



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 supplier¹ 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 CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be 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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Carbon Reduction Plan Template

Supplier name: KeyMed Medical & Industrial Equipment Ltd

Publication date: 25/07/2023

Commitment to achieving Net Zero

KeyMed Medical & Industrial Equipment Ltd is committed to achieving Net Zero emissions by 2030 for scope 1 & 2 emissions and 2045 for scope 3 emissions.

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.

Baseline Year: 2020	
Additional Details relating to the Baseline Emissions calculations.	
<i>Baseline based on SECR initiation and tracked targets normalised against revenue base and based on the April of the previous year to the April of the baseline year</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1454
Scope 2	1193 (Renewable source and so reported 0)
Scope 3 (Included Sources)	239 (Logistical Elements)
Total Emissions	2886 (1693 with renewable source)

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	2845
Scope 2	1818 (Renewable sources and so reported 0)
Scope 3 (Included Sources)	Logistical elements awaiting
Total Emissions	4663 (2845 with renewable sources)

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 886 tCO₂e by 2028. This is a reduction of 70%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes equate to 178 tCO₂e, a 33%ge reduction of scope 1 passenger fuel emissions against the 2020 baseline and the measures will be in effect when performing the contract

ISO 14001 was continued and embedded within company operations. We also increased our EV/PHEV assets to around 39% total with a further achievement of 100% EV PHEV by FY26. Utilisation of renewable source purchased electricity and amalgamation of work areas to reduce the building HVAC utilisation.

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

[Switchover from gas based appliances to electric with renewable source energy to power these assets reducing our scope 1 emissions massively. The increase to 100% EV/PHEV will also reduce our emissions further. Green shipping rollouts to logistical elements will further reduce the scope 3 emissions for customer base

We will roll out carbon reduction workshops to focus on 5 key workstreams to further benchmark and reduce emissions such as: Fleet/Travel, Manufacturing, Product Design, Facility Management and procurement

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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:

A handwritten signature in black ink, appearing to be 'Z/AM', is written over a horizontal line.

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Date: 25/07/2023

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>