

	Scheme Document	Doc No: SD180
		Revision No: 0
	Carbon Footprint Certification Scheme	Date: 10/07/2008
		Page: 1 of 14

1. Introduction

This certification scheme has been designed to allow small and medium enterprises (SME's) to measure and report their annual carbon footprint in tonnes of Carbon Dioxide (CO₂).

2. Scope

This scheme provides ongoing independent, third party verification of data, calculation and certification of an enterprise's environmental performance (Carbon Footprint). This will ensure that the requirements of the carbon footprint scheme are met and maintained (see Appendix 2).

Enterprises with a certificated Carbon Footprint can use this information to promote their business activities, benchmark against similar organisations and to improve their environmental performance.

The certification process is set out in Appendix 1.

The calculation methodology used for this scheme is the BRE Carbon footprint calculator, which is owned and operated by the BRE Trust.

3. Applications to join the Scheme

To apply for a carbon footprint assessment please complete and return application form BF 964 'Application for Certification of Carbon Footprint'.

Upon receipt, your application will be reviewed for eligibility to join the scheme. You will then be contacted by an assessor to arrange an assessment visit.

All applications and contracts are subject to BRE Global's Standard Terms and Conditions as detailed in PN101.

For more information or help with your application contact us on 01923 664100 or e-mail enquiries@breglobal.co.uk

4. Verification assessment

The assessment starts with an opening meeting to discuss the scheme and the format of the assessment.

Appendix 2 sets out the objective evidence that you will be required to present to the assessor during the visit (documentation pack).

During the assessment the assessor will ask for a tour of your facilities to ensure that all of your activities including any subsidiary companies and additional relevant locations have been included in your evidence pack. This will also include a review of energy meters and interviews with staff where applicable.

Where objective evidence is not available, the assessor will ask for this to be provided after the visit and in certain circumstances this could require a further visit.

At the end of the assessment the assessor holds a closing meeting to summarise the information and data that have been verified and to confirm the next steps of the process.

The frequency of verification visits is once a year.

	Scheme Document	Doc No: SD180
		Revision No: 0
	Carbon Footprint Certification Scheme	Date: 10/07/2008
		Page: 2 of 14

5. Calculation, certification and maintenance

The assessor will send the verified data and objective evidence to BRE Global for review. Any issues arising from this review are communicated to the assessor and further information sought as necessary.

The final data set is then used to calculate the enterprise's carbon footprint and a certificate is produced. Certificates are awarded to Enterprises when all verification activities have been satisfactorily completed, and any corrective and preventative actions are complete.

The certificate contains the following information:

- Name and address of the enterprise
- Boundary conditions of the certification including size of the premises and number of floors and additional buildings
- The CO2 emissions in tonnes resulting from the calculator
- Details of how the certificate can be used
- Period of validity of the certificate.
- A disclaimer to state that the calculation is based on information verified at the assessment date and that no liability can be accepted for changes to the business activities after the visit.

Certificates and listing are maintained subject to:

- Annual re-calculation including a verification assessment
- Approval by BRE Global of any proposed modifications to the business activities, which may affect the calculation and result. Requests to assess proposed changes must be made in writing to BRE Global. The applicant will be advised of the further BRE Global requirements necessary to retain certification.

6. Certification Mark

Once a certificate has been issued, the BRE Certification Mark may be used as directed in the publication PN103 'Use of the BRE Global Marks' and GD036 'Selection of Certification Marks'.

7. Assessor Approval

BRE Global will accept verified data and objective evidence only from BRE Global approved Carbon Footprint Assessors (CFAs).

In order to become a BRE Global approved CFA candidates must fulfil the following requirements:

- Undergo specific training
- Pass an examination
- Submit a completed application form to BRE Global
- Be a member of a recognised, independently certificated, assessor programme, or a business organisation acceptable to BRE Global or have equivalent professional status
- Be a 'fit and proper person'.
- Have appropriate profession indemnity insurance cover
- Operate an acceptable complaints procedure

The training material and examination is available only to candidates who register with BRE Global, complete an on-line application form and pay the required fees.

