



AzSPU Environmental and Social Aspects/Impacts Identification and Significance Screening Procedure

AZSPU-HSSE-DOC-00027-2

Authority:	Regulatory Compliance and Env Manager	Custodian:	Environmental Specialist Team Leader
Scope:	AzSPU Functions & Operating Areas	Document Administrator:	HSE Document Coordinator
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1.0 Purpose / Scope

The purpose of this document is to describe the Azerbaijan Strategic Performance Unit (AzSPU) process for identifying environmental and social aspects of activities it can control and over which it can be expected to have an influence, and prioritising these aspects for significance in terms of their potential environmental or social impacts. The process described in this procedure has been focused to identify opportunities for overall environmental and social improvement, including opportunities to mitigate compliance risks.

Environmental and social aspects (both positive and negative) are identified for AzSPU's activities, products and services. The negative environmental aspects are then screened to determine significance. The purpose of this screening is to evaluate the potential impact of the aspect, on a variety of fronts (including environment, people, legal and reputation) and the operational controls in place to address these impacts.

Direct and indirect environmental and social aspects at BP controlled assets and facilities, where BP directly performs the role of operator, are included in the scope of this procedure. The respective Operating Areas / Facilities will be responsible for identification and screening of aspects and impacts under their control. Contractor activities performed on BP operated sites are also included in the scope.

This controlled procedure applies to AzSPU Operating Areas and Facilities engaged in the drilling, production, and/or transportation of oil and gas. This is a high level document that provides guidance to operational personnel in the implementation of their site specific procedures in order to ensure consistency, where applicable, across AzSPU operations.

Revision of this procedure and the operational controls detailed therein will be in accordance with the HSE Document Management Procedure ([AzSPU-HSSE-DOC-00025-2](#)).

2.0 Definitions

Refer to the AzSPU List of HSSE Definitions ([AzSPU-HSSE-DOC-00021-2](#)). Definitions specific to this procedure are included below.

- **Environmental aspect** – Element of an organisation's activities, products, or services that can interact with the environment.
- **Direct aspect** – Those aspects that are directly controlled by the Operating Area / Facility, e.g. on-site chemical storage.
- **Indirect aspect** – Those aspects that can be influenced by the Operating Area / Facility, but which the Operating Area / Facility has less control over, e.g. transportation of waste from facility to waste management / disposal facility.
- **Normal aspect** – Routine day-to-day pre-planned aspects such as pump operation, water treatment, waste segregation, etc.
- **Abnormal aspect** – Non-routine aspects that are pre-planned (as opposed to emergency situations / incidents), e.g. maintenance and cleaning of storage tanks, start-up and shut down operations, etc.
- **Emergency Situation** - Unscheduled event or incident, including a failure of equipment, process or facilities, which has or could result in uncontrolled releases to the environment in quantities

that could cause a significant environmental or social impact (e.g. rupture of fuel oil storage tank).

- **Livelihood** – The means needed to support life.
- **dK** – Dynamic Knowledge (HSE document management system).
- **Applicable standards / regulations** – Driven by contractual agreements, or commitments made within project specific documents.

3.0 Specific Requirements

- OMS Sub-element 3.1 - Risk Assessment & Management (3.1.1)
- OMS Sub-element 3.6 - Environment (3.6.1)
- OMS Sub-element 7.2 - Community & Stakeholder Relationships (7.2.5)
- ISO 14001:2004 – Clause 4.3.1 Environmental Aspects.

4.0 Key Responsibilities

AzSPU Regulatory Compliance & Environment Manager

- Organisation of forums for Operating Area / Facility representatives to discuss aspect identification and ranking methodology and facilitate a consistent approach to aspect identification and significance ranking.

Env Specialists TL or his delegate (i.e. ISO Specialist):

- As a custodian to ensure the document is maintained updated with respect to content and expiration date
- Coordinate the update process working with all relevant Environmental and Operations people.
- Conducting additional assurance checks to accomplish standardization (both formatting and content) of facility Aspect & Impact Registers prior to dK upload.
- Liaising with the relevant Custodians if any amendments are required to the Aspect & Impact Registers.

