



SME STANDARDS:

carbon footprint



INTRODUCTION

This is the third issue of SME Standards: Carbon Footprint, a voluntary carbon reduction Standard for auditable third-party inspection, setting out the requirements to be met by organisations.

The Standard has been developed for use by Small and Medium Sized Enterprises (SMEs) and voluntary organisations.

SME Certification Centre provides interpretations of SME Standards: Carbon Footprint, carbon footprint tool, guidance on how to implement the requirements and document templates. Full details are at www.smecertificationcentre.co.uk

SME Standards: Carbon Footprint is reviewed and revised periodically, in response to changing conditions, other relevant Standards and feedback from interested parties.

CARBON FOOTPRINT

An organisation's carbon footprint is made by the emissions from all its activities, from the energy use of buildings to transport and waste.

With much publicity about the climate emergency, businesses and consumers are increasingly demanding that the companies they work with are taking action to reduce their impact on the planet and tackle climate change.

Taking demonstrable action to reduce carbon offers a competitive advantage and with careful planning, reducing an organisation's carbon footprint can result in significant cost savings.

The standard unit used to measure a carbon footprint is tonnes of carbon dioxide equivalent, CO₂e. This bundles all greenhouse gases into one single number.



ABOUT THE STANDARD

The Standard offers two options:



SME STANDARDS:
carbon footprint
COMMITTED

SME Standards: Carbon Footprint (Committed) is a basic step towards lowering carbon emissions. It is suitable for small organisations that want to show intent before working towards a fully-fledged management system (certified). This is recognised as a simple commitment only and does not result in certification for carbon footprinting.

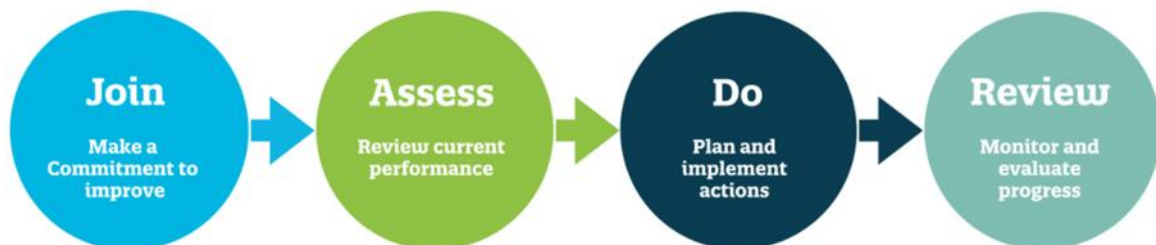


SME STANDARDS:
carbon footprint
CERTIFIED

SME Standards: Carbon Footprint (Certified), provides a framework for embedding carbon reduction into an organisation's decision making and daily operations through the development of a simple Carbon Management System. The Management System is intended for certification purposes, as demonstration of conformity with the requirements of this Standard.

Based on the core subjects and issues of carbon addressed in ISO 14064 SME Standards: Carbon Footprint (Certified), is a basic Management System tailored to the needs of SMEs.

SME Standards: Carbon Footprint (Certified) is made up of 4 sections; Join and Commit, Assess, Do, Review. Each section focusses on the essential aspects of operating an effective Carbon Management System, as shown below:



CORE THEMES

All organisations working to SME Standards:Carbon Footprint are expected to work towards each of the themes below.



Carbon Reporting

Measuring and reporting the organisation's carbon footprint, using UK Government GHG Conversion Factors for Company Reporting; <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>



Carbon Reduction

Setting targets and implementing actions to reduce carbon emissions, such as reducing energy use.



Carbon Offsetting

Compensating for carbon emissions by funding an equivalent carbon saving elsewhere for example, tree planting projects.



Continual improvement

Ensuring that the organisation is always striving to identify and make changes that result in better outcomes.

STANDARD REQUIREMENTS

Option 1: Committed

1. COMMITMENT

The organisation commits to taking action to reduce carbon emissions.

- a. The organisation shall produce a documented Low Carbon Commitment Statement that lists planned improvement actions aimed at reducing carbon emissions.
- b. A Senior Manager shall authorise and date the Low Carbon Commitment.
- c. The Commitment shall be updated annually.

2. ANNUAL REPORT

The organisation reports improvements made annually (not required for first assessment).

- a. The organisation shall produce an Annual Report that describes progress made against each of the actions in the Low Carbon Commitment.
- b. The Report shall include the name of the person who completed it and the date completed.

Option 2: Certified

1. JOIN

The organisation commits to the development and implementation of a Carbon Management System.

