



STANDARD OPERATING PROCEDURE

Title: Identification Environmental Aspect, Hazards and Opportunities

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	1 of 9

1.0 OBJECTIVE:

To define the procedure for the Identification, review and revision of Environmental Aspects their impact, Hazards & their risks, their significance, Control practices and related opportunities.

2.0 SCOPE:

This procedure is applicable for Environmental Aspects, their impact, Hazards and Risks, their significance, Control practices and related opportunities of all departments.

3.0 RESPONSIBILITY:

Officer / Executive – EHS
Officer / Executive – Concern Department

4.0 ACCOUNTABILITY:

Management Representative

5.0 ABBREVIATIONS:

AR Aspect Register
ISO International Organization for Standardization
Ltd Limited
LC Legal Concern
MSDS Material Safety and Data Sheet
No. Number
RPN Risk Priority Number
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 The process for Aspect / Hazards / opportunities identification shall take into account:

- 6.1.1** All routine and non-routine activities.
- 6.1.2** Normal and abnormal operating conditions including startup and shut down operations.
- 6.1.3** Potential emergency situations.
- 6.1.4** Activities of all persons having access to workplace including contractors and visitors.
- 6.1.5** Activities originating outside the organizational premises, yet having possibility of adversely impacting health safety and environment of the unit.
- 6.1.6** Infrastructure, equipment and materials at workplace provided either by organization or others.



STANDARD OPERATING PROCEDURE

Title: Identification Environmental Aspect, Hazards and Opportunities

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	2 of 9

6.1.7 Actual or proposed changes in organization, its activities and materials.

6.1.8 Human behavior, capabilities and possibilities of errors.

6.1.9 Modifications to the Environment management system, including temporary changes and their impacts on operations, processes and activities.

6.1.10 All applicable legal obligations.

6.2 Following information sources can act as typical inputs while identifying Aspect / Hazards / opportunities:

6.2.1 General information documents such as brochures, catalogues etc.

6.2.2 Operation Manuals, process flow charts, quality or product plans.

6.2.3 Previous audit reports, Life cycle assessments.

6.2.4 Information from other management systems.

6.2.5 Inventory of toxic substances, published technical data reports.

6.2.6 Applicable legal and other requirements to which organization subscribes.

6.2.7 Codes of practice, national / international policies and guidelines.

6.2.8 Purchasing data.

6.2.9 Product specifications, product data, MSDS, energy and material balancing data.

6.2.10 Waste inventories and categories.

6.2.11 Monitored data reports.

6.2.12 Licenses, Authorizations and consents.

6.2.13 Feedback from interested parties.



STANDARD OPERATING PROCEDURE

Title: Identification Environmental Aspect, Hazards and Opportunities

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	3 of 9

6.2.14 Reports of emergency situations and previous incidents.

6.2.15 Workplace environmental data.

6.3 Use list of Annexure I for numbering registers such as AR.05 for aspect register of Boilers & HR.05 for hazard register of Boilers. One may create extra register and can number them further to the list.

6.4 Aspect / Hazard registers to be made in format **Annexure – III** by respective functional Heads. Opportunities should be listed out in annexure IV. On the basis of the opportunities concerned department should initiate programs as per SOP of relevant version.

6.5 A department should not start more than two Programs at a time.

6.6 REVISION:

6.6.1 All aspects / Hazards / opportunities and their evaluation will be reviewed at least once every year.

6.6.2 All revisions shall cover process modifications, new processes, amended legislative requirements, and improvements made in the activities / products and requirements. Aspects / Hazards/ Opportunities will be reviewed whenever necessary for addition, deletion and suitable revision in scores.

6.6.3 During revision aspect hazards/ opportunities cannot be deleted except when the activity has been stopped or equipment is removed.

6.7 EVALUATION:

6.7.1 Evaluate each impact /risk using the relevant criteria as per **Annexure -II**, and obtain the score for each aspect / hazard.

6.7.2 In case any aspect / hazard has been classified as LC it will automatically be a significant aspect and no evaluation is necessary.

6.7.3 If the score of RPN is 9 and more it will be considered as significant aspect / hazard.

6.7.4 The significant aspects / hazards as finalized above will become the basis for defining the Objectives and Targets as per Procedure SOP.



