



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: COOLSPIRiT Ltd

Publication date: 18/03/2026

Commitment to achieving Net Zero

COOLSPIRiT Ltd is committed to achieving Net Zero emissions by 2050.

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: 2022		
Additional Details relating to the Baseline Emissions calculations.		
Baseline emissions calculation that adheres to the parameters of the management plan. Scope 3 Upstream Transport & Distribution was calculated using the Downstream emissions as a benchmark and extrapolating based on the supply chain purchase history for the reporting period. Downstream emissions have been recalculated following the initial baseline submission following a re-evaluation of calculation methodology.		
Baseline year emissions:		
EMISSIONS	TOTAL (tCO₂e)	
Scope 1	0.939	
Scope 2	21.914	
Scope 3	126.764	
(Included Sources)	- Purchased Goods & Services*	0.29
	- Waste generated	0.0018
	- Employee Commuting	0.26
	- Business Travel	2.074
	- Upstream Transport & Distribution	122.39
	- Downstream Transport & Distribution	1.748
Total Emissions	149.617	

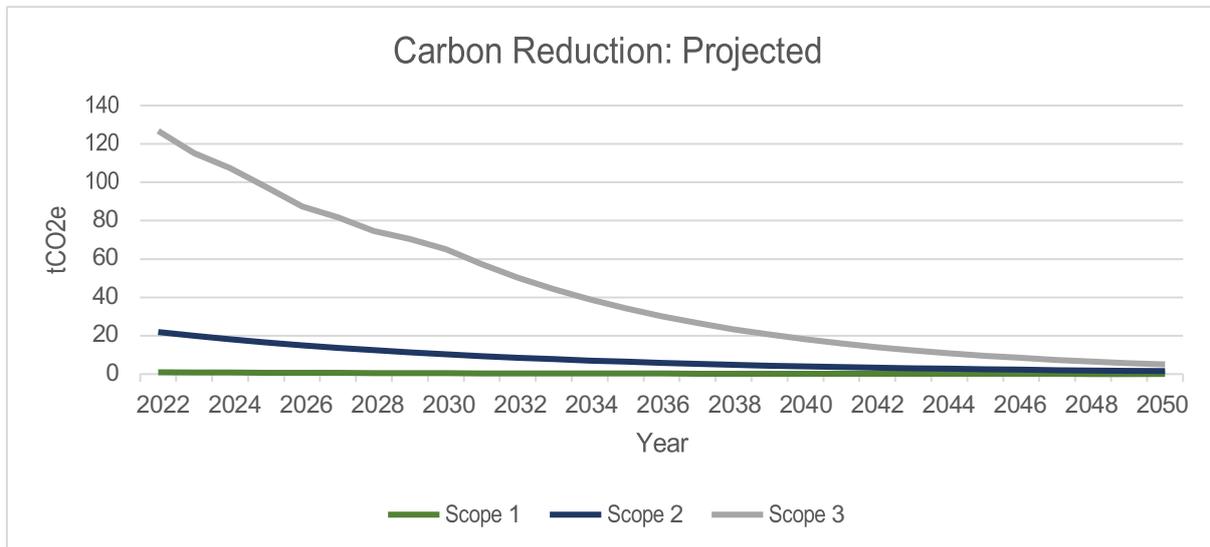
Current Emissions Reporting

Reporting Year: 2025	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	4.415
Scope 2	9.600
Scope 3 (Included Sources)	74.401 - Purchased Goods & Services* 2.249 - Waste generated 0.014 - Employee Commuting 62.648 - Business Travel 0.372 - Upstream Transport & Distribution 4.680 - Fuel & Energy Related 3.434
Total Emissions	88.418

