



## 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 supplier<sup>1</sup> 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. 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, and all 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.

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

<sup>2</sup>Technical 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](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)

<sup>3</sup>Guidance 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](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)

## Hanson Instruments Carbon Reduction Plan

Publication date: 01/10/2024

### Commitment to achieving Net Zero

Hanson Instruments 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.

<b>Baseline Year: Financial Year 2023-2024</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
The financial year 2023-24 has been set as the baseline for emissions calculations as emissions data has not been previously reported. Calculations are based on using the Business Carbon Calculator by Normative.	
<b>Baseline year emissions: Financial Year 2023-2024</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	9.53
<b>Scope 2</b>	38.25
<b>Scope 3 (Included Sources)</b>	77.044 Business Travel – 4.23 Upstream T&D – 57.3 Downstream T&D – 14.9 Waste – 0.614
<b>Total Emissions</b>	<b>125 tonnes CO<sub>2</sub>e</b>

## Current Emissions Reporting

<b>Reporting Year: 2024-2025</b>	
Calculations are based on using the Business Carbon Calculator by SME Climate Hub	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>26.51</b>
	Fuel use – Vehicles 25.34 tonnes CO <sub>2</sub> e
	Fugitive Gases 1.17 tonnes CO <sub>2</sub> e
<b>Scope 2</b>	<b>3.17</b>
	Purchased Electricity 3.17 tonnes CO <sub>2</sub> e
<b>Scope 3 (Included Sources)</b>	<b>47.23</b>
	Purchased goods 6.23 tonnes CO <sub>2</sub> e
	Capital goods 15.57 tonnes CO <sub>2</sub> e
	Fuel and energy -related operations 14.03 tonnes CO <sub>2</sub> e
	Waste generated I operations 0.08 tonnes CO <sub>2</sub> e
	Business Travel 1.63 tonnes CO <sub>2</sub> e
	Employee commuting & homeworking 9.69 tonnes CO <sub>2</sub> e
<b>Total Emissions</b>	<b>76.9 tonnes CO<sub>2</sub>e</b>

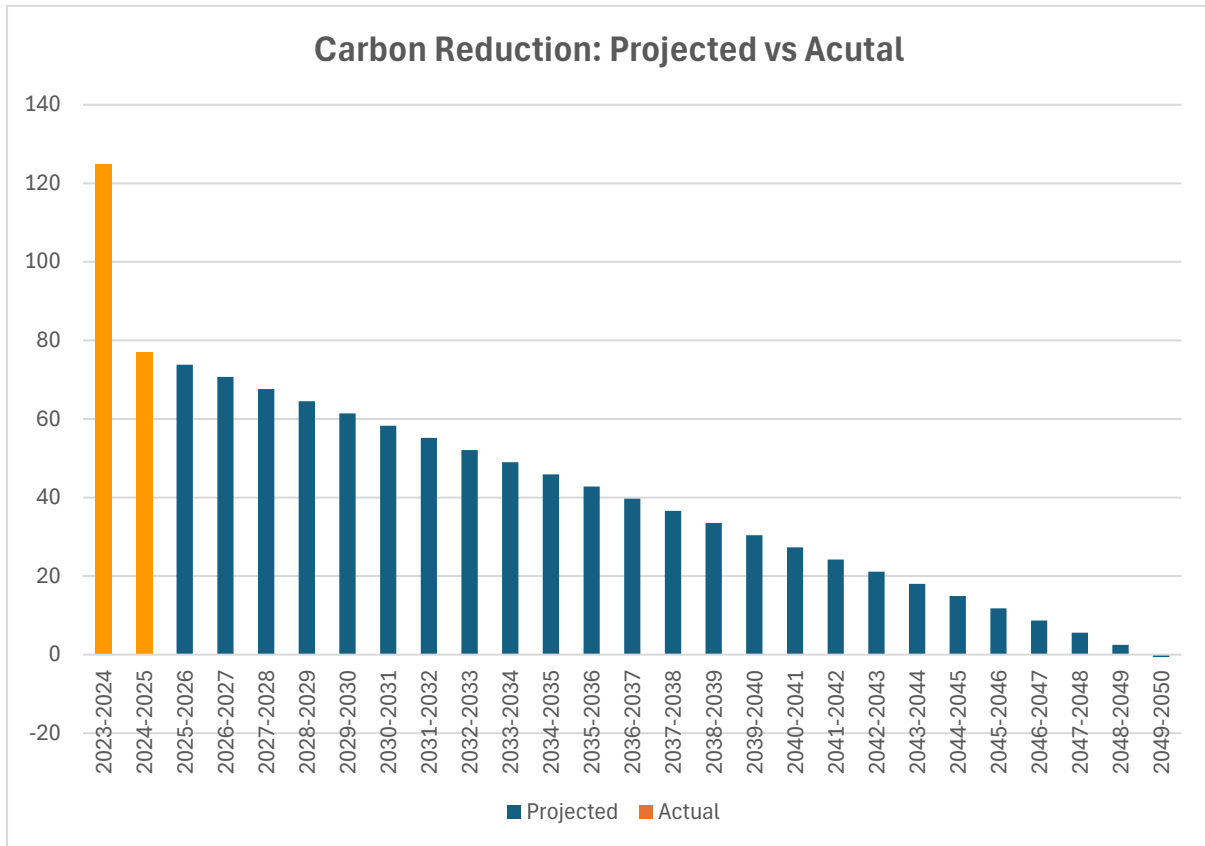
### Emissions reduction targets:

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:

1. Total greenhouse gas emissions – 25% Reduction by 2028 from baseline.
2. Purchased renewable energy – 100% by 2028
3. Organisational emissions intensity – 25% reduction by 2028 from baseline.

We project that carbon emissions will decrease over the next five years to 93.75 tCO<sub>2</sub>e by 2028. This is a reduction of 25%.

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



### Carbon Reduction Projects

#### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented since the 2023-24 baseline. The carbon emission reduction achieved by these schemes will be measured against the 2023-24 baseline.

Implementation of ISO 14001

Implementation of ISO 27001

Implementation of recycling initiatives for waste management.

Implementation of new business travel policy.

Implementation of Environmental Awareness training for all employees.

In the future we will be looking at further carbon reduction projects to include:

- Moving towards a low-emission vehicle fleet.
- Reviewing energy supplier for renewable energy sources.

### **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 Business Carbon Calculator by Normative and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>4</sup>.

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) Standard<sup>5</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

### **Signed on behalf of the Supplier:**

Lisa Evans

Director

Date: 11/12/2025

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<sup>4</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>5</sup><https://ghgprotocol.org/standards/scope-3-standard>