

CHECKLIST

Carbon Footprint Data Collection Checklist

The data points needed for a credible Scope 1 and Scope 2 carbon footprint baseline.

Organisational Boundary

- Sites / facilities to be included in the assessment listed
- Reporting period defined (typically one financial year)

Scope 1 — Direct Emissions

- Diesel / furnace oil consumption (litres/month or year)
- LPG / natural gas consumption (kg or SCM per month)
- Company-owned vehicle fuel consumption
- Refrigerant top-ups (AC / cold storage), if tracked

Scope 2 — Purchased Energy

- Grid electricity consumption (kWh/month), by site
- Renewable energy purchased or generated, if any

Scope 3 — Value Chain (where available)

- Business travel and employee commuting estimates
- Upstream transport / logistics fuel or distance data
- Waste sent for disposal, by category and quantity

Supporting Documents

- Electricity bills for the reporting period
- Fuel purchase records or vendor invoices
- Vehicle logs, if company-owned transport is included