PROCEDURE FOR IDENTIFICATION OF ENVIRONMENTAL ASPECTS AND IMPACTS

Environmental Management System (ISO 14001:2015)

FALCON MIDDLE EAST CONTRACTING AND GENERAL MAINTENANCE – SOLE PROPRIETORSHIP L.L.C.

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Review and Approval

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1.0 PURPOSE

The purpose of this procedure is to provide a system for identifying and documenting environmental aspects and impacts.

2.0 SCOPE

This procedure applies to all of the organization's activities and services that can interact with the environment, whether they are carried out or generated in-house, purchased or subcontracted.

3.0 ROLES AND RESPONSIBILITIES

The corporate **Environmental Steering Committee** that represents various department and functions in the organization is responsible for the initial identification of environmental aspects.

On an ongoing basis, the **General Manager** along with the **Department Managers** are responsible for identifying changes in activities and services that create new environmental aspects or invalidate previously identified aspects.

The **QHSE Management Representative** is responsible for collecting, coordinating and maintaining information regarding environmental aspects.

4.0 TERMS AND DEFINITION

Terms	Definition
Environmental Aspect	An element or characteristic of an activity, product, or service that interacts or can interact with the environment. Environmental aspects can cause environmental impacts. They can have either beneficial impacts or adverse impacts and can have a direct and decisive impact on the environment or contribute only partially or indirectly to a larger environmental change.
Environmental Impact	Is a change to the environment that is caused either partly or entirely by one or more environmental aspects. An environmental aspect can have either a direct and decisive impact on the environment or contribute only partially or indirectly to a larger environmental change. In addition, it can have either a beneficial environmental impact or an adverse environmental impact.

5.0 PROCEDURE

5.1 IDENTIFICATION OF ENVIRONMENTAL ASPECTS

The QHSE Management Representative shall establish and direct the Environmental Steering Committee.

The QHSE Management Representative shall coordinate the assignment of specific areas and types of activities and services to the concerned member of the Environmental Steering Committee to ensure that everything is covered.

During the initial phase of establishing and implementing the EMS, each member of the Environmental Steering Committee shall inventory and review the activities and services in the relevant department or area of expertise and shall prepare a list of the identified environmental aspects.

All environmental aspects identified by the Environmental Steering Committee shall be discussed at a special meeting chaired by the QHSE Management Representative. Each member of the Environmental Steering Committee shall present the relevant aspects.

The Environmental Steering Committee shall then evaluate whether the aspects fit the definition and criteria of ISO 14001 standards and that there are no duplications.

The QHSE Management Representative shall note all aspects that pass the evaluation and shall compile a combined and comprehensive list of all environmental aspects.

The combined list shall then be presented to the top management for review and for possible identification of additional aspects that may have been missed.

The final list of environmental aspects that are identified by the initial review shall then be recorded in the Environmental Aspects and Impacts Register.

6.0 REFERENCE DOCUMENTS

- FALCON-PRO-19-FRM 01 Environmental Aspects and Impacts Register

Environmental Aspects and Impacts Identification

Department / Function: Falcon Middle East Contracting and General Maintenance

Revision History:

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00	01 April 2021	Initial release	QHSE MR
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Review and Approval:

Task	Name	Designation	Date	Signature
Prepared by:	Ravinder Singh Jaswal	HSE Engineer	17/10/2025	
Reviewed and Approved by:	Mohammad AL Shaer	General Manager	17/10/2025	

Note: The risk assessment to be reviewed annually to ensure it is remain appropriate and suitable to the activity.

EVALUATION CRITERIA

SCALE		**SCORE**
Isolated	Impact is contained within the work station / work area	1
Confined	Impact is restricted to / contained within the site of activity / plant premises	2
Regional	Impact migrates outside the site of activity into local community but is confined to the immediate neighborhood	3
Global	Impact migrates outside the region in which the worksite is located	4

SEVERITY		**SCORE**
Harmless / Mild Impact	Little or no potential for harm	1
Moderate	Slightly harmful	2
Serious	Harmful, but not potentially fatal for plants/ living beings	3
Severe/ Catastrophic	Very harmful and/or potential fatal	4