	Scheme Document	Doc No: SD180
		Revision No: 0
	Carbon Footprint Certification Scheme	Date: 10/07/2008
		Page: 3 of 14

All the training material for the BRE Global Carbon Footprint Certification Scheme is provided through an online resource and consists of the following sections:

- Scheme protocols and procedures
- Evidence requirements
- Business certification
- Examination

The training enables candidates to develop the skills required to undertake surveys and assessments, an understanding of the information required and how to collect and submit this information within the requirements of the scheme.

Once all training material has been reviewed the system will allow registered candidates to access their online examination.

The examination will consist of randomly chosen questions based on the information contained within the training materials. When the candidate completes the examination, the system will offer an instant result and confirm if the candidate has passed or failed. Details of candidates that have passed the examination are made available to BRE Global.



Once the examination has been passed candidates may apply to BRE Global to become an approved CFA by completing the application form (BF 157) and providing evidence of the requirements listed above.

In some circumstances, e.g. where applicants are not already members of a recognised independent certification programme for assessors, it will be necessary to provide proof of identity and to undertake an interview or structured professional assessment with BRE Global.

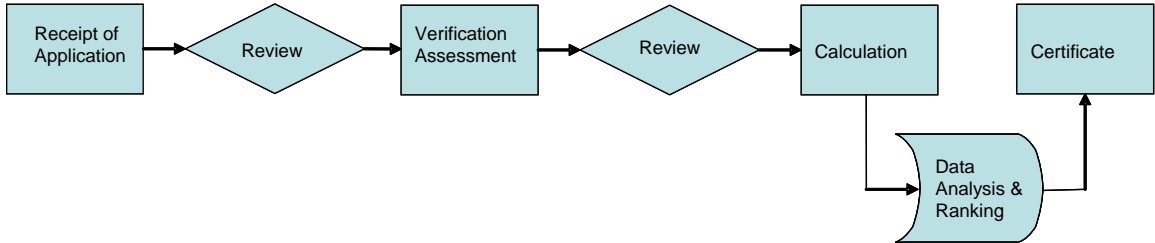
Once all the above requirements have been met a certificate (BF 966) will be issued to the applicant confirming that they have met the requirements identified in this scheme document (SD180) and have the status of an approved Carbon Footprint Assessor for the BRE Global Carbon Footprint Certification Scheme.

8. Complaints and Appeals

BRE Global operates procedures for complaints and appeals which are described in document PN100.

	Scheme Document	Doc No: SD180
		Revision No: 0
	Carbon Footprint Certification Scheme	Date: 10/07/2008
		Page: 4 of 14

Appendix 1 - The Carbon Footprint certification process



	Scheme Document	Doc No: SD180
		Revision No: 0
	Carbon Footprint Certification Scheme	Date: 10/07/2008
		Page: 5 of 14

Appendix 2 – Documentation pack

This appendix details the level of information that applicants should collate and make available to the assessor.

