



CARBON ACTION

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THE CARBON ACTION STANDARD



INTRODUCTION

This Standard has been developed to encourage organisations to measure their Carbon Footprint and develop an action plan to reduce their energy consumption and CO₂ emissions.

The Standard is in three parts, each with a series of indicators.

1. STRATEGY DEVELOPMENT AND UNDERSTANDING

2. TAKING ACTION TO REDUCE AN ORGANISATION'S CARBON EMISSIONS

3. REVIEW AND REPORTING

1. STRATEGY DEVELOPMENT AND UNDERSTANDING

1.1 Strategy and Planning

Senior management commits to reducing the organisation's carbon emissions and supports plans in line with the following indicators:

- 1.1.1 Senior management ensures that the organisation has clear written aims for reducing its carbon emissions.
- 1.1.2 Carbon reduction drivers are considered and the risks and opportunities for the organisation are identified.
- 1.1.3 Senior management ensures that plans to reduce carbon emission and the drivers behind this are reflected in its business plan and objectives.
- 1.1.4 Senior management ensures that the need to reduce carbon emissions is understood at all levels of the organisation.
- 1.1.5 The organisation nominates a member of the management team to ensure that a carbon emission reduction programme is established and effectively monitored.

1.2 Carbon Emissions

The Carbon Footprint of the organisation is calculated and understood.

- 1.2.1 Carbon emissions resulting from all areas of the organisation's operations are calculated.
- 1.2.2 The Carbon Footprint of the organisation is compiled and distributed to the senior managers and the nominated person(s).

1.3. Action Plans

Using the Carbon Footprint, action plans for reducing carbon emissions are developed and targets are agreed for reducing CO₂ emissions.

- 1.3.1 Ideas for possible carbon emission reducing measures are generated. Where possible staff at all levels are involved in this process.
- 1.3.2 Ideas are evaluated for technical and operational feasibility, benefits, costs, statutory and legal compliance and financial viability.
- 1.3.3 The most suitable carbon emission reduction measures are selected and prioritised for implementation and an appropriate budget is allocated.
- 1.3.4 A realistic carbon emission reduction action plan, with targets and timescales, is compiled and ratified by senior management.
- 1.3.5 Responsibilities for implementation are allocated by senior management.

2. TAKING ACTION

2.1. Technical and Operational Measures

Technical and operational measures for reducing carbon emissions are implemented.

- 2.1.1 The agreed highest priority technical and/or operational measures are implemented.

2.2 Raising Awareness

People who work for, and on behalf of the organisation are made aware of opportunities to reduce carbon emissions.

- 2.2.1 The organisation's personnel are made aware of climate change issues, the organisation's carbon footprint and the plan to reduce carbon emissions.
- 2.2.2 People are made aware of actions they are expected to take to reduce carbon emissions.

2.3 Effective Monitoring

Effective monitoring and measuring systems for tracking carbon emissions reduction are put in place.

- 2.3.1 A system for monitoring and quantifying carbon emissions reduction and for tracking variances against planned targets, is developed and implemented.
- 2.3.2 Adverse variances are investigated and corrective action is taken where necessary.

3. REVIEW AND REPORTING

3.1 Review

Regular reviews are undertaken and the action and business plans are revised accordingly.

- 3.1.1 A regular review of current trends, new legislation and other influences in the field of carbon emissions is undertaken.
- 3.1.2 The action plan, individual measures taken and implementation process, are regularly evaluated to assess their effectiveness.
- 3.1.3 The action plan is modified as required and new budgets allocated.
- 3.1.4 The business plan is reviewed, at least annually, by senior management and modified, as necessary.

3.2. Progress Reporting

Progress on actions taken to reduce carbon emissions are regularly communicated within the organisation.

- 3.2.1 The current carbon emissions of the organisation together with progress made and plans for reducing these emissions further are communicated, at least annually, to external stakeholders.
- 3.2.2 Intermediate internal information on progress is published regularly for all managers and staff.

