

Carbon Reduction Plan

SAMPLE DOCUMENT - FICTIONAL COMPANY. This plan was produced from invented data to show the format and content a customer would receive. It does not describe any real organisation. Company number and names are fictitious.

Supplier name	Example Facilities Services Ltd
Company number	00000000
Publication date	12 October 2026
Reporting period	1 October 2025 to 30 September 2026
Organisational boundary	UK operations, operational control approach

Commitment to achieving Net Zero

Example Facilities Services Ltd is committed to achieving Net Zero emissions by **2050**.

Baseline emissions footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline year	1 October 2025 to 30 September 2026
Additional details relating to the baseline emissions calculations	This is our first Carbon Reduction Plan, so the baseline year is the same as the current reporting period. Future plans will report progress against this baseline.

Emissions	Total (tCO ₂ e)
Scope 1	19.56
Scope 2	2.82
Scope 3 (included sources)	12.74
Business travel (Cat. 6)	1.39
Employee commuting (Cat. 7)	10.67
Waste generated in operations (Cat. 5)	0.02
Upstream transportation and distribution (Cat. 4)	0.67
Downstream transportation and distribution (Cat. 9)	Not applicable
Total emissions	35.12

Current emissions reporting

Reporting year	1 October 2025 to 30 September 2026
Emissions	Total (tCO ₂ e)
Scope 1	19.56
Scope 2	2.82
Scope 3 (included sources)	12.74
Business travel (Cat. 6)	1.39
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Total emissions	35.12

Intensity: 1.95 tCO₂e per full-time equivalent employee (18 FTE).

Scope 3 categories not included, and why

- **Downstream transportation and distribution (Cat. 9):** not applicable. The company sells cleaning and facilities services, not physical products, so there is no transport or distribution of sold products to customers.

Estimated data

The following lines use estimates rather than metered or invoiced data:

- Waste generated in operations (Cat. 5) (ci combustion): General waste: 1 x 1100 litre bin collected weekly; weight estimated from the contractor's average bin weight
- Upstream transportation and distribution (Cat. 4) (van diesel): Consumables deliveries: 50 deliveries x 52 km round trip, estimated from supplier depot distance
- Employee commuting (Cat. 7) (car unknown): Estimate: 18 FTE x 225 days x 90% office days x 2 x 11 km x 65% share
- Employee commuting (Cat. 7) (bus): Estimate: 18 FTE x 225 days x 90% office days x 2 x 7 km x 20% share
- Employee commuting (Cat. 7) (walk cycle): Estimate: 18 FTE x 225 days x 90% office days x 2 x 2.5 km x 15% share
- Employee commuting (Cat. 7) (homeworking): Estimate (optional teleworking): 18 FTE x 225 days x 10% home days x 7.5 h

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction target: Reduce total emissions by 20% against the baseline by 2030, mainly by replacing diesel vans with

electric vans as leases end.

We project that carbon emissions will change over the coming years as follows:

Year	Projected total (tCO ₂ e)
2030	28.09

Projections are management estimates, not guarantees.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the baseline. The carbon emission reduction achieved by these schemes has not been separately quantified unless stated.

- Replaced one petrol pool car with a battery electric car charged at the depot (its charging electricity is included in the metered Scope 2 figure).
- Fitted LED lighting with presence sensors throughout the office and depot.
- Moved to concentrated cleaning chemicals to cut the number of supplier deliveries.

Future carbon reduction initiatives

In the future we hope to implement further measures such as:

- Replace the three diesel vans with electric vans as their leases end (2027 to 2029).
- Install a depot heat pump to replace the gas boiler when it is due for renewal.
- Route-plan cleaning rounds to reduce van mileage.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Approved by	Board of Directors on 12 October 2026
Signed on behalf of the supplier	Alex Example
Position	Managing Director

Date	12 October 2026
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Annex A: calculation detail

Conversion factors: UK Government GHG conversion factors for company reporting, 2026 set (DESNZ flat file v1.2, updated 2026-07-10), kg CO₂e per unit, chosen because most of the reporting period falls in 2026

(<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2026>). Scope 2 uses the location-based UK grid factor. Seven Kyoto gases are covered as CO₂e via the factors. UK operations only.

Scope	Category	Source	Activity	kgCO ₂ e/unit	DESNZ factor ID	tCO ₂ e	Data
1	Stationary fuel combustion	natural gas	24,000.0 kWh	0.18231	1_100_1004_6_1	4.38	invoice
1	Company-owned/controlled vehicles	van diesel	58,000.0 km	0.25716	5_303_3102_4_1	14.91	metered
1	Refrigerant losses (fugitive)	R32	0.4 kg	677	3_200_2014_3_1	0.27	invoice
2	Purchased electricity (location-based)	uk grid	21,500.0 kWh	0.13096	7_400_4000_5_1	2.82	invoice
3	Business travel (Cat. 6)	car unknown	7,400.0 km	0.16591	25_301_3074_4_1	1.23	invoice
3	Business travel (Cat. 6)	rail national	3,100.0 passenger.km	0.03092	25_315_3147_11_1	0.10	invoice
3	Business travel (Cat. 6)	hotel uk	6.0 room.night	10.4	29_600_4000_13_1	0.06	invoice
3	Waste generated in operations (Cat. 5)	ci combustion	3.1 tonne	4.65358	20_507_5311_15_1	0.01	client estimate
3	Waste generated in operations (Cat. 5)	paper board closed loop	0.9 tonne	4.65358	20_506_5450_15_1	0.00	invoice
3	Upstream transportation and distribution (Cat. 4)	van diesel	2,600.0 km	0.25716	27_303_3102_4_1	0.67	client estimate
3	Employee commuting (Cat. 7)	car unknown	52,123.5 km	0.16591	25_301_3074_4_1	8.65	agent estimate
3	Employee commuting (Cat. 7)	bus	10,206.0 passenger.km	0.10151	25_314_3145_11_1	1.04	agent estimate
3	Employee commuting (Cat. 7)	walk cycle	2,733.8 km	0	ZERO	0.00	agent estimate
3	Employee commuting (Cat. 7)	homeworking	3,037.5 FTE.hour	0.32393	32_603_9999_12_1	0.98	agent estimate

Prepared with calculator v1.0.0 on 2026-10-06. This plan was prepared from information supplied by the organisation; it has not been independently audited or verified (PPN 006 does not require an audit). Responsibility for the plan's accuracy and for its approval rests with the organisation's board of directors.