Activity	Objective evidence
Business boundary conditions	<p>The scheme Boundary conditions consist of:</p> <ul style="list-style-type: none"> • Number of employees • Size of business premises • SIC Code <p>It is a requirement of the scheme that a declaration is obtained from the business confirming that the information given amounts to the entirety of the business activities, premises and employee numbers and subsidiary companies that contribute to your overall business delivery. This is to ensure that the carbon footprint calculation covers all business activities. Should it subsequently turn out that an error has been made or a false statement has been given, any certificates issued will be suspended pending a further assessment and the company will be suspended from the scheme until further assessment has been made.</p> <p>Business/Scheme boundary conditions are:</p> <p>Number of employees</p> <p>To determine if size of business is within scheme boundaries. The scheme is aimed at businesses up to approximately 30 staff including lone workers; this number has been chosen to allow as many businesses as possible through the calculation process. We understand that all businesses are different and some businesses with 100 staff will be very simple in nature and could easily be processed through the calculation engine, whilst some with minimal staff will be extremely complicated. As part of the compliance process the assessor will review suitability with the scheme boundary conditions during the verification visit. If the number of employees is over 30 or the activities of the organisation are varied and complicated it may not be possible to give an accurate calculation of the Business Carbon Footprint without sourcing additional information. These cases should be referred directly to the scheme administrator on 01923 664100 or enquiries@breglobal.com.</p> <p>Size of the business premises</p> <p>To allow a comparison of the business carbon footprint with peer groups, the assessor will ask to see plans or lease agreements to show the overall size of the business premises. If no plans or lease agreement is available a survey of the premises may be required or a statement from the business, signed by an appropriate member of the business organisation, giving an accurate estimate of the area occupied by the business premises. Copies of this information will be taken by the assessor as part of the assessment report. This information should be inserted into the compliance checklist. Where an estimate of the size of the business premises is made this will be denoted by the suffix E (estimate) in the ranking procedure for Business Carbon Footprints and on the certificates.</p>



Where a business has more than one building or site, information should be collected relating to all of the sites and buildings to reflect the business Carbon Footprint

SIC Code

To allow a comparison of the Business Carbon Footprint with peer groups, this information should be inserted into the compliance checklist and consists of an A to U designation taken from the SIC 2007 designation sheet.

The minimum information which must be submitted in respect of the business boundary conditions are :

- Details of the number of employees
- The size of the business premises and evidence that satisfies boundary condition compliance requirements
- Compliance checklist
- SIC code



Business utilities

This includes all of your utility bills and consumption figures used in the operation of the business and includes the following:

- Electricity
- Natural gas
- Gas Oil/ Diesel
- LPG
- Coal
- Burning Oil/Kerosene
- Water

Evidence that will be sought includes:

- Copies of utility bills for the fuels used
- Copies of supply invoices
- Copies of delivery notes which have been signed as received by an appropriate person within the organisation.
- Evidence of meter readings (over a period of 1 year)
- Evidence of expenses calculation within the organisations tax returns

It is important to review the information given on utility bills and match them with meter readings. Hence the assessor will ask to see each of the meters to see if the utility bills are true readings or estimated.. The assessor will review each of the bills to ensure that they give an accurate account of consumption over the preceding 12 months.

Ideally the time period covered by the data used in the calculation should be the previous 12 months to give an accurate measure of seasonal variances. Should these data **not** be available, for instance, when a business has been trading for only 9 months, the assessor should extrapolate the available data to a 12 month reading. Caution should be exercised when extrapolating data as there can be substantial seasonal variations in fuel use. The assessor should indicate over what period the bill information was obtained in the notes section of the compliance sheet to allow a weighting factor to be applied should the bill period be less than 12 months. It is expected that subsequent Carbon Footprint certificates would only be issued using results of calculations based on a full 12 months of data.

Should extrapolated data be used, the footprint calculation will be tagged as 'Ex', until such time as a full 12 months data are available. Where extrapolated data is used this should be noted on the compliance checklist

Copies of these bills are to be taken by the assessor as part of the assessment report and the assessor must complete worksheet 1 and submit with the compliance checklist to allow a calculation to be undertaken.

It is not compulsory to complete all of the areas of operation, for example, if they operate an office and do not carry out any work at home then you do not need to complete the home office section. On the other hand if they do operate an office and work at home then you



