Standard operating procedure (SOP) · ENV-SOP-004 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2C.1

At a glance

- Leadership reviews the facility environmental impact once a year, as a documented review.
- The review lists specific negative impacts from the facility own activities.
- For each impact, record at least one realistic mitigation, even a partial one.
- Record findings, decisions and an owner for each action.
- Stop and get help straight away if: the review was never done, or it lists no impacts and no actions.

1. Purpose

To make sure leadership looks at the facility environmental impact as a whole each year and decides what to change, rather than leaving it to individual purchases or to one department [E-006, EC].

2. Scope

Applies to	Chief executive, senior leadership team, facilities manager, procurement lead, waste lead
Locations	The whole facility at the facility
When	Once a year, and when a major change happens (new building, service change)
Does not apply to	Routine energy and waste monitoring, covered by ENV-SOP-006

3. Definitions

Term	Meaning
Environmental impact	Effects of the facility activities on air, water, land, energy use, waste and climate
Mitigation	An action that reduces a negative impact, even partly

4. Background

Environmental decisions made one purchase at a time do not add up to a strategy. Criterion 2C.1 asks for a strategic review by leadership, which looks at the whole picture. The ASF environmental principles are used as the starting point [E-006].

5. Responsibilities

Role	Responsibility	Competence
Chief executive	Chairs the review; approves actions	Executive leadership
Facilities manager	Prepares the data and the impact list	Facilities management
Waste lead and procurement lead	Provide data on waste and purchasing	Own area competence

6. Materials and equipment

Item	Requirement	Condition
Review template (ENV-FRM-006)	Current	Available to leadership
Data from energy, waste, procurement and carbon records	Latest 12 months	Available before the review

7. Safety

- Impact reduction must never reduce patient safety. Infection control, sterilisation and clinical waste rules always come first.

8. Before you start

- Collect the last 12 months of data from ENV-FRM-008, the waste records and the procurement records.

9. Procedure

Step 1. Prepare the impact list.

- List the main impacts of the facility: energy, water, waste, transport, purchasing and emissions.
- Use the data, not general assumptions.

Key point: A review without data is an opinion.

Step 2. Hold the review.

- Leadership meets once a year to review the list.
- Record attendance, findings and decisions on ENV-FRM-006.

Key point: The record shows that leadership, not only staff, looked at the question.

Step 3. Identify realistic mitigations.

- For each main impact, record at least one realistic mitigation, even if it only reduces the impact partly.
- Estimate cost and effect where possible.

Key point: A realistic partial step beats a perfect plan that is never started.

Step 4. Set actions and owners.

- Agree actions with an owner and a date for each.
- Link actions to the programme in ENV-PLN-001 and the goals in ENV-PLN-002.

Key point: An action without an owner is not an action.

Step 5. Follow up.

- Check progress at the next review, and record the outcome.

Key point: Follow-up shows the review changed something.

10. Decision points

- If an impact is high and no mitigation is possible, leadership records the reason and reviews it again within 12 months.

11. Special situations

Situation	Action
New building, refurbishment or new service	Carry out an impact review before work starts, as part of the project approval.

12. Escalation

- Significant environmental incidents are reported under INC-POL-001 at once.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Annual leadership review held and recorded	Yes	Yearly	Chief executive	Escalate to governing body
Actions with owner and date	100%	Yearly	Facilities manager	Add owner within 14 days
Actions followed up at next review	100%	Yearly	Chief executive	Review

14. Records

Record	Kept in	Retention
ENV-FRM-006 Leadership Environmental Review Record	Governance file	the period set by the facility's records policy years

15. Training

- Leadership is briefed on this SOP at appointment and before each review (EC).

16. Related documents

ID	Title	Use
ENV-FRM-006	Leadership Environmental Review Record	Used in steps 2 to 4
SOP-N09	Environmental Sustainability Policy (generic)	Policy basis

ENV-PLN-001	Environmental Sustainability Programme	Programme links to actions

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. Review frequency and scope set by the ASF Expert Committee.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

E-learning for this document

- **Environmental Sustainability Standards for ASF Accreditation** (ENV-001)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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Related standard

- **Standard 2: Governance and Safety Culture**

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