STANDARD OPERATING PROCEDURE

Title: Identification Environmental Aspect, Hazards and Opportunities

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	4 of 9

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Area/Equipment Identification No. List	
Annexure-II	Aspect Evaluation Criteria	
Annexure-III	Aspect Register	
Annexure-IV	Opportunity Register	

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Environment, Health & Safety
- Controlled Copy No. 03 Quality Control
- Controlled Copy No. 04 Personnel and Administration
- Master Copy Quality Assurance

9.0 REFERENCES:

ISO 14001:2015 Environmental Management System.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Identification Environmental Aspect, Hazards and Opportunities

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	5 of 9

ANNEXURE – I
AREA/EQUIPMENT IDENTIFICATION NO. LIST

Identification No.	Area / Equipment	Identification No.	Area / Equipment
1.	Production	11	QC Labs
2.	Mechanical Maintenance	12	IT Function
3.	Electrical Maintenance	13	EHS
4.	Civil construction & Project Work	14	General Offices
5.	Boilers	15	Emergency
6.	DM/RO water & Softening plant	16	HEPA Filters
7.	Utility Services	17	Scrubbers
8.	ETP		
9.	Stores		
10.	Storage of hazardous material		



PHARMA DEVILS

ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Identification Environmental Aspect, Hazards and Opportunities

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	6 of 9

ANNEXURE – II ASPECT EVALUATION CRITERIA

Safety	Environment	Ranking
Could be fatal/causing property damage > 10 lakhs.	<ul style="list-style-type: none"> *Offsite Release of a High Toxic material with severe detrimental effect to air/water/land environment. *Onsite release of High Toxic Material with no rectification and containment with severe detrimental effect to air/water/land environment * Ambient Noise level > 90 db 	5
Permanent disability, more than 2 persons seriously injured. Needs operation damage > 5 lacs < 1.0 lacs.	<ul style="list-style-type: none"> * Onsite Release of a high toxic material with immediate rectification and containment with detrimental effect to air/water/land environment *Offsite release of a Medium toxicity material with no containment and rectification with detrimental effect to air/water/land environment *Ambiant Noise level > 80 < 90 db 	4
Serious injury/illness Needs hospitalization >1 lac < 5 lacs.	<ul style="list-style-type: none"> * Onsite Release of a medium toxicity material with no immediate containment and rectification with some detrimental effect to air/water / land environment. * Offsite release of Low Toxicity Material with some detrimental effect to air/water/ land environment * Ambient Noise level >70 < 80 db 	3
Offsite medical treatment required. >10,000 < 1 Lac needs medical advice.	<ul style="list-style-type: none"> * Onsite Release of a medium toxicity material with immediate containment and rectification with no detrimental effect to air/water/land environment. * Onsite Release of a low toxicity material with no containment and rectification with no detrimental effect to air/water/land environment * Ambient Noise level >60 db < 70 db 	2
First aid treatment. Damage cost < 10,000 uncomfort.	<ul style="list-style-type: none"> * Onsite Release of a low toxicity material with an immediate rectification/containment with no detrimental effect to air/water/land environment. * Ambient Noise level < 60 db. 	1

SEVERITY (S):



PHARMA DEVILS

ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Identification Environmental Aspect, Hazards and Opportunities

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	7 of 9

PROBABILITY OF OCCURANCE (P):

Safety	Environment	Ranking
Incident could happen daily to weekly.	Incidence happens once or more than once a day	5
Incident could happen weekly to monthly.	Incidence happens once a week	4
Incident could happen monthly to yearly	Incidence happens once a month	3
Even may occur only in exception circumstances.	Incidence happens once a year	2
Incidences are unlikely but may occur	Incidences are unlikely but may occur	1



PHARMA DEVILS

ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Identification Environmental Aspect, Hazards and Opportunities

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	8 of 9

ANNEXURE – III ASPECT / HAZARD REGISTER

<p>Plant:</p> <p style="text-align: center;">N: NORMAL AR/HR :</p> <p style="text-align: center;">A: ABNORMAL</p> <p style="text-align: center;">E: EMERGENCY</p> <p>ANY ASPECT FALLING UNDER LC WILL BE AUTOMATICALLY SIGNIFICANT</p> <p>SIGNIFICANT ASPECTS SHALL BE HIGHLIGHTED</p>	<p>Team Leader:</p> <hr/> <p>Team Members:</p> <p>LC: LEGAL CONCERN, S: SEVERITY,</p> <p>P: PROBABILITY OF OCCURRENCE</p> <p>RPN: RISK PRIORITY NUMBER</p>
--	--

S.No	Activity	Aspect / Hazard	N/A/ E	Actual / Potential Impact / Risk	Evaluation				Impact / Risk category	Causes of significant Impact/risk	Existing Controls for significant impact
					LC	S	P	RPN (SxP)			

REVISION HISTORY - Aspect / Hazard Register

Revision No.	Date	Reason for change	Originator (Leader)	Approval
			Plant/Functional Manager	Plant/ Functional Head

Distribution: Leader /plant/functional Head(s) /Functional Head – EHS

