

Environmental aspects and impacts register

Related requirements: ISO 14001:2015 clause 6.1.2, Environmental aspects, and clause 6.1.3, Compliance obligations (clause numbers and titles only; the standard's text is not reproduced, and ISO has replaced the 2015 edition with ISO 14001:2026, so check clause numbers against the edition you use). The scoring scales on this page are examples; replace them with the criteria your organisation sets and records.

Site	Scope of this register (area, process or activity group)	Version	Prepared by	Date	Next full review
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A Significance scoring criteria (example)

Score	Severity of the impact (S)	Score	Frequency or likelihood (F)
1	Negligible: no measurable change; stays on site and is contained.	1	Rare: not expected in normal operation; emergency only, with controls tested.
2	Minor: local, short-lived and reversible with routine action.	2	Occasional: a few times a year, or a failure of one control.
3	Moderate: measurable change beyond the site boundary or in a sensitive receptor; recoverable with action.	3	Frequent: monthly or weekly, or a known gap in a control.
4	Major: lasting or widespread harm, or an outcome that is likely to involve a regulator.	4	Continuous or daily: part of every shift, or controls absent.

Score = S x F (1 to 16). **Rule used here:** an aspect is significant if the score is 8 or more, or if a compliance obligation depends on controlling it (column Law = Y), or if the organisation decides an interested party's concern or a regulator's interest warrants it. Write the reason next to the Y or N when the decision is not the score.

B Operating conditions

Condition	Meaning on this register
N Normal	Routine operation of the activity, product or service, including planned production and day-to-day use.
A Abnormal	Foreseeable non-routine operation: start-up, shutdown, maintenance, cleaning, commissioning, a known equipment fault.
E Emergency	Foreseeable emergency: spill, leak, fire, flood, loss of containment, power or utility failure. Link the entry to the matching emergency procedure.

Impact column: write B (beneficial) or A (adverse) at the start of the entry. Consider the life cycle where you have control or influence: raw materials, transport, use and end of life, as well as the site itself. Law column: Y if a legal or other requirement applies to the aspect, with its reference in the Requirements column.

C Register (rows in grey italics are examples; delete them before use)

Continue on further pages or in a spreadsheet using the same columns. Review the register at the planned date, and sooner when a process, material, site layout or requirement changes, or after an incident or near miss. Keep the previous version.

Ref	Activity, product or service (and location)	Aspect (what causes the impact)	Cond. N/A/E	Impact (B or A)	S	F	Score	Law Y/N	Signif. Y/N	Existing controls	Legal and other requirements (reference)	Owner	Review date
E1	Parts washing in the workshop (bay 2)	Use of solvent-based cleaner; vapour to air; spent liquid as waste	N	A: air emission; waste generation; resource use	2	4	8	Y	Y	Lidded tank; waste solvent collected in labelled drums; SDS at point of use	Example only: waste and air permit conditions	Workshop lead	(example)
E2	Fuel delivery to the yard tank	Spill of diesel during transfer	E	A: soil and surface water contamination	3	1	3	Y	Y	Bunded tank; spill kit; drain cover; driver attended	Example only: oil storage requirements	Yard supervisor	(example)

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D Sign-off

Role	Name	Signature	Date
Completed by			
Reviewed by (environmental lead)			
Approved by (management)			