



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Carbon Reduction Plan Template

Supplier name: SpoorTech Ltd.....

Publication date: 28/08/2024.....

Commitment to achieving Net Zero

SpoorTech Ltd are 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: 2023	
Additional Details relating to the Baseline Emissions calculations.	
Spoor-Tech is committed to reducing its Green House Gas (GHG) emissions by at least 100% of 2002 levels by 2050, a process known as achieving net zero. Spoor-Tech will play its part in achieving the commitments established in the UK Climate Change Act 2008 as amended, and to contribute to the aspirations of the UN Framework Convention on Climate Change, and the UN Sustainable Development Goal No.13 Climate Change. Spoor-Tech is committed to decoupling operational growth from GHG emissions increases using the methods detailed below.	
Baseline year emissions: 2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	99.8 Tonnes (Vehicle and Machinery Petrol and Diesel)
Scope 2	Imported Electricity - 6.5 Tonnes Imported Gas - 3.4 Tonnes
Scope 3 (Included Sources)	Water and Wastewater 0.2 Tonnes Waste - WIP Supply Chain - WIP Business Travels - WIP

	Homeworking Office Staff - WIP
Total Emissions	109.9 Tonnes

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	95.4 Tonnes (Vehicle and Machinery Petrol and Diesel)
Scope 2	Imported Electricity - 6.24 Tonnes Imported Gas - 3.1 Tonnes
Scope 3 (Included Sources)	Water and Wastewater 0.18 Tonnes Waste - WIP Supply Chain - WIP Business Travels - WIP Homeworking Office Staff - WIP
Total Emissions	104.9 Tonnes

Emissions reduction targets

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

Vehicles

Vehicles emissions are currently our most significant measured GHG source. To reduce GHG emissions we have implemented:

- Appointed Fleet Manager responsible for the management of the vehicle fleet and driver records.
- Vehicles are procured / hired with low emissions as a purchasing criterion. The vehicle fleet is on a rolling 3-year replacement program.
- Vehicles are maintained and operated as per as per manufacturer's instructions and company driving policies.
- Drivers are made aware of company policy on safe and fuel-efficient driving.
- Driver and vehicle performance is monitored by the Fleet Manager through:
 - Installed vehicle tracker system Telematics;
 - Fuel card data;
 - Driver fixed penalty points, including six-month checks (or more frequent) on DVLA Driving Licence Register;
 - Third-party driving complaints; motor vehicle incidents.

Fleet Manager reports to management team on driver and vehicle performance.

- Travel routes are planned to be as fuel efficient as possible.
- No vehicle is permitted to idle unless due to keep occupants warm / cool in severe weather. This is monitored via our Telematics system.
- Drivers who do not meet the company's required driver performance standards are subject to driver assessment and additional awareness training, however if continuing not to achieve the required driving standards will be subject to disciplinary action, which may ultimately lead to dismissal from employment.

Office

- Spoor-Tech head office is Unit 12 Dolphin Point, Dolphin Way, Purfleet, Essex RM19 1NR. This is a shared unit with other businesses on a business park and is the best available option to Spoor-Tech at present.
- The gas and electricity usage has been measured and currently represents 9% of current measured carbon output.
- Equipment and non-PIR controlled lights are switched off when not in use.
- Administration systems maximise use of electronic systems to reduce paper use.
- Paper is procured from recycled or sustainable sources. Used paper is reused where practicable.
- Printer cartridges are refilled or recycled.
- Single Use Plastics are eliminated where practicable. In the kitchenette reusable plates and cutlery is provided. Used plastic food and drink containers are recycled.
- Low hazard cleaning chemicals used, particularly ones with low Volatile Organic Compound (VOC) contents.
- Waste disposal facilities are provided for general waste by Biffa
- Water is minimized through controls on WC cisterns.