THE ASSESSMENT PROCESS

1. **Make the Commitment.** When you commit to Carbon Action you are issued with a Certificate of Commitment which is valid for 12 months and can be displayed at your premises.
2. **Scope & Quote.** Agree the scope of your Assessment with Centre for Assessment (The Certification Body) and your Assessor, and get a quote. It is also helpful to agree a provisional Assessment date as this helps to make the implementation process time bound.
3. **Document Check.** Prior to the on-site Assessment, you will be asked to submit three documents, the Carbon Footprint of your organisation, a Self Assessment Form, and an updated CO₂ Reduction Plan.
4. **Site Visit & Assessment.** This is carried out by a registered Assessor who will carry out a visual site visit, meet with the key contact and talk to a small sample of staff across the organisation to find out about their involvement, levels of awareness and action taken.
5. **Feedback and Reports.** Your Assessor will provide verbal feedback at the closing meeting of the on-site Assessment and confirm the recommendation he or she will make to the panel, based on the findings of the Assessment. A written report will be provided.

Possible outcome of an Assessment?

Compliant with all 23 indicators - 'Compliant' - Achieve Carbon Action Certification

Compliant with 12 or more indicators - 'Partially Compliant' - Agree 'Essential Actions' required.

Compliant with less than 12 indicators - 'Noncompliant' - Re-Assessment Needed.

In order to achieve the Carbon Action Standard, you must be found to be compliant with all 23 indicators. If any areas are non-compliant, 'Essential Action' is agreed with the Assessor which must be taken within 6 months. In most cases, evidence of action can be forwarded to the Assessor by email and discussed by phone. In some cases a follow up site visit may be necessary.

Once all essential actions are closed out by the assessor, your organisation will succeed in being certified against CARBON ACTION*.

The Certification is valid for 2 years and then subject to Re-Assessment.

If more than 12 indicators are found to be non-compliant, your organisation will be asked to carry out more work and then re-apply to be assessed.

There are two levels of recognition available.

The Carbon Action Standard

The applicant organisation defines what evidence to measure and the reductions in their carbon emissions.

The Carbon Action Standard Plus

The applicant organisation is required to meet an additional set of rules governing the way the indicators are met. A copy of these rules is available at www.centreforassessment.co.uk
email carbonaction@centreforassessment.co.uk

The Carbon Action Standard Plus is approved by The Environment Agency as acceptable to demonstrate 'Early Action Metrics' for the CRC Energy Efficiency Scheme (formerly known as the Carbon Reduction Scheme). The CRC Energy Efficiency Scheme requires all organisations using 6000mwh of electricity or on half hourly meters and all public sector organisations to register no later than September 2010, to report on carbon emissions and buy Carbon Credits. At the time of print Carbon Credits cost £12/tonne, resulting in organisations having to pay £40,000+ per year. By achieving The Carbon Action Plus Standard an organisation demonstrates it is taking early action and can receive a discount against the cost of Carbon Credits, thus, achieving substantial financial savings. Non registration or non-compliance is likely to result in a substantial penalty. We advise that you refer to DECC (Department of Energy Climate Change) or The Environment Agency for the latest discount and penalty information.

*As part of continual improvement, non essential actions may also be raised - these need not be closed out, but, will add value.

1. STRATEGY

- Identify Drivers
- Nominate suitable person(s)
- Measure emissions

Why?

(Why should we do this?)

What?

(What is our footprint?)

How?

(How do we reduce our emissions?)

Written Aims

Strategy

Business Plan

Compile The
'Carbon Footprint'

Generate
Reduction Ideas

Evaluate & draw
up a plan

2. ACTION

- Make staff aware of carbon emissions and involve them in the action plan

After allocating a budget, take action in order of priority

Track and compare actual and predicted reductions. Take corrective action

Review legislation, current trends and the programme's effectiveness

As required, modify the aim, strategy, business plan and action plan

Repeat any of the above steps, as necessary

3. REVIEW

- Distribute the findings to all staff and stakeholders



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