

## SUPPLY CHAIN SURVEY & PPN 006 FRAMEWORK

# Carbon survey & PPN 006 checklist

The SME guide to gathering the right data to answer customer carbon surveys and build a Carbon Reduction Plan.

### WHY YOU'VE RECEIVED THIS

If a customer or supply chain partner has asked you to complete a carbon survey or questionnaire, they need to understand your emissions footprint. This checklist helps you gather the right data to answer most of those requests, and builds the foundation for a formal Carbon Reduction Plan (CRP) if you supply, or intend to supply, the public sector.

The CRP framework referenced here follows PPN 006 (Procurement Policy Note 006), the UK Government's mandatory standard for suppliers bidding on contracts above £5m per annum. Even if PPN 006 doesn't apply to you directly, it is widely used as the benchmark by large buyers setting supply chain requirements.

## 1

# The data you need, by scope

Tick each item as you collect it. The columns show what to record and where it usually lives in your business.

## SCOPE 1 Direct emissions

DATA REQUIRED	WHERE TO FIND IT
<input type="checkbox"/> Gas consumption (kWh)	Energy bills / meter readings
<input type="checkbox"/> Fuel oil / LPG (litres)	Purchase invoices
<input type="checkbox"/> Company vehicle fuel (litres or miles)	Fuel cards / mileage logs / fleet records
<input type="checkbox"/> Refrigerant top-ups (kg, type)	F-gas records / engineer service reports

## SCOPE 2 Purchased energy

DATA REQUIRED	WHERE TO FIND IT
<input type="checkbox"/> Electricity consumption (kWh)	Energy bills / smart meter portal
<input type="checkbox"/> Purchased heat or steam (kWh)	District heating invoices (if applicable)
<input type="checkbox"/> Renewable energy tariff / REGO	Supplier contract documentation

**i** Scope 1 and Scope 2 are direct and energy emissions - usually the easiest to measure from bills and meter readings. Scope 3 (value chain) continues on the next page.


# 1 The data you need, by scope

Continued – your Scope 3 value chain categories.

## SCOPE 3 Value chain – material categories

The categories below cover those required under PPN 006 plus those most commonly requested in customer and supply chain surveys. PPN 006 does not mandate all 15 Scope 3 categories – see the materiality note in section 5.

CATEGORY	DATA / SOURCE	PPN 006
<input type="checkbox"/> Business travel	Expense claims, booking system, mileage returns	REQUIRED
<input type="checkbox"/> Employee commuting	HR data / staff survey	REQUIRED
<input type="checkbox"/> Waste generated	Waste transfer notes / contractor invoices	REQUIRED
<input type="checkbox"/> Upstream transport & distribution	Logistics invoices / freight records	REQUIRED
<input type="checkbox"/> Downstream transport & distribution	Outbound delivery / distribution records	REQUIRED
<input type="checkbox"/> Purchased goods & services	Spend data from accounts / purchasing system	ADVISED

 **Purchased goods & services (Cat 1)** is typically the largest Scope 3 category for most businesses but is not mandated by PPN 006. Many customer surveys ask for it anyway. We strongly recommend gathering this data – it is where most businesses have the greatest impact and the most opportunity to reduce.

## 2 Who provides the data

Pull the right people in early. Each function holds part of the picture.

TEAM / FUNCTION	DATA THEY HOLD
Finance / Accounts	Energy invoices, fuel costs, travel expenses, supplier spend
Facilities / Operations	Meter readings, waste records, F-gas logs, heating fuel
Fleet / Transport	Fuel card data, vehicle mileage, delivery records
HR / Payroll	Headcount, home postcode data for commute survey
Procurement	Supplier spend by category, materials purchased
IT / Admin	Cloud / server usage, device inventory

## 3 Emission factors to use

Use the latest published DEFRA / DESNZ UK Government GHG Conversion Factors (updated annually, usually June). Apply the version current at the time of reporting.

EMISSION SOURCE	FACTOR SOURCE
Natural gas (per kWh)	DEFRA – Fuels: gaseous fuels
Diesel / petrol (per litre)	DEFRA – Fuels: liquid fuels
UK grid electricity (per kWh)	DEFRA – UK electricity: generation
Refrigerants (per kg)	DEFRA – Refrigerants (by gas type)
Business travel - car (per mile)	DEFRA – Business travel: land
Air travel (per passenger km)	DEFRA – Business travel: air
Waste to landfill / recycling	DEFRA – Waste disposal



**Download the factors:** [gov.uk/government/collections/government-conversion-factors-for-company-reporting](https://gov.uk/government/collections/government-conversion-factors-for-company-reporting)

## 4

## Calculation methodology

Every emission is worked out the same way. Multiply what you used by its conversion factor.

