

PPN 06/21 - Carbon Reduction Plan

Company name: QA Limited

Publication date: 03/11/2022

Document Purpose

Our reduction plan is presented in response to the recent Procurement Policy Note (PPN) 06/21 and provides transparency and demonstrates our progress towards building a robust carbon reduction programme.

Commitment to achieving Net Zero

QA Limited commits to achieving net-zero Scope 1, 2 and 3 emissions by 2050.

We are in the process of developing and setting interim emission reduction targets through the Science-Based Target Initiative.

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 Years:

Scope 1, 2 and 3 – 2019 (1st June 2019 – 31st May 2020)

Additional Details relating to the Baseline Emissions calculations.

Due to the impacts of the Covid-19 pandemic in 2020, FY19/20 was decided to be a more representative year of normal business operations and so is being used as a baseline for our emission reductions.

The GHG emissions scope boundary, used to establish our 2019 baseline, was determined via an operational control model following the GHG protocol. The baseline includes all Scope 1 and 2 emissions in accordance with SECR requirements. Scope 3 emissions have been calculated as per the Greenhouse Gas Protocol Corporate Value Chain (Scope 3) Standard Guidance.

Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	146 ¹
Scope 2	978 (location-based)
Scope 3 (Included Sources)	8,840 1: Purchased Goods and Services 2400 2. Capital goods 3395 3. Fuel-related emissions 388 4. Upstream Transportation and Distribution 34 5. Waste generated in operations 147 6. Business travel 1095 7. Employee commuting 1381 8. Upstream leased assets NA (Leased assets included in Scope 1 & 2) 9. Downstream Transportation and Distribution N/A (all transportation paid for by QA) 10. Processing of sold products N/A (No products sold) 11. Use of sold products N/A (No products sold) 12. End-of-life treatment of sold products N/A (No products sold) 13. Downstream leased assets N/A (No downstream leased assets) 14. Franchises N/A (No franchises) 15. Investments N/A (No investments)
Total Emissions	9,964 (location-based)

¹ The scope 1 emissions reported here do not include company-owned vehicles since these vehicles were sold in FY20/21. Given that FY2019/20 is our baseline year, the emissions from these company cars have therefore not been included in our Scope 1 baseline.

Current Emissions Reporting

The table below summarises our emissions by Scope for the most recent reporting period; 1st June 2021 – 31st May 2022. We are still in the process of calculating our Scope 3 emissions for this period, therefore we can currently only report our Scope 1 and 2 emissions.

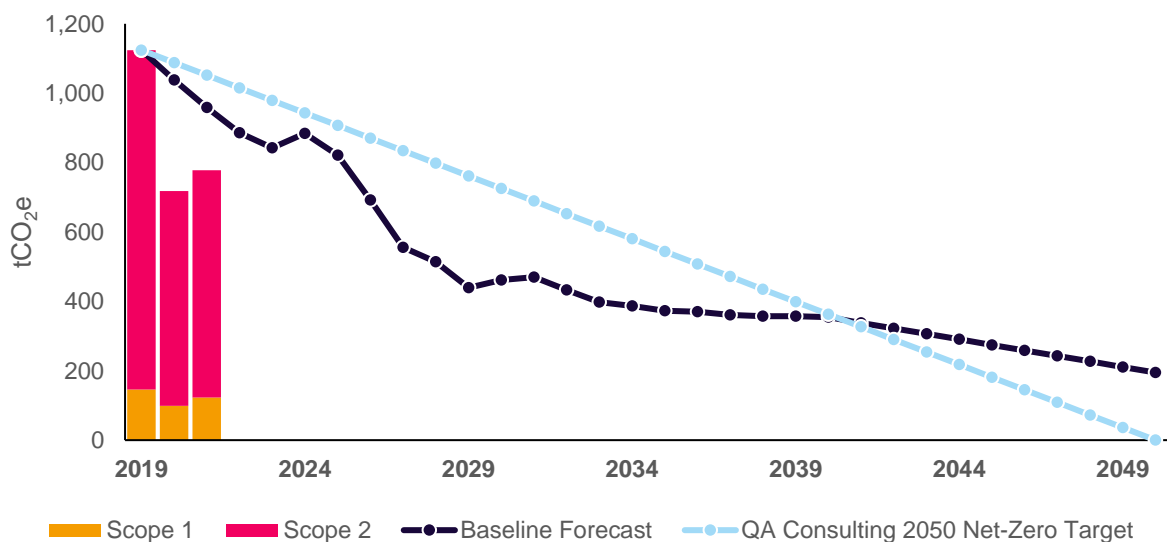
EMISSIONS	TOTAL (tCO₂e)
Scope 1	123
Scope 2	655 (location-based)
Total Emissions	778 (location-based)

