**ASEMS - POEMS Transitioning from Release V2.3e to V3.0**

**Reference:**

Release V2.3e issued September 2010

Release V3.0 issued January 2017

**Background**

The Project Oriented Environmental Management System (POEMS) is a management system designed to be used as the DE&S mandated tool across all domains and all acquisition programmes undertaken by DE&S Project Teams.

The POEMS has been reviewed and updated.

This document does not provide instruction as to how to implement POEMS. But, it does provide information about the fundamental changes that have been made. Instructions for implementing POEMS are found on the [ASEMS website](https://asems.mod.uk).

The changes to the POEMS are evolutionary not revolutionary and fundamentally the POEMS remains an environmental management system that can be tailored to meet the specific requirements of DE&S Project Teams.

**Aim**

This document outlines the main differences between V2.3e and V3.0 POEMS and provides informative narrative that will better enable Project Teams to migrate to V3.0 POEMS from their current approach to the POEMS or legacy agreed equivalent.

**Timing**

Legacy environmental assessments for Product, System or Service (PSS) are required to migrate from V2.3e POEMS (or earlier versions) or any other environmental assessment methodology to the V3.0 POEMS approach by January 2020. However, PSS projects that will end within 18 months can opt out (by agreement with QSEP) and continue to manage their environmental management obligation as per POEMS V2.3e.

**Why has POEMS changed?**

The POEMS has changed to reflect best practice developments in environmental management such as the significant changes to ISO14001 between the 2004 version and the now extant 2015 version.

POEMS has further changed to ensure its improved usability and by focussing on essential environmental management system content, aligning with safety management terminology and approaches where appropriate and improving the flow to better meet the needs of Project Teams.

**Why adopt the POEMS?**

The Acquisition Safety and Environmental Management System (ASEMS) and its guidance through the Project Oriented Safety Management System (POSMS) and the POEMS is the DE&S single mandated approach to managing safety and environmental issues within the acquisition of products, systems and services.

The POEMS approach will be the DE&S way to develop Environmental Case arguments and will provide consistency of assessment and management across all Project Teams delivering PSS. Consistency will help to ensure continual improvement, accurate performance management and comparisons and maintaining a uniform response to scrutiny and audit.

All projects submitted to the Investment Approvals Committee (IAC) are mandated to take sustainability and environmental impacts into consideration, and all business cases taken by the Committee must demonstrate compliance with MOD’s Sustainable Procurement (SP) policies. The POEMS report outputs will provide the required environmental information to better enable scrutiny within the investment appraisals process. Appraisals within projects can commonly occur at:

* Initiation;
* Initial Gate;
* Main Gate;
* Contract Award;
* In-Service; and,
* Disposal or Termination.

**What are the Headline changes?**

The POEMS is now hosted entirely on the ASEMS interactive website ([ASEMS website](https://asems.mod.uk)).

The POEMS now consists 9 Environmental Management Procedures (EMPs), previously there were 8 EMPs. See below: *Table 1 Quick content comparison of old and new POEMS sections*

Significant improvements to usability have been made along with a specific focus on management system outputs and increased clarity.

The POEMS has greater emphasis on continual review and improvement via a more prominent cyclical approach to environmental management. The POEMS is better designed to remain live and inform decisions throughout the lifecycle of a project.

The POEMS process now begins with the development of a plan (EMP01) better enabling Project Teams the ability to appropriately and proportionately design and resource their approach as they develop the POEMS process.

POEMS V3.0 provides an increased focus on developing and capturing good practice such as positive impacts and mitigations as an output of the POEMS process. This better enables Project Teams to both develop and demonstrate positive environmental impacts alongside effective management of adverse environmental risks and impacts.

The Environmental Impact Assessment (EIA) approach employed within POEMS V2.3e, where a more rigorous assessment is required, is renamed Environmental Impact Management (EIM). Changing EIA to EIM removes conflicts in terminology, provide a greater emphasis with on-going management rather than singular assessment, remove conflict with statutory requirements and ensure that the MOD is more accessible to the wider environmentalist community.