Operations / Engineering Discipline Manager or his delegate

- Initiating the MoC process and notifying the relevant Environmental Advisors on the introduction of new, or the modification of existing, processes.
- Ensuring that adequate resources are available to complete the required screening.
- Providing assistance as required to review and update the Aspects and Impacts Register to reflect relevant changes to operations.

Environmental Advisors

- Determining the need to perform environmental and social aspect and impact identification and significance screening, and facilitating the process.
- Ensuring potential environmental and social aspects and impacts are assessed as part of the MoC process, in line with this procedure.
- Compilation and regular review / maintenance of relevant Aspects and Impacts Registers.

- Communicating significant aspects and impacts, as well as relevant Management Programmes to Operations.
- Reviewing Operating Area / Facility Objectives, Targets and Management Programmes to ensure that all significant aspects have associated Management Programmes.
- Attending HSSE&O risk workshops and providing the relevant Aspect & Impact Register for input to HSSE&O Risk Register.

5.0 Procedure / Process

Environmental and social aspects of operational activities shall be assessed in accordance with this procedure to ensure that the required controls are put in place and environmental and social risks are minimised.

This procedure involves three main processes:

- Identifying environmental and social aspects and impacts.
- Determining the significance of the negative aspects through a screening process, whereby each aspect is ranked with respect to six criteria (see Section 5.2).
- Setting overall priorities for action based on the assessment of the impacts and the ability to control them.

5.1 Environmental and Social Aspect and Impact Identification

Environmental and social aspects (both positive and negative) are identified at the Operating Area / Facility level through a facilitated brainstorming process that includes representatives from a cross-section of operational personnel. The process is led by a facilitator who guides team members through the methodology. The objective of environmental and social aspect identification is to identify those physical operations that may have an interaction with the environmental or social sphere. The process should systematically address all activities conducted on site during operations. This includes normal and abnormal activities, and emergency situations. Both direct and indirect aspects should be considered during this process.

This process is conducted before operations commence and documented using the Aspects and Impacts Register Template ([AzSPU-HSSE-DOC-00027-2-A](#)).

Environmental and social aspects are reviewed periodically and the Aspects and Impacts Register updated accordingly. During this process, particular attention is placed on changes to operations that have occurred since the last revision of the Register.

A forum will be provided for representatives to meet to review aspect identification and ranking methodology in order to facilitate a consistent approach to aspect identification and significance ranking across Facilities.

5.2 Determining Significance

In the aspect / impact screening process, each negative aspect / impact is scored with respect to six criteria:

- (1) Environment (land, air, water, flora and fauna),
- (2) People (health, safety and livelihoods),
- (3) Legal,

- (4) Reputation,
- (5) Frequency, and
- (6) Control.

Numeric scores range from **1** for the lowest impact to **3** for the greatest impact (see [Table 5.2.1](#)). It should be noted that if a criteria is not considered applicable, the lowest impact score should be awarded (score of 1) and not a score of zero. Criteria scores are assigned during the brainstorming process.

The first four criteria (1-4) evaluate the hazard of the environmental or social aspect / impact. In undertaking the scoring it should be assumed that basic design and engineering controls are in place (they may be listed in the “existing controls” column in the Aspects and Impacts Register Template).

The frequency criteria (5) determines the operational or historical frequency of the aspect.

The final criteria (6) determines whether existing operating controls, including preparedness, are adequate for controlling the risk.

NB: Criteria 1 and 2 include sub-criteria, the score allocated to these criteria reflects the highest score allocated to the sub-criteria.

5.2.1 Environmental and Social Aspects / Impacts Scoring

[Table 5.2.1](#) summarises the scoring criteria adopted by AzSPU.