	<p>should complete both sections.</p> <p>The minimum information which must be submitted in respect of the business utilities is:</p> <ul style="list-style-type: none"> • Completed of worksheet 1 and • Completed compliance checklist and • Evidence that satisfies all compliance requirements
<p>Home Office</p>	<p>This part of the assessment considers the carbon dioxide emissions where staff work from home and may not be relevant to all enterprises.</p> <p>The assessor must ask to see a form or spreadsheet which contains the following information:</p> <ul style="list-style-type: none"> • list of staff who work from home • the number of bedrooms in each house • the number of days per week that the staff member worked from home in the previous 12 months. • how the enterprise has proportioned the energy used in the house to that of the office. <p>The business can shown compliance with this criteria by provision of the following information for each member of staff who works from home.</p> <ul style="list-style-type: none"> • Copies of utility bills for the fuels used • Copies of supply invoices • Copies of delivery notes which have been signed as received by an appropriate person within the organisation. • Evidence of meter readings (over period of 1 year) • Evidence of expenses calculation within the organisation's tax returns. • To verify this activity the assessor will interview staff and sample a number of the household utility bills. <p>The onus for collecting this information is not with the assessor and the assessor should inform the business prior to any meeting that if they have any homeworkers they will need to see the relevant data and evidence during the assessment visit. This will assist in alleviating any undue delay in completing the assessment.</p> <p>A copy of the form or spreadsheet will be taken by the assessor as part of the assessment report and the assessor must complete worksheet 2 and submit with the compliance checklist to allow a calculation to be</p>

	Scheme Document	Doc No: SD180
		Revision No: 0
	Carbon Footprint Certification Scheme	Date: 10/07/2008
		Page: 9 of 14

	<p>undertaken.</p> <p>It is not compulsory to complete this section if the business does not have any home workers but this should be written into the notes pages of the compliance checklist.</p> <p>The minimum information which must be submitted in respect of the Home working:</p> <ul style="list-style-type: none"> • Completion of worksheet 2 • Copy of home workers spreadsheet • Compliance checklist • Copies of evidence that satisfies compliance requirements.
--	--



Business Transport

This activity considers the number of business miles associated with the business activities and includes the following modes of transport:

- Freight Transport
- Car Travel
- Motor Cycle travel
- train travel
- Bus Travel
- Airtravel

BRE Global have included only direct CO₂ emissions related to running the business and not within the supply chain to the business as this could lead to double counting of the associated CO₂ emissions. Emissions which can be related directly to costs or staff members can be easily audited and used as verification data within scheme compliance.

Some businesses may wish to include their supply chain within the calculation process, should this be the case please contact the scheme administrator on 01463 258827 or highlands@bre.co.uk and they will advise you how best to proceed.

The information collected will be used to inform the calculation process and the Carbon Footprint of the business. This includes business miles by staff on business activities either by car, bus, motorcycle, train or plane but must **not** include commuting to and from work.

Air travel must also be split into domestic, short haul European Union (EU) and international long haul flights.

The assessor must ask to see a list or spreadsheet of all of the modes of transport used by the enterprise. This should also include:

- vehicle registration where applicable
- number of business miles in the last 12 months per mode of transport.
- carbon dioxide rating level for the vehicle or mode of transport in grammes of carbon dioxide per kilometre (CO₂/km). Further details may be found by contacting the manufacturer or service provider

The business can show compliance with this criteria by provision of the following information:

- Copies of fuel receipts within the reporting period
- Copies of supply invoices



- Copies of expenses/invoices for bus train or air travel
- Evidence of payments made to employees for business mileage/travel
- Evidence of expenses calculation within the organisations tax returns

The onus for collecting this information is not with the assessor and the assessor should inform the business prior to any meeting that if they have any business transport they will be required to show evidence during the assessment visit. This will assist in alleviating any undue delay in completing the assessment.

A copy of the form or spreadsheet will be taken by the assessor as part of the assessment report and the assessor must complete worksheet 3 and submit with the compliance checklist to allow a calculation to be undertaken.

To verify this activity the assessor must interview staff and sample the evidence to support a number of modes of transport from the spreadsheet.

For freight transport, note that if the business sub-contract out their freight operations then please ascertain if the sub-contractor undertakes a carbon footprint calculation or offsetting. If they do not then please recommend that they do. If the sub-contractor does not offset their carbon dioxide emissions then you and the applicant can decide whether or not to complete this part of the assessment. However, please bear in mind that this may result in double accounting if the sub-contractor starts to offset their carbon emissions.