FREQUENCY (Probability of Occurrence)		**SCORE**
Seldom	May occur just once or may not occur at all in one's work lifespan	1
Intermittent	Occurs at least once every year, but not more than 2 times a year	2
Regular / repeated	Occurs at least once every month or more frequently, but less than 15 times a month	3
Routine/ continuous	Daily / continuous; about 15 times a month	4

DURATION		**SCORE**
Short term impact	Impact can be corrected within the same day / within a week	1
Medium term impact	Impact can be corrected in about 3-12 months; impact correctable	2
Long term impact	Impact difficult to correct; may take between 1-3 years for rectification	3
Irreversible impact	Controllable but not correctable; rectification may take more than 3 years	4

- Significance Rating = Scale x Severity x Frequency x Duration
- If the Significance Rating is ≥ 18, such environmental aspects is considered as significant.
- An environmental aspect is also considered as significant if the corresponding impact is addressed by applicable legal requirements (covered by permits, consents, regulatory guidelines).

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
1. ACTIVITY: SALES, ORDER REVIEW, PREPARING OF QUOTATION, SALES PLANNING AND SALES MEETING									
a	Use of electricity	Resource depletion	4	1	4	1	16	Not significant	Reduce of usage of electric equipment
b	Use of paper	Resource depletion	2	1	4	1	8	Not significant	Use two side of paper
c	Generation and disposal of empty ink cartridges/ toners	Land pollution	4	2	1	2	16	Not significant	Use of electronic files
d	Generation and disposal of solid waste (papers, plastics, office supplies-such as pens, markers etc.)	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
e	Generation and disposal of used cups, plates empty bottled water used during coffee breaks and meetings	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
f	Use of vehicle for client visits (smoke emission).	Air pollution	3	2	3	2	36	Significant	Minimize visit as possible, communicate through email or phone.

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
2. ACTIVITY: SERVICE PLANNING/ MEETING									
a	Use of electricity	Resource depletion	4	1	4	1	16	Not significant	Reduce of usage of electric equipment
b	Use of paper	Resource depletion	2	1	4	1	8	Not significant	Use two side of paper when printing
c	Generation and disposal of empty ink cartridges/ toners	Land pollution	4	2	1	2	16	Not significant	Use two side of paper when printing
d	Generation and disposal of solid waste (papers, plastics, office supplies-such as pens, markers etc.)	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
e	Generation and disposal of used cups, plates empty bottled water used during coffee breaks and meetings	Land pollution	4	2	1	2	16	Not significant	Do not use disposal item as possible

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
3. ACTIVITY: PURCHASING (LPO PREPARATION, REQUESTING FOR QUOTATION, PREPARATION OF REPORTS AND SUPPLIER VISIT)									
a	Use of electricity	Resource depletion	4	1	4	1	16	Not significant	Reduce of usage of electric equipment
b	Use of paper	Resource depletion	2	1	4	1	8	Not significant	Use two side of paper
c	Generation and disposal of empty ink cartridges/ toners	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
d	Generation and disposal of solid waste (papers, plastics, office supplies-such as pens, markers etc.)	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
e	Generation and disposal of used cups, plates empty bottled water used during coffee breaks and meetings	Land pollution	4	2	1	2	16	Not significant	Do not use disposal item as possible
f	Use of vehicle for client visits (smoke emission).	Air pollution	3	2	1	2	12	Not significant	Minimize visit as possible, communicate through email or phone.

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
4. ACTIVITY: STORES (RECEIVING OF STOCKS/, ISSUANCE OF STOCKS, INVENTORY COUNT)									
a	Use of paper	Resource depletion	1	1	4	1	4	Not significant	Use two side of paper when printing
b	Use of electricity	Resource depletion	2	1	1	1	2	Not significant	Reduce of usage of electric equipment
c	Generation and disposal of empty ink cartridges / toners	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
d	Use of vehicle for client visits (smoke emission).	Air pollution	3	2	3	2	36	Significant	Minimize visit as possible, communicate through email or phone.
e	Leakage of oil solvent, chemical etc	Land pollution / Air pollution	2	2	2	1	8	Not significant	Use of secondary containment and spill kit
f	Receiving delivery from supplier (use of delivery vehicle / smoke emission)	Air pollution	3	2	3	2	36	Significant	Minimize visit as possible, communicate through email or phone.