1.1 Roles and Responsibilities

- a. A Senior Manager shall make a commitment to the development of a Carbon Management system, on behalf of the organisation.
- b. The Senior Manager's commitment shall be documented and include:
 - Being a leader for the Carbon Management System
 - Supporting the Carbon Champion and other staff who contribute to the Carbon Management System
 - Ensuring adequate resources are available for the Carbon Management System to operate effectively
 - Being accountable for the effectiveness of the Carbon Management System
 - Approving core Carbon Management System documentation
 - Participating in an Annual Review of the Carbon Management System
- c. The organisation shall assign the role of Carbon Champion to an appropriate member of staff.
- d. The Carbon Champion's responsibilities shall be documented and include:
 - Developing and implementing the Carbon Management System
 - Ensuring all Carbon Management System documentation is up to date
 - Coordinating improvement activities
 - Collating and analysing monitoring data
 - Communicating responsibilities to all staff
 - Undertaking an Annual Review of the Carbon Management System
- e. Roles and responsibilities of other relevant staff within the Carbon Management system shall be clearly defined.

1.2 Carbon Footprint Report

- a. The organisation shall develop and communicate a documented Carbon Footprint Report.

b. The Carbon Footprint Report shall include:

- The name of the organisation
- Total carbon footprint expressed as kgCO₂e
- A normalised carbon footprint e.g. kgCO₂e per unit of production or kgCO₂e per member of staff
- The sources of carbon emissions included in the Report – as a minimum this must include Scope 1 and 2 carbon emissions (fuel and electricity use, refrigerant gases and company vehicles).
- A quantifiable target to reduce carbon emissions
- Carbon reduction achieved during the reporting period
- Reporting period
- The name of the senior manager that has verified the Carbon Footprint Report
- Date issued

c. The Carbon Footprint Report shall be:

- Communicated to staff and other stakeholders
- Reviewed and re-issued annually

2. ASSESS

A documented Carbon Review shall be undertaken to review the organisation's activities that result in carbon emissions to identify risks, good practice, opportunities and potential offsetting.

2.1 Carbon Review

a. A documented Carbon Review shall be undertaken. The Review shall consider and record:

- The name of the person who completed the Review
- The date the Review was completed
- The scope of the Review
- A review of the activities that result in carbon emission and identification of opportunities to improve
- The potential for carbon offsetting

b. The Carbon Review shall be periodically reviewed and updated to identify new opportunities and ensure continual improvement.

3. DO

The organisation shall develop and implement realistic plans to reduce carbon emissions and increase staff engagement and understanding of the Carbon Management System.

3.1 Carbon Reduction Plan

- a. The organisation shall develop a documented Carbon Reduction Plan that includes:
 - Planned activities to achieve the reduction commitment in the Carbon Footprint Report
 - How progress will be measured
 - Allocation of responsibilities
 - Target dates for completion
 - The date the Carbon Reduction Plan was issued and a version number
- b. The Carbon Champion shall co-ordinate the implementation of the Carbon Reduction Plan.
- c. The Carbon Champion shall periodically review progress towards the Plan.
- d. The Carbon Reduction Plan shall be reviewed at least annually and new actions added when appropriate, to demonstrate continual improvement and ensure the carbon reduction commitment is met.

3.2 Communication Plan

- a. The organisation shall develop and deliver a documented Communication Plan to ensure all relevant persons receive an appropriate level of information and/or training for their role and are engaged in the delivery of the Carbon Management System.
- b. The Communication Plan shall include:
 - Identification of information and/or training needs
 - Allocation of responsibility for delivery
 - Identification of communication channels
 - Target dates for completion
 - The date the Communication Plan was issued and a version number

4. REVIEW

The organisation shall ensure that the whole Carbon Management System is reviewed at least annually, to evaluate performance and update documents as necessary.

4.1 Monitoring

- a. The organisation shall record relevant data to measure progress against the carbon reduction commitment and for calculating the Carbon Footprint.
- b. Data shall be collated and reviewed annually.

4.2 Annual Review

- a. The organisation shall undertake and document an Annual Review that records:
 - Any significant changes to the organisation since the Carbon Review/last Annual Review and the impact on the Carbon Management System
 - Review of the Carbon Footprint Report
 - Progress against the objectives in the Carbon Reduction Plan
 - Effectiveness of the Communication Plan
 - Analysis of Monitoring data
 - Identification of actions for the year ahead, to be added to the Carbon Reduction Plan
- b. The documented Annual Review shall be signed and dated by Senior Management.

SME CERTIFICATION CENTRE

SME Standards: Carbon Footprint is owned, operated and assessed by SME Certification Centre a trading name of SME Centre Ltd.

Reproduction and distribution of any part of this document, in any form or by any means without written permission of SME Certification Centre is strictly prohibited.

SME Centre Ltd
Trading as: SME Certification Centre
202 Davenport House
16 Pepper Street
London
E14 9RP

Email: info@smecertificationcentre.co.uk
Web: www.smecertificationcentre.co.uk