*Category includes Food & Drink purchases only

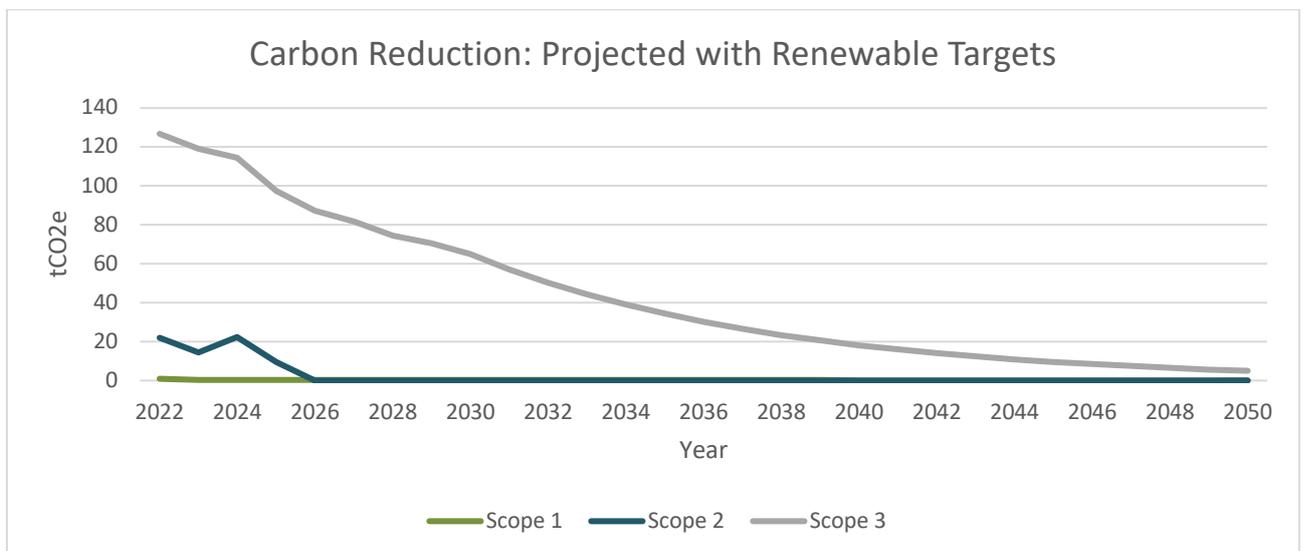
Emissions reduction targets

COOLSPIRiT Ltd are setting emissions reduction targets in line with achieving Net Zero by 2050. The reduction of emissions will be set using the absolute contraction approach, with absolute targets aimed at reducing scope 1 & 2 emissions by 93% by 2050, and scope 3 emissions by 97% by 2050. The trajectory of these targets is illustrated below:

