

PPN 006 Carbon Reduction Plan checklist

Run through this before you submit a public-sector bid to confirm your Carbon Reduction Plan has the required sections, emissions coverage, evidence and sign-off.

Plan identity

- ☐ The plan names the bidding supplier.
- ☐ The publication date is shown.
- ☐ The plan is published on the supplier's UK website.
- ☐ The plan covers UK operations.

Required sections

- ☐ Commitment to achieving Net Zero by 2050.
- ☐ Baseline emissions footprint.
- ☐ Current reporting year emissions.
- ☐ Emissions reduction targets.
- ☐ Completed and planned carbon reduction projects.
- ☐ Declaration and sign-off.

Emissions coverage

- ☐ Scope 1 emissions reported.
- ☐ Scope 2 emissions reported.
- ☐ Upstream transportation and distribution reported, or marked not applicable with a reason.
- ☐ Waste generated in operations reported, or marked not applicable with a reason.
- ☐ Business travel reported, or marked not applicable with a reason.
- ☐ Employee commuting reported, or marked not applicable with a reason.
- ☐ Downstream transportation and distribution reported, or marked not applicable with a reason.
- ☐ Totals are reported in tCO₂e.

Methods and evidence

- ☐ UK Government conversion factors are used for the activity year.
- ☐ Estimated figures are labelled and explained.
- ☐ Baseline and current-year boundaries are comparable.
- ☐ Reduction targets are stated clearly.
- ☐ Projects are specific and dated where possible.

Sign-off

- ☐ Board of directors or equivalent management body approval is stated.
- ☐ The declaration is signed by a director or equivalent.



- ☐ LLP sign-off is by members or a designated member.
- ☐ Name, job title and date are included.