TABLE 5.2.1 GUIDELINES FOR ENVIRONMENTAL AND SOCIAL ASPECTS SCORING

CRITERIA		SCORE		
		Low (1)	Medium (2)	High (3)
Environment	What are the known or potential impacts to the environment resulting from this aspect?	Environmental impacts not existent, transitory, or limited to a relatively small area where there is no impact on wildlife or fisheries. Examples include: well-dispersed atmospheric emissions, dilute aqueous discharges to water, small spills with a transitory impact of less than 30 days, physical impacts to wetlands or other known areas of sensitivity, insignificant usage of an abundant resource, or a more significant usage of a resource where the benefit to the local economy outweighs the negative impacts associated with resource use.	Local environmental impacts with degradation of sensitive habitat or potential impact to wildlife or fisheries. Examples include: discharges of concentrated contaminants to water, localized areas of damage to sensitive sites, relatively small spill impacts that persists in the environment for more than 30 days, managed usage of a scarce resource / significant usage of an abundant resource.	Regional or global environmental impacts, severe impacts to habitat or extensive impact to wildlife or fisheries. Examples include: long-term impacts to water bodies from wastewater discharges, extensive areas of wetland impact, large spills affecting marine / freshwater ecosystems, or unsustainable usage of a scarce resource.
People	What are the known or potential health, safety or livelihood impacts on members of the public? ¹	No health, safety or livelihood impacts, or impacts are negligible, or short-term.	Possibility of adverse local health, safety or livelihood impacts (medium to long term).	Possibility of fatalities or widespread health and/or livelihood impacts.
Legal	What is the likelihood of violation of environmental or social requirements associated with the aspect? This assessment should be based on professional judgment and historical experience.	Low possibility that there may be a non-compliance or non-conformance event associated with an environmental or social requirement and/or the event has no financial consequences, or those consequences are minor.	Moderate possibility that there may be a non-compliance or non-conformance event associated with an environmental or social requirement and/or the event would result in a fine being imposed by the regulator.	High probability that there may be a non-compliance or non-conformance event associated with an environmental or social requirement and/or any such event would result in legal action with major financial consequences.

TABLE 5.2.1 GUIDELINES FOR ENVIRONMENTAL AND SOCIAL ASPECTS SCORING

CRITERIA		SCORE		
		Low (1)	Medium (2)	High (3)
Reputation	Reputation is a critical business element relative to AzSPU's delivery of public commitments expressed in the HSSE Policy and the BP Group brand value. Reputation impacts should be considered internally to the company as well as externally. How would BP AzSPU's reputation be affected as a result of the aspect, activity or event? This assessment should be based on professional judgment and historical experience.	Little or no possibility of damage to BP AzSPU's reputation or transitory effects only.	Potential for long-term impacts to BP AzSPU's reputation.	Effects on license to operate or significant impact on Group target. Likelihood for long-term impacts to BP AzSPU's reputation.
Frequency	What is the frequency of the aspect occurrence? This assessment should be based on professional judgment and historical experience rates, when available.	<i>Abnormal Event:</i> The aspect occurs as an unplanned event at intervals greater than one year.	<i>Abnormal Event:</i> The aspect occurs as an unplanned event no more than once a year. <i>Normal Activity:</i> Periodically as a normal operating condition.	<i>Abnormal Event:</i> The aspect occurs as an unplanned event at a frequency no greater than six-month intervals. <i>Normal Activity:</i> Continuously as a normal operating condition.
Control	What level of protection is provided by existing operational controls associated with the aspect? This assessment should be based on professional judgment and historical experience.	Existing controls (if required) are known to be inadequate. (Resource use: extraction / utilisation not compliant with applicable standards / regulations and licencing requirements, and environmental factors are not considered during procurement, construction and operation).	Operational controls are in place but there is some uncertainty regarding the adequacy of existing controls. (Resource use: extraction / utilisation compliant with applicable standards / regulations and licence requirements, but environmental factors are not considered during procurement, construction and operation).	Existing controls are considered to be adequately protective of the public health, environment and social issues, and unlikely to result in legal violations, or impacts are of low significance and do not require control measures. (Resource use: extraction / utilisation compliant with applicable standards / regulations and licence requirements, and environmental factors are considered during procurement, construction and operation).