Emissions reduction targets

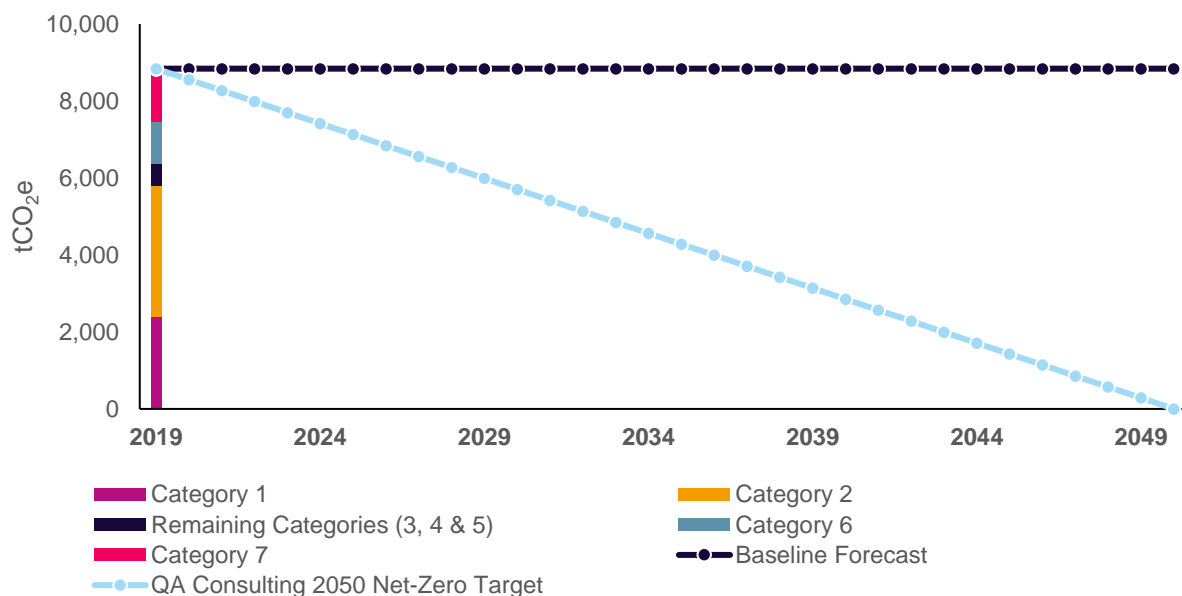
QA Limited aims to achieve net-zero² Scope 1, 2 and 3 emissions by 2050, compared to a 2019 baseline.

We are currently in the process of developing and submitting emission reduction targets to the Science-Based Target Initiative for validation.

Progress against our Scope 1 and 2 targets can be seen in the graph below³:



Our baseline Scope 3 emissions⁴ and Scope 3 target can be seen in the graph below:



² To achieve net-zero we are aiming for an at least 90% reduction in absolute emissions compared to our base year – any residual emissions will be offset with carbon sequestration offsets, as per the Science-Based Targets Initiative’s Net-Zero Standard guidance.

³ The Scope 1 and 2 forecast baseline considers projected changes in the UK’s electricity grid emissions factor based on the BEIS ‘UK’s power producers’ emissions intensity’ forecast. No change is assumed in the actual consumption of gas and electricity.

⁴ The baseline forecast assumes no change in the level of Scope 3 emissions.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The Scope 1 and 2 carbon emission reduction achieved by these schemes equate to 346 tCO₂e, a 30% reduction against the 2019 baseline. These measures will be in effect when performing the contract.