**Table 1 Quick content comparison of old and new POEMS sections**

|  |  |
| --- | --- |
| **Old POEMS Section** | **New POEMS Section** |
| **EMP01 Stakeholders and Standards** | **EMP01 Environmental Management Plan** |
| **EMP02 Screening and Scoping** | **EMP02 Stakeholder Communications** |
| **EMP03 Impact Priority Evaluation** | **EMP03 Standards Identification and Demonstration of Compliance** |
| **EMP04 Environmental Impact Assessment Plan** | **EMP04 Screening and Scoping** |
| **EMP05 Environmental Impact Assessment and Reporting** | **EMP05 Impact Priority Evaluation** |
| **EMP06 Environmental Management Plan** | **EMP06 Objectives and Targets** |
| **EMP07 Operational Controls** | **EMP07 Environmental Impact Management** |
| **EMP08 Continuous Review** | **EMP08 Operational Controls** |
|  | **EMP09 Continuous Review** |

For the purposes of clarity, only significant changes are listed below (see Table 2 Comparing the V3.0 POEMS requirements with the V2.3ePOEMS requirements). Minor and non-technical changes are not listed.

Table 2 provides an overview of revisions that have changed the meaning, terminology and flow of the POEMS, between V2.3e and V3.0.

**Table 2 Comparing the V3.0 POEMS requirements with the V2.3e POEMS requirements**

|  |  |  |
| --- | --- | --- |
| **V2.3e POEMS key requirements / tasks** | **Equivalent requirements within the V3.0 POEMS structure** | **Further guidance** |
| **EMP01** Stakeholders and Standards Identification |  |  |
| 1. Identification, documentation and maintenance of standards requirements; | Guidance is located at **EMP03 –** Standards Identification and Demonstration of Compliance | **EMP03** is the Standards element of the previous **EMP01**. There is some additional content based upon ensuring demonstration of compliance.  The Standards register now takes the form of one standardised Excel Spreadsheet (formerly individual forms for each standard). |
| 1. Identification, documentation and maintenance of stakeholders requirements and contribution; | Guidance is located at **EMP02 –** Stakeholder Communications | This is the Stakeholders element of the previous **EMP01**.  Stakeholders register now takes the form of one spreadsheet (formerly individual forms for each stakeholder).  This form is presented in a new style as it has been re-formatted to maintain consistency with ASEMS V3.0. |
| 1. Project environmental responsibilities; | Guidance is located at **EMP02 –** Stakeholder Communications |  |
| 1. Communication requirements; | Guidance is located at **EMP02 –** Stakeholder Communications |  |
| 1. Assembly of Environmental Committee with Terms of Reference agreed; | Guidance is located at **EMP02 –** Stakeholder Communications |  |
| 1. Person responsible:    1. Project Team Leader; | The Project Team Leader is accountable for the completion of the POEMS. The Team Leader may choose to delegate the application of POEMS to an appropriate person or persons. |  |
| 1. Required Outputs:    1. Form EMP01/F/01 Register of Stakeholder Requirements and Information;    2. Form EMP01/F/02 Register of Environmental Standards;    3. Form EMP01/F/03 Project Environmental Responsibilities;    4. Communication Plan | New locations and naming:   1. Form EMP02/F/01 – Register of Stakeholder Requirements and Information; 2. Form EMP03/F/01 – Register of Environmental Standards; 3. Form EMP02/F/02 – Project Environmental Responsibilities; 4. Communications Plan procedure located in GMP06 and associated Form SSP01a/F/01 – Communications Plan. | Registers EMP02/F/01 and EMP03/F/01 are now in an MS Excel format enabling a single form/focal point with multiple entries. Previously the registers were in a MS Word format and one form per entry.  Communications Plan formerly **SSP01** – Communication.  The forms are presented in a new style as they have been re-formatted to maintain consistency with ASEMS V3.0. |
| **EMP02** Screening and Scoping |  |  |
| 1. Identification of potential direct and indirect, positive and negative environmental aspects and their impacts; | Guidance is located at **EMP04** – Screening and Scoping. |  |
| 1. Person responsible: 2. Project Team Leader; | The Project Team Leader is accountable for the completion of the POEMS. The Team Leader may choose to delegate the application of POEMS to an appropriate person or persons. |  |
| 1. Required outputs: 2. Partly completed form EMP02/F/01 Environmental Feature Matrix; 3. Environmental Impact Screening and Scoping (EISS) Report; 4. Draft Environmental Impact Statement (EIS) (where applicable). | 1. EMP04/F/01 – Environmental Feature Matrix. This has now been revised with the notable addition of mitigation columns. 2. No fundamental change to required content 3. No fundamental change to required content | Mitigation columns added the Environmental Feature Matrix to better enable the capture of operational controls along with targets and objectives relating to specific environmental impacts.  This form is presented in a new style as it has been re-formatted to maintain consistency with ASEMS V3.0. |