¹ Employees are not included within this scope. Employee health and safety hazards are addressed in the AzSPU Permit to Work Procedure (AzSPU-HSSE-DOC-00060-2), the AzSPU Procedure for Task Risk Assessment (AzSPU-HSSE-DOC-00063-2), the AzSPU Occupational Health Hazard Assessment and Control Program (AzSPU-HSSE-DOC-00124-2) and the AzSPU Hazardous Substances Task Risk Assessment (AzSPU-HSSE-DOC-00127-2).

5.2.2 Ranking

The composite ranking scores are calculated by the following method:

$$[(\text{Environment} + \text{People} + \text{Legal} + \text{Reputation}) \times \text{Frequency}] \div \text{Control}$$

NB: The Aspects / Impacts Register Template calculates this automatically in the Significance column.

An aspect / impact is identified as Significant if the composite ranking score is 5 or greater.

5.2.3 Positive Impacts

If aspects have positive impacts associated with them they should not be scored.

Instead they should be identified as positive impacts and listed under the Aspect / Impact column in the Aspects and Impacts Register Template ([AzSPU-HSSE-DOC-00027-2-A](#)). A note can then be made in the Required Action column stating 'Positive impact, therefore no scoring conducted and no actions required'.

Alternatively, if additional positive actions are planned at the facility these can be listed in the Required Action column, as appropriate.

5.3 Setting Priorities for Action

Actions will be defined for all aspects that result in a composite ranking score of 5 or greater. To avoid duplication of effort, significant aspects can be linked into the actions listed in the Operating Area / Facility Objectives, Targets and Management Programmes, Site Improvement Plans, etc.

Actions will be prioritised for implementation based on the ranking score obtained.

5.5 New or Modified Processes

In accordance with MoC procedures, Operations/Engineering Discipline Management will inform, and subsequently liaise with, the Environmental Advisors in the event of the introduction of new processes, or changes to existing processes that could have an environmental or social impact.

Prior to the introduction of a new or modified process, Operations/Engineering Discipline Management and the Environmental Advisor will ensure that any potential environmental and social impacts associated with the process are evaluated, assessed and documented using the methodology detailed in this procedure.

5.4 Documentation

The Compliance & Environment Team Leader / Environment Team Leader will prepare the Aspects and Impacts Register for each Operating Area / Facility. In addition, a register of attendance will be

prepared and inserted into the Aspects and Impacts Register Template ([AzSPU-HSSE-DOC-00027-2-A](#)).

It should be noted that all columns in the Aspects and Impacts Register Template have to be used. However an additional column may be added, if required, for comments or additional references.

A master copy of the Aspects and Impacts Register for each Operating Area / Facility shall be retained as an electronically controlled document in the centralised electronic document management system Dynamic Knowledge, **dk**. Prior to upload into **dk** the Aspects and Impacts Registers will be QA reviewed by the ISO Specialist.

Aspects and Impacts Registers will be reviewed and updated by Operating Areas / Facilities at a minimum annually, and as necessary during the MoC process and as changes in operational activities dictate.

5.5 Linkage to HSSE&O Risk Management Process

It is important that significant environmental aspects / impacts identified in the Operating Area / Facility Aspect & Impact Registers are transferred into the relevant Operating Area HSSE&O Risk Registers.

It is the responsibility of the Compliance & Environment Team Leader / Environment Team Leader to attend risk workshops organised by the respective H&S Team Leader, and to provide Aspect & Impact Registers for input to the Operating Area HSSE&O Risk Register.

Operating Area HSSE&O risks are aggregated to SPU level and included within the AzSPU Risk Register and Matrix. More information on the HSSE&O risk management process can be found in the AzSPU Practice for Assessment, Prioritization and Management of HSSE&O Risks ([AzSPU-HSSE-DOC-00252-2](#)).

6.0 Key Documents/Tools/References

- Aspects and Impacts Register Template ([AzSPU-HSSE-DOC-00027-2-A](#)).
- AzSPU Practice for Assessment, Prioritization and Management of HSSE&O Risks ([AzSPU-HSSE-DOC-00252-2](#)).