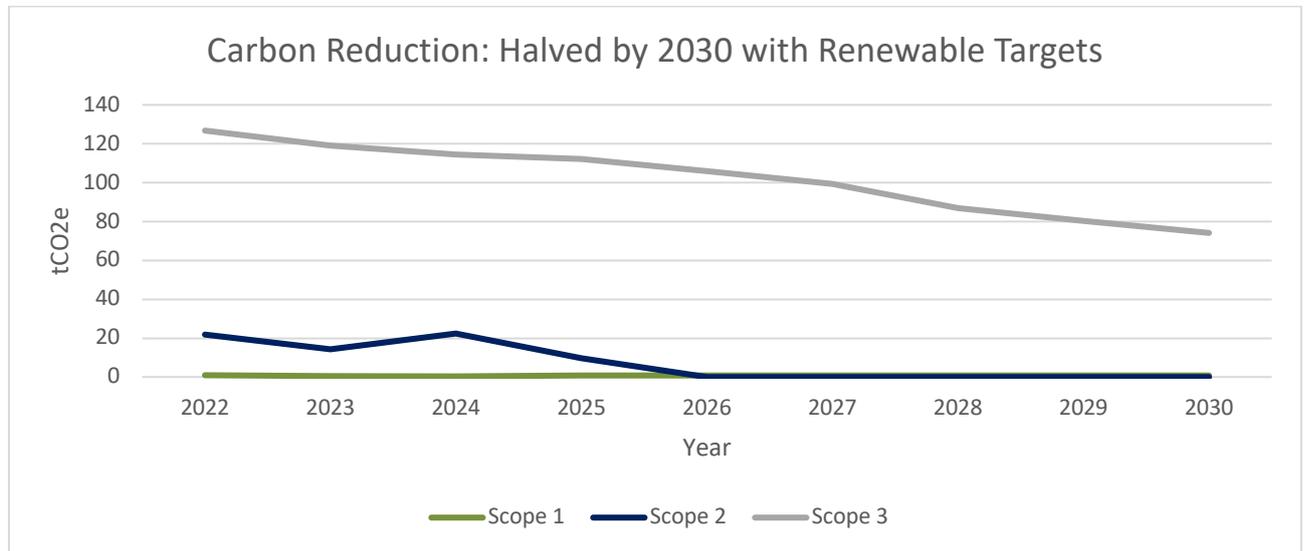


To achieve their Net Zero goal, COOLSPIRiT Ltd must at least maximum 6.6 tCO2e across all scopes by 2050.

