

Qualifying Explanatory Statement

First Period: 1st January 2019 to 31st December 2019

PAS 2060 Qualifying Explanatory Statement (QES) Template

Overview

This template has been created by Carbon Trust to provide a framework for compliance with the Qualifying Explanatory Statement (QES) requirement of PAS 2060:2014 as set out within the requirements of the BSI Standard, “BSI: PAS 2060:2014: Specification for the demonstration of carbon neutrality”.

Whilst completion of this template in full will meet the requirements of PAS 2060:2014, it is not intended to constrain individuals/organisations wishing to create tailored or bespoke QESs that they feel are more appropriate or in keeping with their organisation’s sustainability strategy. Individuals/organisations completing this template are encouraged to consider expanding on the underlying requirements as expressed here. In addition, the Carbon Trust team is happy to support and advise individuals/entities wishing to create their own QES independent of the below template.

If you wish to use the below template please be advised that completion of all sections is obligatory. Guidance is provided beside individual sections in italics. Clients are politely reminded that PAS 2060:2014 stipulates that the QES should be publicly available and updated throughout the certification period if changes and actions occur that could affect the validity of the declaration of commitment to or achievement of carbon neutrality. More information on the PAS 2060 certification process can be found within ‘*Figure 1: PAS 2060 Certification Process*’ in the Annex.

If you have any further questions please contact your client manager or a member of your project delivery team. A member of the Assurance team can also be contacted at Assurance@CarbonTrust.com.


Introduction:

This document forms the Qualifying Explanatory Statement to demonstrate that Prolog Fulfilment Ltd has achieved carbon neutrality for its Phase 1 warehouse, Phase 8 Warehouse and its Contact Centre for the period commencing 1st January 2019 to 31st December 2019.


Section 1: General Information

PAS 2060 Requirement	Client Response
Entity making PAS 2060 declaration:	Prolog
Subject of PAS 2060 declaration:	Phase 1 - Little Oak Drive, Sherwood Business Park, Annesley, Nottinghamshire, NG15 0DJ Phase 8 - Lake View Drive, Sherwood Business Park, Annesley, Nottingham, NG15 0DF Contact Centre – Prolog House, Milner Roadm Chilton Industrial Estate, Sudbury, CO10 2XG
Description of Subject:	Phase 1 and Phase 8: Warehouse, Storage and fulfilment sites. Primary activity is the storage and fulfilment of client products that are packed and despatched to their customers when ordered. Both sites have large storage areas fitted out with floor to ceiling racking for storage and have operational areas for the packing of goods to be despatched Contact Centre Contact centre seating 120 heads. Primary function is to deal with customer enquiry calls on behalf of our clients.
Rationale for selection of the subject:	The carbon footprint across the business can be reduced through various projects including utilising renewable energy sources and less wasteful energy consuming devices such as lighting. This is all within our management control of the sites. We have no operational control over activities undertaken on behalf of our clients which are out of our control and scope.
Type of conformity assessment:	3 rd Party Assessment
Baseline date for PAS 2060 programme:	1 st January 2019 – 31 st December 2019
Individuals responsible for evaluation and provision of data necessary for declaration:	Geoff Yeomans Project Manager

Section 2: Declaration of Achievement of Carbon Neutrality

PAS 2060 Requirement	Client Response
Declaration of achievement:	Carbon neutrality of Phase 1, Phase 8 and Contact Centre achieved by Prolog Fulfilment Ltd in accordance with PAS 2060 at [qualifying date] for the period commencing 1 st January 2019 – 31 st December 2019, certified by Carbon Trust Assurance.
Recorded carbon footprint of the subject during the period stated above	349.0 tCO ₂ e
Carbon footprint reduction target for period	1 st Certification
Location of GHG emissions report supporting this claim:	Section 4
Location of the Carbon Footprint Management Plan:	Section 5
Location of the details describing the carbon offsets:	Section 5
Location of the details describing internal reductions achieved (recertification only)	
Name of Senior Representative	Senior Representative Signature
Name: Neil Daniells Role: Director Date: 12.08.2020	

Section 3: Declaration of On-going Commitment to Carbon Neutrality (optional)

PAS 2060 Requirement	Client Response
Declaration of on-going commitment:	Prolog Fulfilment Ltd commits to maintain carbon neutrality for Phase 1, Phase 8 and Contact Centre in accordance to PAS 2060 for the period commencing on 01/01/202 and ending 31/12/2020
Location of the Carbon Footprint Management Plan:	Section 5
Name of Senior Representative	Senior Representative Signature
Name: Neil Daniells Role: Director Date: 12.08.2020	

Section 4: Carbon Footprint Breakdown

Guidance: PAS 2060 requires every individual/organisation to provide an appropriate carbon footprint breakdown by scope in their Qualifying Explanatory Statement (QES) in accordance with Greenhouse Gas Protocol guidelines. Further information on Greenhouse Gas Protocol categorisation for organisational footprints can be found within ‘*Figure 2: Organisational Carbon Footprinting*’ in the Annex.

Organisational footprint breakdowns should cover at least 95% of the organisation’s carbon scope 1 and 2 emissions. Scope 3 emissions should also be included, if feasible. If excluded, an explanation should be provided.

Please complete the applicable table below providing all relevant emissions by scope/category. Example emission sources on the left-hand side have been provided for your guidance. We will review your footprint and provide additional advice as part of our ongoing carbon neutral certification support.