### THE STANDARD FORMULA

$$\text{Activity data} \times \text{Emission factor} = \text{tCO}_2\text{e}$$

- 1 **Activity data** is the measured amount you record – kWh, litres, miles, kg or £ of spend.
- 2 **Emission factor** is the DEFRA conversion factor for that activity, in kgCO<sub>2</sub>e per unit.
- 3 **Divide by 1,000** to convert kgCO<sub>2</sub>e into tonnes (tCO<sub>2</sub>e).
- 4 **Aggregate all sources** to reach your total footprint in tCO<sub>2</sub>e.

### WORKED EXAMPLE

$$50,000 \text{ kWh gas} \times 0.18254 \text{ kgCO}_2\text{e/kWh} = 9.13 \text{ tCO}_2\text{e}$$

### Where metered Scope 3 data is unavailable

- Use the **spend-based method**: supplier spend (£) × EEIO emission intensity factor.
- EEIO factors come from ONS supply–use tables or DEFRA spend-based factors by category.
- Document your method and state your assumptions in the CRP template.
- PPN 006 requires Scope 1, Scope 2 and the material Scope 3 categories (see section 5).

**i** **Reporting boundary:** report for the legal entity bidding for the contract. Use an operational control boundary unless you have a specific reason to use equity share or financial control.

## 5

## Scope boundaries & materiality

PPN 006 requires Scope 1, Scope 2 and the Scope 3 categories that are material to your operations. A short materiality assessment tells you which categories to include, and lets you justify any you leave out.

### Running a materiality assessment

- 1 **Screen every Scope 3 category** for its likely share of your total footprint, using a quick spend-based or activity estimate.
- 2 **Include any material category** – a meaningful share of emissions, a known reduction opportunity, or one specifically required by PPN 006 or a customer.
- 3 **Exclude only where justified** – the category is not applicable, is genuinely immaterial, or no reasonable data exists.
- 4 **Document the decision and the reason** for every category you leave out, so your boundary stands up to scrutiny.

#### STATING WHY A CATEGORY IS EXCLUDED

Record a short, plain statement against each excluded category. For example:

"Franchises are not included. We operate no franchises, so this category is not applicable to our business."

"Processing of sold products is excluded. It is estimated at under 1% of our total emissions and reliable activity data is not available."

### What PPN 006 requires vs what surveys ask

#### MANDATORY UNDER PPN 006

- Scope 1 and Scope 2 in full
- Material Scope 3: business travel, commuting, waste
- Upstream and downstream transport & distribution

#### OFTEN ASKED / ADVISED

- Purchased goods & services (Cat 1) – your largest category
- Capital goods and water use
- Most customer surveys go further than PPN 006

- ✓ **Our recommendation:** collect Cat 1 purchased goods & services spend data now. It is the single largest Scope 3 category for most businesses and increasingly non-negotiable with large buyers, even where not formally required.

## 6

## The CRP reporting template

If you are producing a formal Carbon Reduction Plan under PPN 006 it must include all of the following. This data also satisfies the core sections of most customer and supply chain surveys. Tick each off before you submit.

**Company details**  
Legal entity name, registration number and reporting period.

**Total Scope 1 emissions**  
In tCO<sub>2</sub>e, with the supporting activity data.

**Total Scope 2 emissions**  
In tCO<sub>2</sub>e, using the location-based method.

**Scope 3 emissions**  
Material categories identified and quantified.

**Baseline year**  
Clearly stated, with the methodology used.

**Reduction targets**  
Interim (e.g. 50% by 2030) and Net Zero by 2050.

**Committed actions**  
At least 5 specific, dated reduction initiatives.

**Progress reporting**  
Comparison against your baseline year.

**Senior sign-off**  
Director-level signature and date.

**Publication confirmation**  
Publicly available on your company website.

### Official template & guidance

Download the government-issued CRP template and guidance note from gov.uk.

Search "PPN 006 Carbon Reduction Plan template"

### Key compliance points

- Must be published on your website before bid submission.
- Updated annually – a new CRP is required for each renewal.
- Contracting authorities will evaluate and score your CRP.
- Misrepresentation is grounds for disqualification.

**SBS NET-ZERO PROGRAMME**

# Received a carbon survey, or been asked for a Carbon Reduction Plan?

SBS works with SMEs across the UK to measure emissions, answer supply chain questionnaires, and build formal Carbon Reduction Plans through our Net-Zero Programme, covering data collection, calculation, reduction planning, and a fully publishable CRP aligned to the PPN 006 framework.

Funding may be available to support North East businesses in developing this work. Get in touch to find out if you qualify.

[Book a Call](#)**CALL US****0191 815 5200****EMAIL****[hello@sbs.eco](mailto:hello@sbs.eco)****ONLINE****[sbs.eco/sbs-net-zero-program](https://sbs.eco/sbs-net-zero-program)**