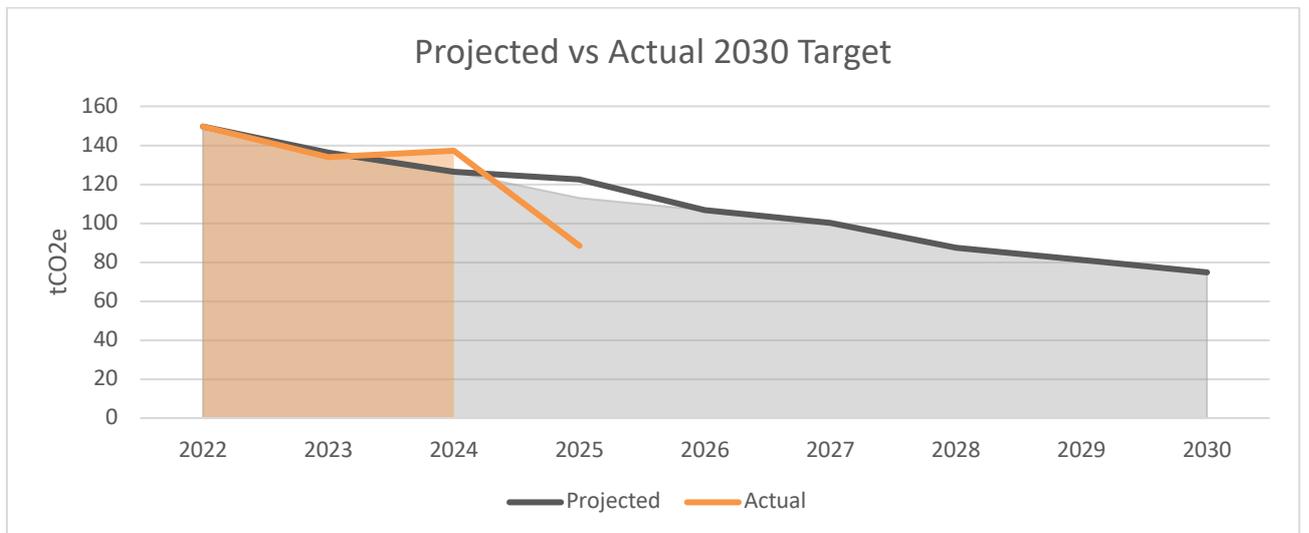
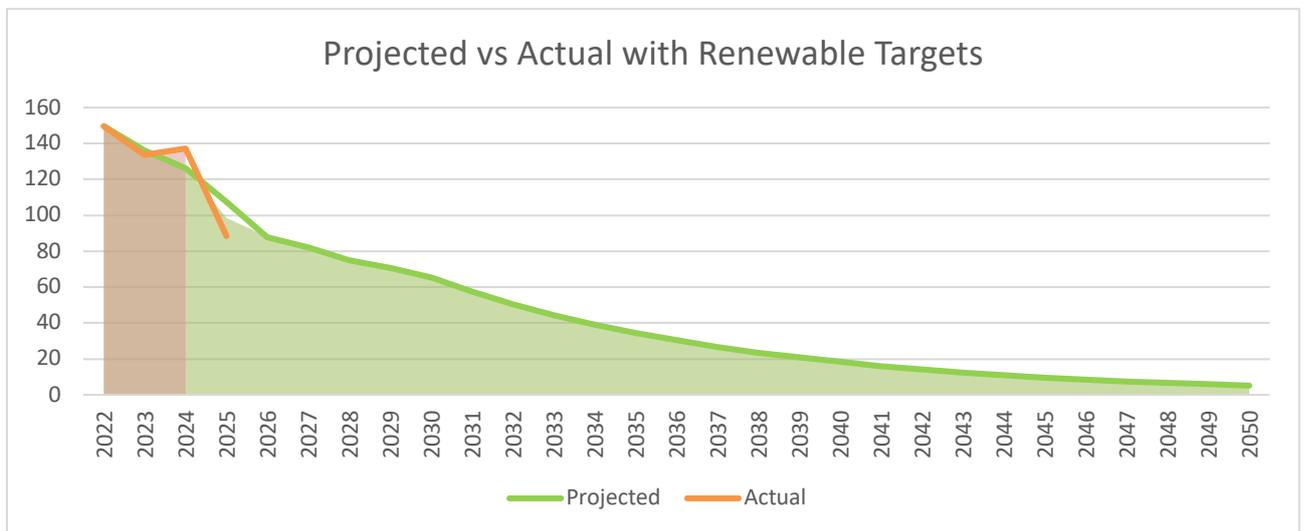
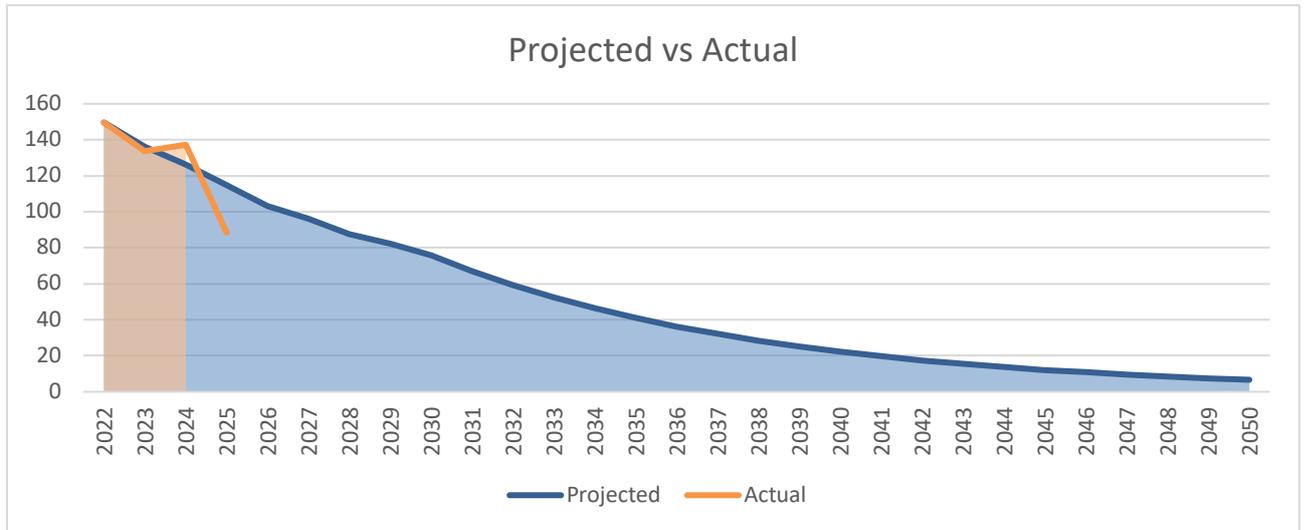
COOLSPIRiT Ltd also set a near-term target of moving to 100% REGO backed renewable electricity in 2025. The emissions trajectory with this target set in place is illustrated below:



