



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 supplier entity 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 Carbon Reduction Plan should be:-

- updated regularly (at least annually)
- published and clearly signposted on the supplier's UK website.
- 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.**

[Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](#)

# Carbon Reduction Plan Template

Supplier name: Premium Wipes and Textiles Limited

Publication date: 16<sup>th</sup> March 2025

## Commitment to achieving Net Zero

**Premium Wipes and Textiles Limited** 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: 2024 – we have not previously reported on our emissions. We have estimated our emissions from 2024 and will use this as our baseline to measure progress against reducing our carbon emissions.</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<b>Baseline year emissions: 900 tonnes</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	300 tonnes direct emissions
Scope 2	200 tonnes indirect greenhouse
Scope 3 (Included Sources)	400 tonnes transport of goods across the UK
<b>Total Emissions</b>	<b>900 tonnes</b>

## Current Emissions Reporting

**Reporting Year: 2025 – we currently do not report on our emissions. Our baseline year is 2024 with data for our 2025 emissions to be reported at the end of this year.**

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	
Scope 2	
Scope 3 (Included Sources)	
<b>Total Emissions</b>	

### **Emissions reduction targets**

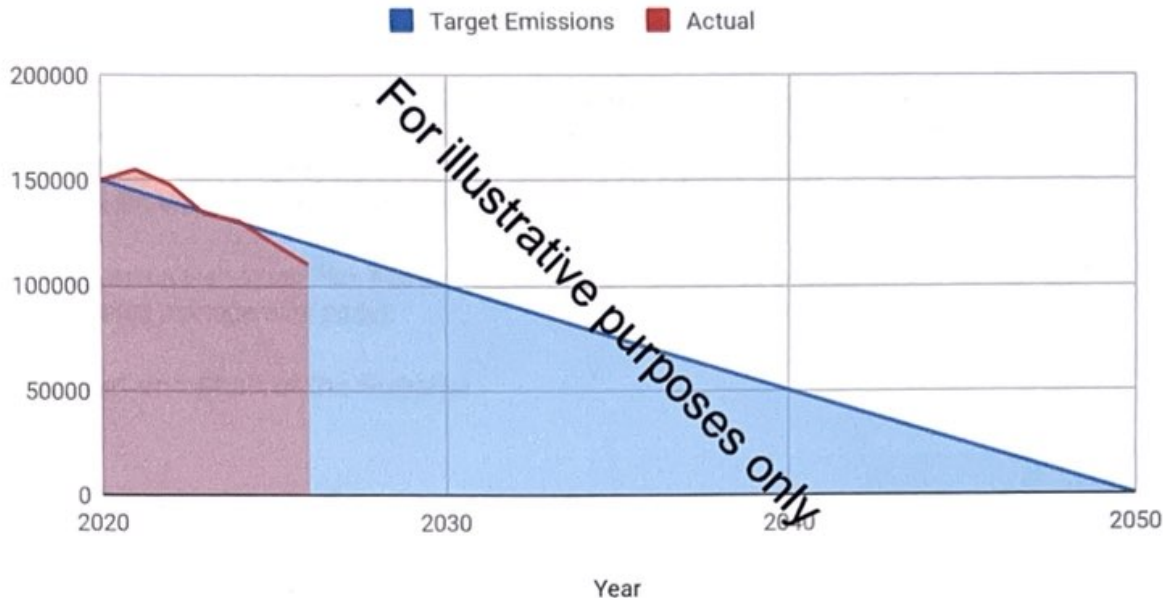
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to **800 tCO<sub>2</sub>e** by 2030. This is a reduction of **11%**

Premium Wipes and Textiles Limited is a growing company based in Warrington. As our company grows this will lead to an increase in our carbon footprint. However, we will be an early adopter of technology to reduce our carbon footprint. For example, we have already incorporated the use of biodegradable products, source materials locally in the UK limiting transportation and work with transport organisations looking to electrify their vehicles.

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

## Carbon Reduction: Projected vs. Actual



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented since the 2024 baseline. The carbon emission reduction achieved by these schemes by our estimates will equate to 25 tCO<sub>2</sub>e, a 2.78% reduction against the 2024 baseline and the measures will be in effect when performing the contract

We are currently working through several carbon reduction projects. These have not been completed; however, they include the following:

- Encouraging staff to walk, cycle, car sharing or use public transport. Progress against this will be measured through feedback from staff.
- Using LED lighting and switching lights off when premises are closed.
- Computers to be switched off when not in use.
- Reduction in printing, paper and ink.
- Recycling bins in the factory.
- Purchase of raw materials using local suppliers.

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

- Solar panels.
- Putting in place electrical charging points as we move to electrical cars.

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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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>3</sup>.

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:**

*T. J. Fowler*  
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Date: *17.03.25.*  
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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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