmental aspect (e.g. operational control procedures, objectives and targets)

Head of department and HSE Officers prepare and review the Register of Environmental Aspects and Register of Significant Environmental Aspects for approval by Chief Executive officer.

The Registers shall be updated:

- On a regular basis after the Management Review as necessary; and
- Whenever planned or new development, or new or modified activities, products or services are introduced by Hematec Investment Ltd or its contractors and suppliers.



7.0 Distribution

This procedure shall be maintained as controlled document and shall be available to the intranet in pdf format.

No	Distributed to:	Version	Date
	Project Manager		
	Procurement Manager		

8.0 Documented information generated

Type of doc	Retention period
8.1 Environmental aspect register	3 yrs
8.2 Significant environmental aspect register	3 yrs

9.0 Inputs

- Environmental aspects

10.0 Outputs

- Significant and non-significant environmental aspects

11.0 Resources

- 11.1 Environmental monitoring tools/equipment
- 11.2 Financial resources to environmental protection

12.0 Indicators/How to measure

- 12.1 Number of environmental incidents reported
- 12.2 Number of environmental parameters complying with legal and other requirements

13.0 Controls

- 13.1 Communication of environmental aspects to all relevant workers as appropriate
- 13.2 Performing of environmental performance monitoring.