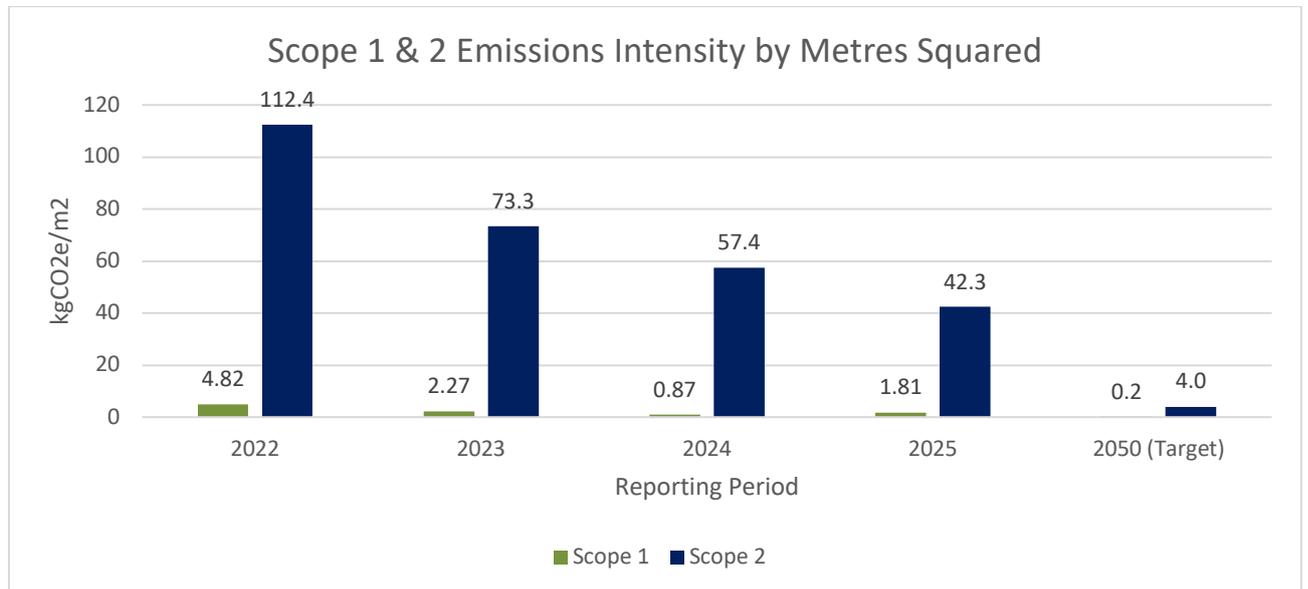
In addition to reaching net zero emissions by 2050, COOLSPIRiT Ltd have also set a reduction target of halving reported emissions by 2030. To achieve this COOLSPIRiT Ltd must at least maximum 74.8 tCO₂e across all reported sources by their target year. The trajectory of this target, along with the renewable electricity by the 2025 target, is illustrated below.



Progress against these targets can be seen in the graph below:



Since the base year and previous reporting periods, COOLSPIRiT Ltd have acquired additional premises as part of their business operations. Scope 1 & 2 emissions as measured under an intensity metric can be seen below, kgCO₂e per metres squared.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

All offices have LED lighting and sensory systems in place to reduce electricity consumption. The offices are also currently moving towards solar technology to lower emissions associated with grid electricity.

The commercial vehicle fleet is largely electric (where available), with ample 7kW and 22kW charge points on site. This is in commitment to the government pledge of ending ICE vehicle sales in the UK by 2030.

Future Carbon Reduction Initiatives

The implementation of the target to move to REGO backed 100% renewable electricity during 2026 will have resulted in emissions decrease of 9.600 tCO₂e. This will be a 100% reduction in scope 2 emissions, and a 15% reduction in overall emissions compared to the baseline reporting year of 2022.

Future measures to be implemented will also be as follows:

- Employee education and behavioural change in energy consumption
- Exploration of schemes to move employee vehicles to electric

The long-term goal is to achieve Net Zero by 2050. In addition to the above initiatives, COOLSPIRiT Ltd will also work towards better capturing the scope 3 emissions associated with upstream & downstream processes. This will be accomplished by engaging with suppliers, exploring greener options in the supply chain, and creating incentive for third parties to move towards electric fleets as the technology in this sector develops.

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:

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Date: 18/03/2026

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>