

Annex B

Carbon Reduction Plan and Annual Review – Evaluation Checklist

This evaluation tool is designed for use under PPN 006 (procurements from 24 February 2025) and PPN 06/21 (earlier procurements). CRPs must not be scored against each other.

How to use this checklist:

- Section A and B contain yes/no criteria:
 - Section A represents minimum ask of suppliers. A “no” on any Section A item (unless an acceptable explanation is provided) should prompt engagement with the supplier to agree improvement action(s) including due date(s).
 - Section B tests target credibility and should only be evaluated by subject-matter experts in a position to use judgement on what constitutes a ‘credible’ trajectory. Section B should otherwise be omitted and the evaluation remains a compliance one to confirm completeness rather than a substantive one reviewing quality.
- Section C items are bonus best practice indicators.
- Section D is for use at annual contract review, not at initial procurement stage.
- Supplier’s maturity level (item 22) is useful to track progress over successive annual reviews.

Supplier Name:

Criteria		Yes / No / N/A	Notes
Section A – Format and mandatory compliance (PPN 006 / PPN 06/21)			
1	Has a CRP been submitted in the required format?		
2	Does the CRP confirm the supplier’s commitment to achieving Net Zero as an organisation by latest 2050?		
3	Does the CRP contain Scope 1 and Scope 2 emissions measured according to the GHG Reporting Protocol and government conversion factors? [PPN 006 mandatory]		
4	Does the CRP include Scope 3 data for all five PPN 006 mandatory categories: (1) upstream transportation & distribution, (2) waste generated in operations, (3) business travel, (4) employee commuting, (5) downstream transportation & distribution? [PPN 006 mandatory]		

5	Where any mandatory Scope 3 categories are omitted, does the supplier provide an acceptable explanation?		
6	Does the CRP contain carbon reduction measures the supplier will take during the contract?		
7	Has the CRP been published on the supplier's website?		
8	Was the CRP updated within the last 12 months? If not, does the supplier provide an acceptable explanation?		
Section B – Target credibility			
9	Are the interim reduction targets realistic and consistent with a credible trajectory to Net Zero by the stated date? Consider: size and pace of reduction vs. baseline; whether offsets exceed reduction efforts, if information is available (possible discussion point in contract management meeting) consider whether capex commitments support the trajectory; whether governance ownership is clear		
10	Does the CRP show a reducing reliance on offsetting over time? Offsetting should decrease as a % of total emissions in each 5-year period		
11	Where offsets are used and information is available, do they meet integrity criteria: additionality, permanence, independent verification, and no double counting? Acceptable standards include VCS, Gold Standard, or equivalent (possible discussion point in contract management meeting)		
Section C – Best practice (bonus)			
12	Has the supplier's Net Zero target been externally verified by a qualified individual or credible organisation (e.g. SBTi)? Bonus. For Tier 1 suppliers, members may wish to make this mandatory.		
13	If not yet verified, does the supplier commit to an acceptable verification date? Bonus		
14	Has the supplier committed to providing emissions data based on actual emission factors per unit of product or service?		

	Bonus. For Tier 1/strategic suppliers, consider making mandatory.		
15	Does the CRP include Scope 3 data for any of the additional 10 GHG Protocol categories beyond the five PPN 006 mandatory ones? Bonus – full 15-category coverage is best practice		
16	Does the CRP include data quality classifications for reported Scope 3 figures (e.g. primary activity data, supplier-specific factor, spend-based estimate, industry average)? Bonus – data quality grading is important for institutional carbon accounting		
17	Does the CRP include intensity metrics (e.g. tCO ₂ e per £1m turnover, per FTE, or per unit)? Bonus – supports year-on-year comparability		
Section D – Annual review criteria (ongoing contract management)			
18	Has the supplier met emissions reduction targets for all 3 scopes since the last review?		
19	Where targets have not been met, are reasonable remediation plans in place or targets refined with acceptable explanation?		
20	Where targets have not been met and the supplier cannot remediate alone, are they willing to collaborate on a remediation plan?		
21	Is the percentage of total emissions offset reducing as per the CRP?		
22	What maturity level does this supplier represent? (1=Compliant, 2=Progressing, 3=Advanced, 4=Leading — see guidance for definitions) Record level for supplier development tracking		

Evaluator:	Date:	Procurement reference:
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