Carbon Reduction Plan

SAMPLE: fictional company, illustrative figures. Example Building Services Ltd does not exist. The activity figures were invented to show what a finished plan looks like.

Supplier name: Example Building Services Ltd

Publication date: 10 November 2026

Company number: 00000000 (fictional). Registered office: Unit 4, Sample Trade Park, Anytown, ZZ1 1ZZ (fictional).

Commitment to achieving net zero

Example Building 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: 2026 (1 October 2025 to 30 September 2026)	
Additional details relating to the baseline emissions calculations:	
This is the company's first Carbon Reduction Plan, so the baseline year is the same period as the reporting year: the financial year 1 October 2025 to 30 September 2026. Gas and electricity figures come from supplier invoices. Diesel comes from fuel card statements. Pool car, business travel and commuting distances come from mileage logs, expense claims and a staff travel survey. Waste tonnages come from the waste contractor's annual report. Supplier and courier delivery distances are estimates based on delivery counts and typical round trip distances.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO2e)**
Scope 1	32.24
Scope 2	2.46
Scope 3 (included sources)	17.52
Category 4: Upstream transportation and distribution	2.14
Category 5: Waste generated in operations	0.23
Category 6: Business travel	1.72
Category 7: Employee commuting	13.27
Category 9: Downstream transportation and distribution	0.17
Total emissions	**52.22**

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Current emissions reporting

Reporting year: 2026 (1 October 2025 to 30 September 2026)	
EMISSIONS	**TOTAL (tCO2e)**
Scope 1	32.24
Scope 2	2.46
Scope 3 (included sources)	17.52
Category 4: Upstream transportation and distribution	2.14
Category 5: Waste generated in operations	0.23
Category 6: Business travel	1.72
Category 7: Employee commuting	13.27
Category 9: Downstream transportation and distribution	0.17
Total emissions	**52.22**

Figures are in tonnes of carbon dioxide equivalent (tCO2e). Totals are calculated from unrounded line values, so they can differ from the sum of the rounded figures shown by 0.01.

Emissions reduction targets

In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets.

- Reduce Scope 1 and Scope 2 emissions by 40% by 2031 against the 2026 baseline.
- Reduce the included Scope 3 emissions by 25% by 2031 against the 2026 baseline.
- Review progress every year when this plan is updated.

We project that carbon emissions will decrease over the next five years to 34.00 tCO2e by 2031. This is a reduction of 34.9%.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented. This is the first Carbon Reduction Plan for Example Building Services Ltd and the baseline year is also the reporting year, so the carbon emission reduction achieved by these schemes equates to 0.00 tCO2e, a 0% reduction against the 2026 baseline. Reductions will be reported when the plan is next updated. The measures will be in effect when performing the contract.

- LED lighting fitted throughout the office and workshop.
- Heating controls replaced with programmable thermostats and a set-back schedule.
- Daily van routes planned centrally to cut repeat visits.
- Separate collections in place for metal, cable, cardboard and general waste.

Future carbon reduction initiatives

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

- Replace two diesel vans with battery electric vans as leases end.
- Install two workplace charge points.
- Move the pool car to a battery electric model.
- Ask the three largest suppliers to consolidate deliveries to one per week.
- Introduce a cycle to work scheme and a car share board for staff.

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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[1] and uses the appropriate government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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

Signed on behalf of the supplier:

Signature: .....

Name: .....

Job title: .....

Date: .....

Date of approval by the board of directors (or equivalent management body): .....

[1] https://ghgprotocol.org/corporate-standard
[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[3] https://ghgprotocol.org/standards/scope-3-standard

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Appendix A: calculation lines and factor sources

Each line shows the activity figure supplied by the company, the conversion factor applied and the official table it comes from. Emissions for a line are the activity figure multiplied by the factor, divided by 1,000 to give tonnes.