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
5. ACTIVITY: MAINTENANCE (REPAIR WORKS, MECHANICAL AND ELECTRICAL MAINTENANCE)									
a	Use of oil	Resource depletion	2	1	3	1	6	Not significant	Reduce
b	Use of electricity	Resource depletion	2	1	3	1	6	Not significant	minimize
c	Generation and disposal of used batteries/battery replacement	Land pollution	3	2	2	2	24	Significant	Disposal procedure with approved company
d	Use of fuel	Resource depletion	2	3	2	2	24	Significant	reduce
e	Generation and disposal of Busted fluorescent lamp	Land pollution	2	1	2	1	4	Not significant	Disposal procedure with approved company
f	Generation and disposal of solid waste (steel scrap)	Land pollution	2	2	1	1	4	Not significant	Re-use/ recycle

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
6. ACTIVITY: HSE (HSE INSPECTION, PREPARATION OF REPORTS, INCIDENT INVESTIGATION, EMERGENCY DRILL)									
a	Use of electricity	Resource depletion	4	1	4	1	16	Not significant	Reduce
b	Use of paper	Resource depletion	2	1	4	1	8	Not significant	Use two side of paper
c	Generation and disposal of empty ink cartridges/ toners	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
d	Generation and disposal of solid waste (papers, plastics, office supplies-such as pens, markers etc.)	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
e	Generation and disposal of used cups, plates empty bottled water used during coffee breaks and meetings	Land pollution	4	2	1	2	16	Not significant	Do not use disposal item as possible

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
7. ACTIVITY: RECRUITMENT AND TRAINING (INTERVIEWING APPLICANTS, PREPARATION OF REPORTS)									
a	Use of electricity	Resource depletion	4	1	4	1	16	Not significant	Reduce
b	Use of paper	Resource depletion	2	1	4	1	8	Not significant	Use two side of paper
c	Generation and disposal of empty ink cartridges/ toners	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
d	Generation and disposal of solid waste (papers, plastics, office supplies-such as pens, markers etc.)	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
e	Generation and disposal of used cups, plates empty bottled water used during coffee breaks and meetings	Land pollution	4	2	1	2	16	Not significant	Do not use disposal item as possible

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
8. ACTIVITY: FINANCE (PREPARATION OF REPORTS, RECORDING OF FINANCIAL TRANSACTIONS)									
a	Use of electricity	Resource depletion	4	1	4	1	16	Not significant	Reduce
b	Use of paper	Resource depletion	2	1	4	1	8	Not significant	Use two side of paper
c	Generation and disposal of empty ink cartridges/ toners	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
d	Generation and disposal of solid waste (papers, plastics, office supplies-such as pens, markers etc.)	Land pollution	4	2	1	2	16	Not significant	Disposal procedure with approved company
e	Generation and disposal of used cups, plates empty bottled water used during coffee breaks and meetings	Land pollution	4	2	1	2	16	Not significant	Do not use disposal item as possible

ENVIRONMENTAL ASPECT		ENVIRONMENTAL IMPACT	EVALUATION						CONTROL MEASURE
			SCALE	SEVERITY	FREQUENCY	DURATION	RATING		
9. ACTIVITY: USE OF WELFARE FACILITIES (TOILET, EATING ROOM, CHANGING ROOM ETC)									
a	Use of water	Resource depletion	2	1	4	1	8	Not significant	Re-use
b	Use of electricity	Resource depletion	2	1	1	1	2	Not significant	reduce
c	Use of Chemical and cleaning/soap and disposal of chemical-contaminated water.	Water pollution	2	1	1	1	2	Not significant	Dispose through ADSSC Sewage company
d	Generation and disposal of empty plastic bottle and use plastic food container, toiletries.	Land pollution	2	1	1	1	2	Not significant	Disposal procedure with approved company
e	Generation and disposal of food waste	Land pollution	2	1	1	1	2	Not significant	Disposal procedure with approved company
	Generation and disposal of use clothing (coverall, damage shoes etc)	Land pollution	1	1	1	1	1	Not significant	Disposal procedure with approved company