The minimum information which must be submitted in respect of the Business Transport are:

- Completion of worksheet 3
- Copy of business Transport spreadsheet
- Compliance checklist
- Copies of evidence that satisfies compliance requirements



<p>Staff commute</p>	<p>This activity is to measure the carbon emissions caused by the need for staff to travel to and from the business premises.</p> <p>The assessor will ask to see a list or spreadsheet of all of the modes of transport used by staff to commute to and from work. This should also include:</p> <ul style="list-style-type: none"> • Details of the mileage or kilometers from home address to work address in spreadsheet form, signed by an appropriate member of the business organisation as an accurate record of employee commuting travel. • Number of miles travelled to and from work for each employee in the last 12 months per mode of transport. • vehicle registration where applicable • carbon dioxide rating level for the vehicle or mode of transport in grammes of carbon dioxide per kilometre (CO₂/km). Further details may be found by contacting the manufacturer or service provider <p>The business can show compliance with this criteria by providing the following information:</p> <ul style="list-style-type: none"> • Copies of receipts for public transport passes/season tickets • Copies of tickets for public transport • It is appreciated that collecting compliance evidence for this category will be difficult and BRE Global will accept a signed statement from a company director indicating that the information contained within worksheet 4 and the staff commute spreadsheet is an accurate record of the staff commute applicable to the operation of the business. <p>The onus for collecting this information is not with the assessor and the assessor should inform the business prior to any meeting that they will need to see the evidence outlined above. This will assist in alleviating any undue delay in completing the assessment.</p> <p>A copy of the form or spreadsheet will be taken by the assessor as part of the assessment report and the assessor will complete worksheet 4 and submit this along with the compliance checklist to allow a calculation to be undertaken.</p> <p>To verify this activity the assessor will interview staff and sample a number of modes of transport from the spreadsheet.</p> <p>The minimum information which must be submitted in respect of the staff commute are:</p> <ul style="list-style-type: none"> • Completion of worksheet 4 • Copy of business staff commute spreadsheet
-----------------------------	--



	<ul style="list-style-type: none"> • Compliance checklist • Copies of evidence that satisfies compliance requirements
<p>Greenhouse gas carbon emissions</p>	<p>This section is required to be completed if the business involves processes that emit greenhouse gases. If the business does not involve any such processes then this section may be marked as 'not applicable'.</p> <p>Evidence requirements for this section would be a copy of the business' GHG report, copies of supply invoices, copies of delivery notes which have been signed as received by an appropriate person within the organisation, evidence of meter readings (over a period of 1 year) and evidence of expenses calculations within the organisations tax returns.</p> <p>The minimum information which must be submitted in respect of Greenhouse Gas Process Emissions:</p> <ul style="list-style-type: none"> • Completion of worksheet 5 • Compliance checklist • Copies of evidence that satisfies compliance requirements
<p>Compliance Checklist</p>	<p>The compliance checklist is a document that is completed and submitted as part of the evidence requirements following the verification visit.</p> <p>It is a summary of the compliance requirements and of the evidence submitted and contains the following information:</p> <ul style="list-style-type: none"> • Business name • Number of employees • Size of the business premises • SIC Code • Worksheets completed and, if no worksheet has been completed for a particular section, the reasons for this will be given. • Evidence collected and whether or not extrapolated data has been used in the calculation. Where no evidence has been collected for a particular section the reasons for this will be given. • Types of evidence collected (e.g. utility bills). • The date(s) on which evidence was collected. • Notes to explain any of the above or other anomalies



The checklist will be signed and dated by the CFA.

Once the compliance checklist is complete it is sent to BRE Global as part of the assessment pack for review and carbon footprint calculation.

The assessment pack will include:

- Copy of the Business Certificate Application Form
- Copies of business premises lease agreements of plans
- Copies of worksheet 1-5 (where applicable)
- Compliance checklist
- Copies of evidence indicated in the compliance checklist
- Copies of compliance spreadsheets in respect of business transport and staff commute.