Operational Delivery

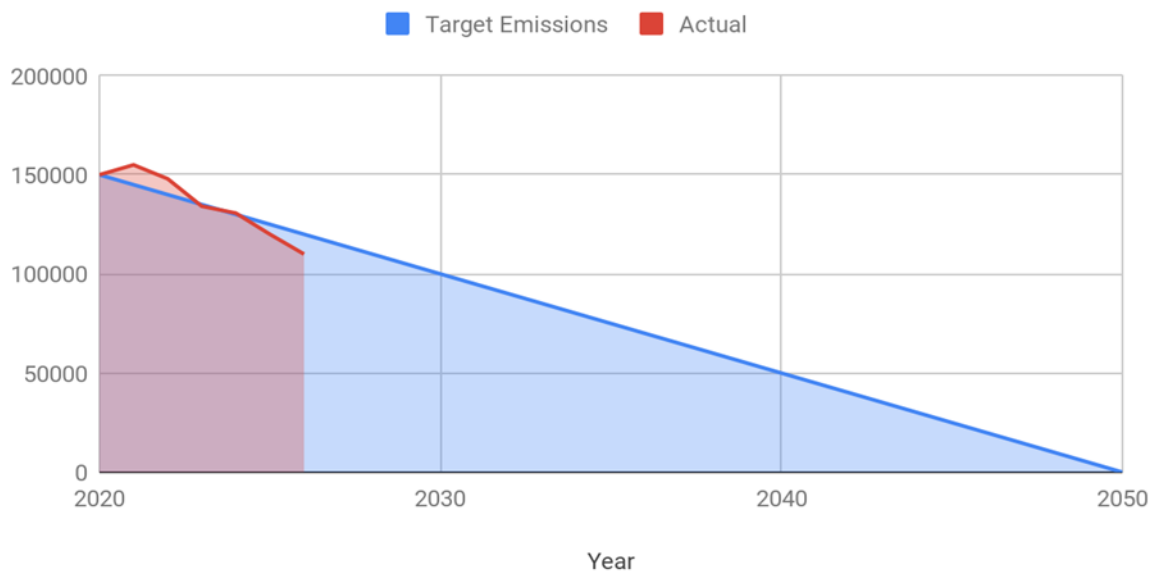
- Operational delivery material resource efficiency and waste minimisation is ensured by effective planning, use of competent staff, procurement, compliant materials storage, stock control, and quality service delivery processes.
- In procuring materials and equipment where possible the best environmental option is made, including for specification of products that are:
 - energy efficient;
 - are low hazard;
 - contain recycled content;
 - are repairable;
 - have end-of-life recyclability.

Our site waste that is brought back to our storage yard (under waste exemption) is sent to a material reclamation facility for recycling.

We project that carbon emissions will decrease over the next five years to 90 tCO₂e by 2030. This is a reduction of 10%

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to 5.0 tCO₂e, a 4.55%ge reduction against the 2023 baseline and the measures will be in effect when performing the contract

We have achieved certification to ISO 9001 and ISO14001 and will be undertaking a full review of our current measures and emissions

At time of writing, we are reviewing our carbon reduction plans for 2024/25, and will then review benefits of appointing a carbon offset provider. In selecting a carbon offset provider they will be accredited by a recognised international standard accreditation scheme e.g. VCS, GS VER, VOS.

Plans for 2024/25 are:

- Calculate total emissions for purchased materials, services and products.
- Determine business travel emissions
- Calculate emissions for staff that are homeworking (Office staff)

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

Vehicles

Review our current vehicles and replace with hybrid or electric vehicles where this can be achieved.

Office

- Source office electricity supply from a renewable energy source.
- Confirm waste recycling figures with Biffa for general waste tonnage disposed.

Operational Delivery

- Calculate total emissions for purchased materials, services and products.
- Determine business travel emissions
- Calculate emissions for staff that are homeworking (Office staff)

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, 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) Standard⁶.

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:

Anthony Stander.....

Date: 28/08/2024.....

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>