- **Implemented a waste management policy** including recycling bins in all venues, a re-store service for confidential waste material, collection of unused toner and collection of used toners and batteries. In this way, we are striving to reduce waste sent to landfills.
- **Switching to digital course material** rather than the printed material we were using previously has not only reduced the amount of waste we produce but also the amount of paper and ink we purchase. The welcome box has also been replaced with a reusable canvas bag.
- **Increase in virtual training** has led to a reduction in client and staff travel. Where possible, on-site training has been replaced with Webex or MS Teams calls. We also have the ability to deliver virtual events in classrooms to allow face-to-face and virtual learning to be simultaneous.
- **Reduction in staff travel and commuting** by encouraging hybrid or home working and virtual meetings. Our appraisal system has been replaced with the Compass system for regular updates via teams and all first interviews are conducted over teams rather than face-to-face
- **Closure of locations with poor transport links**, retaining central city locations that are easily accessible by public transport. This should decrease emissions both from staff travel as well as learner travel as driving is swapped for public transport.
- **Switching to reusable cups** for coffee and water has decreased the number of disposable cups used by learners and staff by around 750,000 cups a year. The cups are designed to be kept by the learner, reducing waste beyond our operations.
- **Review of energy processes** has been undertaken to switch off equipment, air conditioning and heating when rooms are not in use. 90% of lighting has also been switched to LEDs to reduce electricity consumption.
- **Switching to 100% renewable electricity** to decrease our market-based Scope 2 emissions.
- **Introduced equipment reuse policies** to send old IT equipment to local charities and schools. Existing furniture has been re-used in new projects and excess furniture has been given to homeworking staff rather than purchasing new.
- **Upgrade to administrative processes** has enabled expenses or invoices to be collected and processed digitally, reducing the number of postal collections needed.

Identified opportunities considered for implementation.

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

- **Development of a net-zero strategy** to help us reduce emissions yearly until our target is reached. We also plan to develop Science-Based Targets with the SBTi.
- **Engage with suppliers** through a review of cleaning, stationery, courier and catering services to ensure that suppliers have strong climate governance and are committed to carbon reduction. We also aim to consolidate suppliers to reduce the number of deliveries required, particularly for stationery and refreshment consumables. Finally, we are trying to source sustainable stationery products for our core items.
- **LED refit in remaining locations** currently utilising fluorescent lighting.
- **Invest in EV charging points** at designated venues where QA have autonomy over parking spaces.
- **Investigate an EV scheme** for employees, to promote electric vehicles for commuting.
- **Introduce a sustainability committee** that meets a minimum of bi-annually.

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 standard⁵ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁶.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁷.

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:

Name: Nathan Runnicles

Role: Chief Financial Officer



Signature:

Date: 31/10/2022

⁵ <https://ghgprotocol.org/corporate-standard>

⁶ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁷ <https://ghgprotocol.org/standards/scope-3-standard>

Appendix

Our GHG Reporting – Supporting Notes for PPN

Methodology

Scope 1 and 2 greenhouse gas emissions have been calculated according to the 2019 UK Government environmental reporting guidance. Consistent with the guidance, relevant emissions factors published in the UK Government's Department for Business, Energy and Industrial Strategy (BEIS) "Greenhouse gas reporting: conversion factors" database-specific reporting year have been used. The CO₂ equivalent conversion factor has been used throughout and, where applicable, the kWh gross calorific value (CV) was used.

Scope 1 and 2 emissions have been calculated using both a location-based and market-based approach:

- **Location-Based:** This method calculates emissions associated with fuel and electricity consumption by using UK average emissions intensities. BEIS provides UK emissions factors for fuel and grid electricity annually, which are used in location-based reporting.
- **Market-Based:** This method calculates emissions associated with fuel and electricity consumption by using contract-specific emissions intensities. Market-based reporting enables companies that purchase lower carbon fuel and electricity to demonstrate the benefit of their investment.

Transport-related emissions from fuel combustion were calculated using the BEIS "Greenhouse gas reporting: conversion factors" database.

Scope 3 emissions have been calculated based on the guidance in the Greenhouse Gas Protocol "Corporate Value Chain (Scope 3) Standard".

For all operations, applicable Scope 3 categories were identified based on an operational control boundary. Scope 3 emissions for applicable categories were calculated following methodologies outlined in the GHG Protocol "Technical Guidance for Calculating Scope 3 Emissions", with further guidance taken from the GHG Protocol's detailed methodology chapters for each applicable Scope 3 category.

The majority of conversion factors were sourced from the BEIS Greenhouse gas reporting: conversion factors, v1.0 2021 database. Where a spend-based approach was used, as per the GHG Protocol guidance, conversion factors were taken from the University of Leeds and the Department for Environment, Food and Rural Affairs' UK Footprint Results (1990 – 2018)' study or the Department for Environment, Food and Rural Affairs' Indirect emissions for the supply chain' database. Scope 3 emissions include Well to Tank and T&D losses.