| 1. Guidance document: 2. EMP02/G/01 EFM Identifying Aspects and Impacts; 3. EMP02/G/02 EFM Completing the Matrix. | Guidance documents EMP02/G/01 EFM Identifying Aspects and Impacts and EMP02/G/02 EFM Completing the Matrix, no longer exist. | The content of the two guidance documents is now present within the main body of text at **EMP04** |
| **EMP03** Impact Priority Evaluation | Guidance is located at **EMP05 –** Impact Priority Evaluation |  |
| 1. Prioritisation of identified environmental impacts; | Guidance for the prioritisation of environmental impacts is provided at **EMP05**. | POEMS V3.0 requires use of a 6x6 risk matrix or approval to be sought from QSEP for use of an alternative matrix. POEMS V2.3e permitted POEMS practitioners to choose their desired risk matrix categories and this could be as low as 4x4. A 4x4 risk matrix would be unlikely to offer sufficient distinction between risk profiles. |
| 1. Person Responsible: 2. Project Team Leader | The Project Team Leader is accountable for the completion of the POEMS. The Team Leader may choose to delegate the application of POEMS to an appropriate person or persons. |  |
| 1. Completed form EMP02/F/01 Environmental Feature Matrix; | EMP04/F/01 – Environmental Feature Matrix. This has now been revised with the notable addition of mitigation columns. |  |
| 1. Form EMP03/F/01 Record of Priority Evaluation Methodology | EMP05/F/01 – Record of Priority Evaluation Methodology |  |
| **EMP04** Environmental Impact Assessment Plan |  |  |
| 1. To identify whether a full Environmental Impact Assessment (EIA) is required; | This (**EMP04** Environmental Impact Assessment Plan) no longer exists. The identification of whether a full EIA (now Environmental Impact Management (EIM)) now takes place at **EMP05** – Impact Priority Evaluation. |  |
| 1. If a full EIA is required: 2. Determine the strategy for applying the EIA process; 3. Identify the stages within CADMID/T to apply the EIA; 4. Assign responsibilities for carrying out the EIA. | The Environmental Management Plan (**EMP01**) will determine the strategy for applying the EIM process. The application is further defined within **EMP07** – Environmental Impact Management. |  |
| 1. Person responsible: 2. Project Team Leader | The Project Team Leader is accountable for the completion of the POEMS. The Team Leader may choose to delegate the application of POEMS to an appropriate person or persons. |  |
| 1. Form EMP04/F/01 Environmental Impact Assessment Plan | Form EMP04/F/01 no longer exists. | Recording an appropriate EIM Plan is the responsibility of the Project Team. Required and suggested content for the plan is provided at **EMP01** and **EMP07**. |
| **EMP05** Environmental Impact Assessment and Reporting | **EMP07** now covers Environmental Impact Management and reporting requirements. | This is a reflection of the previous **EMP05** with some terminology changes.  Environmental Impact Assessment (EIA) in the context of the POEMS is now Environmental Impact Management (EIM). The change of terminology from EIA to EIM is established for a number of reasons:  The main reasons are:   1. Conflict with statutory terminology outside of DE&S (The process of Environmental Impact Assessment is governed by the [Town and Country Planning (Environmental Impact Assessment) Regulations 2011](http://www.legislation.gov.uk/uksi/2011/1824/contents/made) [as amended](http://planningguidance.communities.gov.uk/blog/guidance/environmental-impact-assessment/screening-schedule-2-projects/#paragraph_059). These regulations apply the EU directive “on the assessment of the effects of certain public and private development projects on the environment” (usually referred to as the [Environmental Impact Assessment Directive](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:026:0001:0021:EN:PDF)) to the planning system). 2. EIA infers a single linear assessment approach but POEMS is (and needs to be) an on-going through-life management cycle; 3. The environmentalist community outside of DE&S (including the DIO) understand EIA to be a statutory requirement within the planning process. Additionally, EIA is widely considered to be a specific environmental discipline in its own right.   Changing EIA to EIM will reduce conflict in terminology and make the MOD more accessible to the wider environmentalist community, provide a greater emphasis on through-life management rather than one off assessments and remove conflict with statutory requirements. |