Baseline year and reporting year 2026 (the same period)

Category	Activity	Amount	Factor (kg CO2e per unit)	Factor source	tCO2e
Scope 1	Natural gas	31,400 kWh	0.18231 kg CO2e per kWh (Gross CV)	2026 factors, 'Fuels' table, cell D42.	5.725
Scope 1	Diesel (average biofuel blend)	9,640 litres	2.58354 kg CO2e per litre	2026 factors, 'Fuels' table, cell D72.	24.905
Scope 1	Company car, petrol: pool car, from mileage log	6,200 miles = 9,977.93 km	0.16152 kg CO2e per km	2026 factors, 'Passenger vehicles' table, cell H54.	1.612
Scope 2	Purchased grid electricity (location based)	18,750 kWh	0.13096 kg CO2e per kWh	2026 factors, 'UK electricity' table, cell E25.	2.456
Scope 3, Cat 4 Upstream transport	Delivery by diesel van: supplier deliveries to the workshop, estimated (distance method)	4,300 km	0.25716 kg CO2e per km	2026 factors, 'Delivery vehicles' table, cell D32.	1.106
Scope 3, Cat 4 Upstream transport	Delivery by HGV (all diesel, average laden): plant and bulk materials deliveries, estimated (distance method)	1,150 km	0.89743 kg CO2e per km	2026 factors, 'Delivery vehicles' table, cell D52.	1.032
Scope 3, Cat 5 Waste	Waste to combustion (energy from waste)	2.60 tonnes	4.65358 kg CO2e per tonne	2026 factors, 'Waste disposal' table, cell G52.	0.012
Scope 3, Cat 5 Waste	Waste recycled (closed loop)	3.10 tonnes	4.65358 kg CO2e per tonne	2026 factors, 'Waste disposal' table, cell F52.	0.014
Scope 3, Cat 5 Waste	Waste to landfill	0.40 tonnes	520.58023 kg CO2e per tonne	2026 factors, 'Waste disposal' table, cell I52.	0.208
Scope 3, Cat 6 Business travel	Car, fuel not known: staff using their own cars, from expense claims	3,900 miles = 6,276.44 km	0.16591 kg CO2e per km	2026 factors, 'Business travel-land' table, cell X53.	1.041
Scope 3, Cat 6 Business travel	National rail	2,450 passenger km	0.03092 kg CO2e per passenger km	2026 factors, 'Business travel-land' table, cell D87.	0.076
Scope 3, Cat 6 Business travel	Regular taxi	180 passenger km	0.14861 kg CO2e per passenger km	2026 factors, 'Business travel-land' table, cell D71.	0.027
Scope 3, Cat 6 Business travel	Domestic flight: two return trips for training	1,860 passenger km	0.22928 kg CO2e per passenger km	2026 factors, 'Business travel-air' table, cell E23.	0.426
Scope 3, Cat 6 Business travel	Hotel stay, UK	14 room nights	10.4 kg CO2e per room night	2026 factors, 'Hotel stay' table.	0.146
Scope 3, Cat 7 Commuting	Car, fuel not known: from staff travel survey	46,800 miles = 75,317.30 km	0.16591 kg CO2e per km	2026 factors, 'Business travel-land' table, cell X53.	12.496

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Category	Activity	Amount	Factor (kg CO2e per unit)	Factor source	tCO2e
Scope 3, Cat 7 Commuting	Local bus	5,200 passenger km	0.10151 kg CO2e per passenger km	2026 factors, 'Business travel-land' table, cell D81.	0.528
Scope 3, Cat 7 Commuting	National rail	7,900 passenger km	0.03092 kg CO2e per passenger km	2026 factors, 'Business travel-land' table, cell D87.	0.244
Scope 3, Cat 9 Downstream transport	Delivery by diesel van: courier deliveries of parts to client sites, estimated (distance method)	650 km	0.25716 kg CO2e per km	2026 factors, 'Delivery vehicles' table, cell D32.	0.167
Scope 1					**32.241**
Scope 2					**2.456**
Scope 3 (included sources)					**17.524**
Total emissions					**52.221**

Conversion factors used

All factors are from the 2026 edition of the UK Government GHG Conversion Factors for Company Reporting, published by the Department for Energy Security and Net Zero: https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2026. Contains public sector information licensed under the Open Government Licence v3.0. The last column records the page each value was read from.