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
09/1998	R Norman	AD Little	Initial Version
07/2000	G. Vidrine F. Askerov	M Tavartkiladze	Consistency with BP EMS Guidelines
08/2000	G Vidrine R. Gallagher	R. Middleton	Consistency with BP EMS Guidelines
04/2004	L.Emmons	S.Sultanova	Consistency with EMS requirements
December 7, 2005	Gunther Newcombe	Yuliy Zaytsev	Consistency with AzSPU HSSE&S MS requirements, BP Global HSSE Compliance Management Framework requirements
May 10, 2007	Gunther Newcombe	Yuliy Zaytsev	Removal of HSSE&S Work Team Responsibilities. Provision of cross reference to the AzSPU Aspects and Impacts Register Template rather than having an outline table as Appendix 1 in the procedure. Removal of references to H&S Hazard Identification Procedure and Security Risk Assessment Procedure as not currently used within AzSPU. Section 5.6 Records removed. All Aspects and Impacts Registers and associated meeting minutes classed as documents.
July 4, 2007	Gunther Newcombe	Yuliy Zaytsev	Consideration of direct and indirect aspects included. Responsibilities revised. Responsibilities of Environmental Advisor transferred to Environmental Team Lead, who can delegate tasks as required. Responsibilities of CHSSE MS & Compliance Manager added. Clarification provided regarding scoring of criteria that are not considered to be applicable. Table 5.2.1 Guidelines for Environmental and Social Aspects Scoring – description for scoring of ‘People’ updated. Clarification provided regarding assessment of employee

			<p>health and safety hazards.</p> <p>Provision for linkage of significant aspects to existing Objectives, Targets and Management Programmes, Site Improvement Plans, etc added.</p> <p>Requirement for meetings minutes to record the consensus results of aspects / impacts identification and ranking removed.</p> <p>Requirement for a register of attendance to be included in the A&I Register added.</p> <p>Requirement for CHSSE MS & Compliance Manager to QA review all PU / Asset Aspects and Impacts Registers prior to upload into dK added.</p> <p>A&I Register Template updated to include:</p> <ul style="list-style-type: none"> - Direct and indirect aspects. - Aspects column split into 2 separate columns entitled 'Operational Activity / Process' and 'Aspect & Impact' for clarity. - Actions column updated to provide linkage to other on-site programmes and plans. - Register of attendance added. <p>Changes to PU / Asset Aspects and Impacts Registers will be implemented by PUs and Assets at their next Register review.</p>
January 10, 2008	AzSPU HSSE MS & Compliance Manager (Yuliy Zaytsev)	AzSPU HSSE MS Senior Advisor (Rebecca Heath)	<p>Clarification provided regarding use of the Aspects and Impacts Register Template. All columns have to be used; however, an additional column may be added if required for comments or additional references. Amendment made in response to November 2007 external ISO 14001 development point.</p>
February 4, 2009	AzSPU Safety & Compliance Systems Manager (Yuliy Zaytsev)	AzSPU HSSE MS Senior Advisor (Rebecca Heath)	<p>Definitions updated and clarified.</p> <p>Position titles updated throughout.</p> <p>Table 5.2.1 revised to include text for assessment of natural resource use.</p> <p>A&I Register Template amended to include numbering column (column 1) and 'emergency situation' in column 2.</p>
May 5, 2010	AzSPU Safety & Compliance Systems Manager (Yuliy Zaytsev)	AzSPU HSSE MS Senior Advisor (Rebecca Heath)	<p>Clarification provided on environmental scoring of resource use.</p> <p>Information provided on inclusion of positive impacts in the Aspects & Impacts Registers (Section 5.2.3).</p>

September 23, 2010	Faig Askerov (Reg Compliance and Env Manager)	AzSPU HSE Senior Advisor (Rebecca Heath)	Procedure updated to reflect new AzSPU organisational structure. Linkage between environmental aspects screening process and the AzSPU Practice for Assessment, Prioritization and Management of HSSE&O Risks (AzSPU-HSSE-DOC- 00252-2) added.
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