| 1. Carry out an EIA in accordance with the plan EMP04/F/01; | An EIM will be carried out in accordance with the EIM Plan. Requirements for the content of the EIM Plan are provided at **EMP01** and **EMP07**. |  |
| 1. Identify mitigation for adverse impacts; | Mitigation of adverse impacts is developed and recorded following the guidance of **EMP07**. Additionally, **EMP’s 06 and 08** specifically address Operational Controls and Objectives and Targets which both offer mitigation opportunities. | The new Environmental Feature Matrix boasts additional columns designed to capture any mitigations identified and developed through the project.  The EFM is presented in a new style as it has been re-formatted to maintain consistency with ASEMS V3.0. |
| 1. Identify optimisation of positive impacts; | Identifying the optimisation of positive impacts is addressed at **EMP07**. | The identification, recording and enhancement of positive impacts has been enhanced throughout the new POEMS. |
| 1. Produce EIA report; | The EIM report will be produced following the guidance provided at **EMP07**. |  |
| 1. Person Responsible: 2. Project Team Leader; | The Project Team Leader is accountable for the completion of the POEMS. The Team Leader may choose to delegate the application of POEMS to an appropriate person or persons. |  |
| 1. Environmental Impact Assessment (EIA) Report; 2. Environmental Impact Statement (EIS). | **EMP07** provides guidance for the generation of the EIM Report and Environmental Impact Statement (EIS). |  |
| 1. Guidance document: 2. EMP05/G/01 Suggested Content for EIA Report; 3. EMP05/G/02 Checklist for EIA Report. | EMP05/G/01 and EMP05/G/02 no longer exist. However, the content is reflected within the main body of text for **EMP07**. |  |
| **EMP06** Environmental Management Plan (Setting Objectives and Targets) | EMP06 continues to enable the setting of appropriate objectives and targets. However, to a large extent environmental management planning now takes place at **EMP01** and is subject to continual review throughout the POEMS process. | The Environmental Management Plan is now largely covered at **EMP01** and subject to continual review and improvement. The change enables appropriate planning to take place at the beginning of POEMS.  **EMP01** now contains some of the original elements of **EMP04** and **EMP06** and allows better read across with POSMS. |
| 1. To establish environmental objectives and targets for the equipment or service; | **EMP06 – Objectives and Targets** provides guidance for establishing environmental objectives and targets. |  |
| 1. To produce an EM Plan to achieve the environmental objectives and targets; | The Environmental Management Plan begins at **EMP01** and is subject to continual review. Where relevant there is guidance throughout POEMS relating to specific aspects of the plan. | **EMP06** provides further guidance on updating the Environmental Management Plan to include objectives and targets. |
| 1. Document justification for the objectives and targets which have been formulated; | Justification of objectives and targets formulated shall be provided following guidance contained at EMP06. Justification is recorded within EMP06/F/01. |  |
| 1. Person responsible: 2. Project Team Leader; | The Project Team Leader is accountable for the completion of the POEMS. The Team Leader may choose to delegate the application of POEMS to an appropriate person or persons. |  |
| 1. Form EMP06/F/01 Setting Objectives and Targets; | No change to content. | This form is presented in a new style as it has been re-formatted to maintain consistency with ASEMS V3.0. |
| 1. Form EMP06/F/02 Environmental Objectives and Targets Register; | No change to content. | This form is presented in a new style as it has been re-formatted to maintain consistency with ASEMS V3.0. |
| 1. Form EMP06/F/03 Environmental Management Plan Record Sheet. | EMP06/F/03 deleted. Its content is covered both within the reporting and within EMP06/F/01 and EMP06/F/02. |  |
| **EMP07** Operational Controls | Operational Controls guidance is now provided at **EMP08** |  |
| 1. To ensure that appropriate controls are developed (for testing, trialling, operation and disposal); | **EMP08** provides guidance for ensuring appropriate controls are developed. |  |
| 1. Check the controls when in place to ensure adequacy; | **EMP08** provides guidance for checking the adequacy of controls. |  |
| 1. Person Responsible: 2. Project Team Leader; | The Project Team Leader is accountable for the completion of the POEMS. The Team Leader may choose to delegate the application of POEMS to an appropriate person or persons. |  |