Factor	Value and unit	Official table	Year	Read from
Natural gas, per kWh (Gross CV)	0.18231 kg CO2e per kWh (Gross CV)	Fuels, cell D42	2026	https://greencalculus.com/wp-json/greencalculus/v1/defra-factors
Diesel (average biofuel blend), per litre	2.58354 kg CO2e per litre	Fuels, cell D72	2026	https://greencalculus.com/wp-json/greencalculus/v1/defra-factors
Average car, petrol, per km	0.16152 kg CO2e per km	Passenger vehicles, cell H54	2026	https://greencalculus.com/factors/passenger-vehicle-emission-factors/
UK grid electricity generated, per kWh (location based)	0.13096 kg CO2e per kWh	UK electricity, cell E25	2026	https://greencalculus.com/standards/uk-defra-emission-factors/
Van, average (up to 3.5 tonnes), diesel, per km	0.25716 kg CO2e per km	Delivery vehicles, cell D32	2026	https://greencalculus.com/wp-json/greencalculus/v1/factors?section=delivery_vehicles&limit=500
HGV (all diesel), all HGVs, average laden, per vehicle km	0.89743 kg CO2e per km	Delivery vehicles, cell D52	2026	https://greencalculus.com/wp-json/greencalculus/v1/factors?section=delivery_vehicles&limit=500
Commercial and industrial waste, combustion (energy from waste), per tonne	4.65358 kg CO2e per tonne	Waste disposal, cell G52	2026	https://greencalculus.com/factors/waste-disposal-route-factors/
Commercial and industrial waste, closed-loop recycling, per tonne	4.65358 kg CO2e per tonne	Waste disposal, cell F52	2026	https://greencalculus.com/factors/waste-disposal-route-factors/
Commercial and industrial waste, landfill, per tonne	520.58023 kg CO2e per tonne	Waste disposal, cell I52	2026	https://greencalculus.com/factors/waste-disposal-route-factors/
Average car, unknown fuel, per km (business travel)	0.16591 kg CO2e per km	Business travel-land, cell X53	2026	https://greencalculus.com/factors/business-travel-emission-factors/
National rail, per passenger km	0.03092 kg CO2e per passenger km	Business travel-land, cell D87	2026	https://greencalculus.com/factors/business-travel-emission-factors/
Regular taxi, per passenger km	0.14861 kg CO2e per passenger km	Business travel-land, cell D71	2026	https://greencalculus.com/factors/business-travel-emission-factors/
Domestic flight, average passenger, with radiative forcing, per passenger km	0.22928 kg CO2e per passenger km	Business travel-air, cell E23	2026	https://greencalculus.com/factors/business-travel-emission-factors/
Hotel stay, UK, per room per night	10.4 kg CO2e per room night	Hotel stay	2026	https://www.keslio.com/resources/tools/ghg-emissions-calculator/factors

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Factor	Value and unit	Official table	Year	Read from
Average local bus, per passenger km	0.10151 kg CO2e per passenger km	Business travel-land, cell D81	2026	https://greencalculus.com/factors/business-travel-emission-factors/

Notes on method

- Organisational boundary: Operational control. The plan covers the company's single office and workshop unit and all vehicles it operates.
- Scope 2 is reported on a location basis using the UK grid electricity generation factor.
- Scope 3 covers the five categories required for Carbon Reduction Plans: 4 upstream transportation and distribution, 5 waste generated in operations, 6 business travel, 7 employee commuting and 9 downstream transportation and distribution.
- Where a distance was supplied in miles and the official per mile factor has not been verified, the distance is converted to km (1 mile = 1.609344 km) and the official per km factor is applied.
- Third party deliveries are calculated by the distance method, using the per vehicle km factors in the Delivery vehicles table.
- Flight factors include the effect of radiative forcing.
- The activity figures were supplied by Example Building Services Ltd, which is responsible for their accuracy. The calculations and this document were prepared by Framework Ready, a trading name of DemandOS Ltd (company number 17351268). Framework Ready is not a verification or assurance body and has not audited the figures. This document is not legal advice.

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