



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 supplier entity 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 Carbon Reduction Plan should be:-

- updated regularly (at least annually)
- published and clearly signposted on the supplier's UK website.
- 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.**

[Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](#)

# Carbon Reduction Plan Template

Supplier name: **Primech Building Services Limited**

Publication date: 14<sup>th</sup> January 2025

## Commitment to achieving Net Zero

**Primech Building Services Limited** 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.

<b>Baseline Year: 2023</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<i>The baseline emissions data provided below represents the first comprehensive assessment of greenhouse gas (GHG) emissions for our organization. Prior to 2023, there was no formal calculation or reporting of Scope 1, Scope 2, or Scope 3 emissions. This baseline has been established to reflect the total emissions produced during typical operational activity and serves as the reference point against which future emissions reduction progress will be measured.</i>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>500</b>
<b>Scope 2</b>	<b>1000</b>
<b>Scope 3 (Included Sources)</b>	<b>2500</b>
<b>Total Emissions</b>	<b>4000</b>

Scope 1: Direct emissions from activities owned or controlled by the organization, such as fuel combustion for company vehicles and on-site equipment.

Scope 2: Indirect emissions from the generation of purchased electricity consumed by the organization.

Scope 3: Indirect emissions from the organization's value chain, including emissions from business travel, waste management, and supplier activities.

This baseline has been calculated in alignment with the GHG Reporting Protocol and uses Government emission conversion factors. It provides a solid foundation for tracking progress toward achieving Net Zero emissions by 2050.

## Current Emissions Reporting

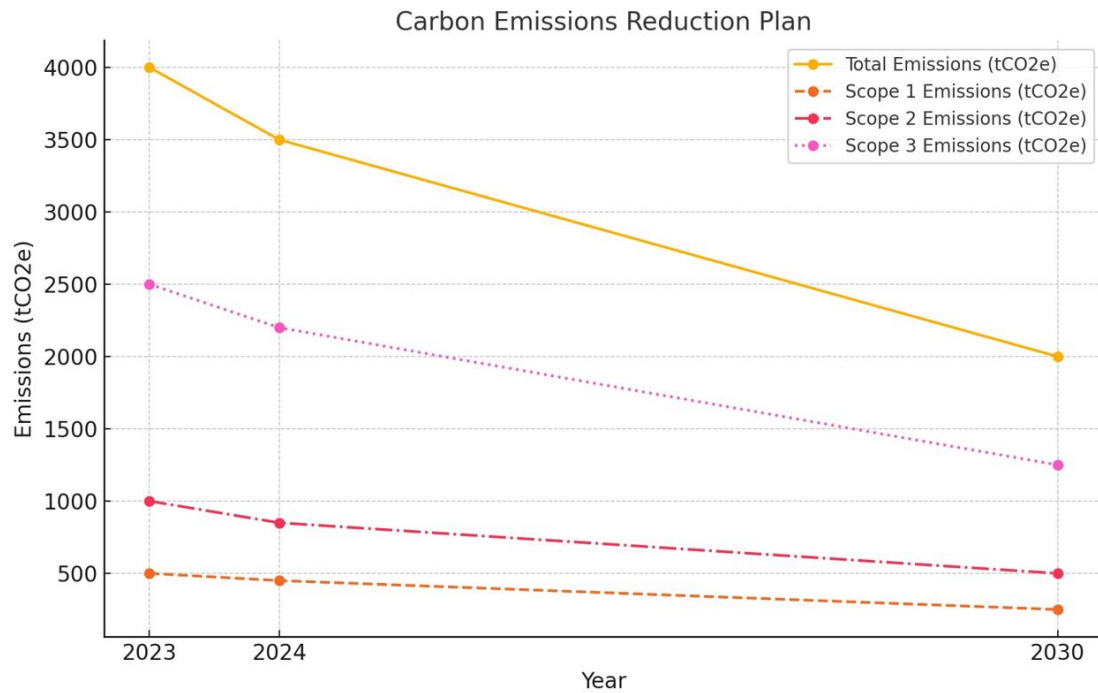
Reporting Year: 2024	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	450
Scope 2	850
Scope 3 (Included Sources)	2200
<b>Total Emissions</b>	<b>3500</b>

## Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to **2000** tCO<sub>2</sub>e by **2030**. This is a reduction of **50%**

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



## 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 **500 tCO<sub>2</sub>e**, a **12.5%**ge reduction against the 2023 baseline and the measures will be in effect when performing the contract

#### 1. **Energy Efficiency Initiatives:**

- *Transitioned 50% of lighting systems to energy-efficient LED technology.*
- *Implemented smart energy monitoring systems across all facilities.*

#### 2. **Sustainable Transportation:**

- *Replaced 25% of the company vehicle fleet with electric vehicles.*
- *Optimized delivery and logistics routes, reducing fuel consumption by 10%.*

#### 3. **Renewable Energy Transition:**

- *Procured 20% of total electricity from renewable energy sources.*

#### 4. **Waste Management Improvements:**

- *Expanded recycling programs to include all operational facilities, achieving a 15% reduction in landfill waste.*

## 5. **Supply Chain Engagement:**

- *Collaborated with key suppliers to adopt low-carbon practices, resulting in a measurable reduction in Scope 3 emissions.*

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

1. *Transitioning the entire company fleet to electric vehicles.*
2. *Increasing the proportion of renewable energy procurement to 50%.*
3. *Expanding carbon reduction initiatives across all supply chain partners.*
4. *Further optimizing logistics to achieve an additional 15% reduction in transportation emissions.*

## **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.

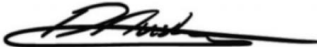
Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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) Standard<sup>3</sup>.

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:**

Declan Ausher  
Managing Director



Date: 14<sup>th</sup> Jan 2025

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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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