| 1. Form EMP07/F/01 Environmental Operational Control Index; | Form EMP07/F/01 Environmental Operational Control Index is now EMP08/F/01 Environmental Operational Control Index. | This form is presented in a new style as it has been re-formatted to maintain consistency with ASEMS V3.0. |
| 1. Guidance Document: 2. EMP07/G/01 Operational Control Decision Tree | EMP07/G/01 Operational Control Decision Tree no longer exists. Its content is positioned within the main text of **EMP08** |  |
| **EMP08** Continuous Review | Continuous Review guidance is now provided at E**MP09** |  |
| 1. Initiate the review and possible revision of procedure outputs when changes occur that affect the project or information available; | Guidance for initiating reviews is provided at **EMP09**. |  |
| 1. Initiate the review and possible revision of procedure outputs at set intervals; | Guidance for review intervals is provided at **EMP09**. |  |
| 1. Record the results of reviews; | Guidance for recording the results of reviews is provided at **EMP09**. |  |
| 1. Person Responsible: 2. Project Team Leader; | The Project Team Leader is accountable for the completion of the POEMS. The Team Leader may choose to delegate the application of POEMS to an appropriate person or persons. |  |
| 1. Form EMP08/F/01 | Form EMP08/F/01 Continuous Review Record is now EMP09/F/01 Continuous Review Record. | This form is presented in a new style as it has been re-formatted to maintain consistency with ASEMS V3.0. |
| **Additional noteworthy content changes since V3 release** | | |
| **Date of change** | **Location** | **Comment** |
| April 2017 | EMP04/F/01 Environmental Feature Matrix | Inclusion of an information box for the provision of project specific details. |
| April 2017 | EMP05/F/01 Record of Priority Evaluation Methodology | Adjustment of form to reflect change in number of assessment categories (see next entry below). |
| April 2017 | EMP05 5.2 | Change of mandated risk assessment matrix from a 6x6 to a 5x5 matrix. This change also affects the category headings used for severity and frequency. The change brings POEMS into line with JSP 892 and therefore the mandated approach to risk assessment at MOD.  To be clear, this is a change of terminology and number of categories. The categories must continue to be defined per individual assessment to ensure a proportional and relevant approach to environmental management.  Aligning with JSP892 allows POEMS outputs to be more effectively communicated and managed alongside wider business risks. |
| April 2017 | EMP01 1.2.10.1 | Further Clarification provided here regarding the use of Independent Environmental Auditors |
| April 2017 | EMP03 3.2.1.2 | New sentence “If the Project Team proposes using an alternative approach to recording environmental standards, this will require agreement from QSEP”. This new content aims to recognise that in some cases it could be justifiable to use an alternative to EMP03/F/01 – Register of Environmental Standards. For example, the use of an appropriate legislation database and its subsequent outputs. |
| April 2017 | EMP05 5.2.6 | The table provided as an example for increasing the resolution between impacts has been removed. It has been considered to provide more confusion than clarity. |
| April 2017 | EMP05 5.2.8.2 | New content regarding the escalation of environmental issues beyond the Project Team |
| June 2017 | EMP03 3.2.2.1.b. | New content: “Where contact with external regulators is required QSEP must be consulted in the first instance.” |
| June 2017 | EMP04 F 01 Environmental Feature Matrix | New content: columns added to allow post mitigation assessment, a row to distinguish between EISS and EIM required activity and some general rearrangement to allow better presentation. |
| June 2017 | EMP05 5.1.0.2 | New content:  “Undertake an EIM if there is either:   1. a) One or more medium or high priority impacts identified in the EFM; or 2. b) The absence of an EIM would cause the effect of a positive environmental impact to diminish or come to an end; or 3. c) Insufficient information to decide whether any adverse environmental impact present a significant material risk to either the environment; or 4. d) Insufficient information to decide whether an environmental impact is adverse.” |
| June 2017 | EMP06 6.1.0.1 & 6.2.0.1 | New content: “Objectives and targets can represent mitigating activity and should be recorded in the EFM.” |
| June 2017 | EMP08 8.1.0.1 & 8.2.0.1 | New content: “An operational control represents a mitigating activity and should be recorded in the EFM.” |
| June 2017 | EMP08 F 01 Environmental Operational Control Index | New content: additional column to enable recording of justification. |