Carbon Footprint <i>(for latest footprinting year)</i>	Client Response
Scope 1 (mandatory): <i>Gas</i> <i>Refrigerant Gases</i> <i>Own Vehicles (vehicles owned by the organisation)</i>	Gas – 125 tCO ₂ e Forklift Trucks – 9 tCO ₂ e
Scope 2 (mandatory): <i>Electricity</i> <i>Steam</i>	Electricity – 215 tCO ₂ e
Scope 3 (optional): <i>Purchased goods and services</i> <i>Capital goods</i> <i>Fuel and energy related activities</i> <i>Transportation and distribution</i> <i>Waste generated in operations</i> <i>Business travel</i> <i>Employee commuting</i> <i>Leased assets</i> <i>Processing of sold products</i> <i>Use of sold products</i> <i>End-of-life treatment of sold products</i> <i>Franchises</i> <i>Investments</i>	<i>Prolog has no operational control over activities undertaken on behalf of our clients and therefore cannot have direct influence on the environmental initiatives of its suppliers. Prolog will look to increase the visibility of the environmental impact of its supply chain and will attempt to consider categories such as: transportation and distribution, waste generated in operations, business travel and employee commuting.</i>

Document your assessments of uncertainty and variability associated with defining boundaries and quantifying GHG emissions including the positive tolerances adopted in association with emission estimates. (The statement could take the form of a qualitative description regarding the uncertainty of the results, or a quantitative assessment of uncertainty if available (e.g. carbon footprint based on 95% of likely greenhouse gas emissions; primary sources are subject to variation over time; footprint is best estimate based on reasonable costs of evaluation))

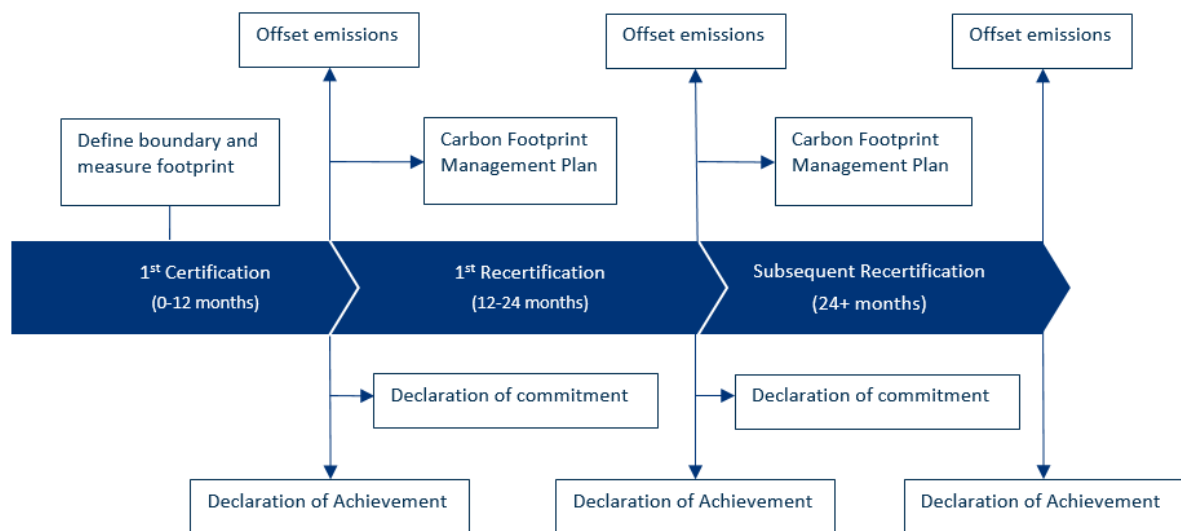
Section 5: Carbon Management Plan

PAS 2060 Requirement	Client Response
<p><i>Statement of commitment to carbon neutrality for the defined subject</i></p>	<p>Prolog Fulfilment Ltd are committed to obtain neutrality for their Scope 1 and 2 according to PAS2060. Looking at further renewable energy options, such as Solar Power on Warehouse buildings</p>
<p><i>Timescale for achieving carbon neutrality</i></p>	<p>August 2020</p>
<p><i>Targets for GHG reduction for the defined subject appropriate to the timescale for achieving carbon neutrality</i></p>	<p>We are targeting ourselves to reduce our emmissions by 10-20% for the emissions set out in scope 1 and scope 2 against the 2019 baseline. This target is set to be achieved by December 2020.</p>
<p><i>Planned means of achieving and maintaining GHG emissions reduction including:</i></p> <ul style="list-style-type: none"> • <i>Assumptions made and any justification of the techniques and measures to be employed to reduce GHG emissions;</i> • <i>[Optional] Where historical reductions are to be taken into account, the period over which those reductions are to be calculated and confirmation that the necessary data is available and that calculation is to be undertaken using precisely the same methodology as that to be employed to assess and calculate future reductions;</i> 	<ul style="list-style-type: none"> • Installation of Solar panels on warehouse roofs • Installation of LED lights throughout the business • Training of staff in reduction of emmissions through best practice procedures of all activities they undertake • Reduction of the use of Heating and Airconditioning throught the sites. • Heat Conservation • Obtain REGOS from electricity supplier
<p><i>If the entity has made offsets and achieved carbon neutrality to-date, a description of these offsets should be provided here. Information should include:</i></p> <ul style="list-style-type: none"> • <i>Which GHG emissions have been offset;</i> • <i>The type of offset and projects involved;</i> • <i>The scheme through which the offsets were made;</i> • <i>The number and type of carbon credits alongside the time period over which the credits were generated and the date(s) of their retirement.</i> 	<ul style="list-style-type: none"> • The following emissions and levels have been offset: <ul style="list-style-type: none"> ○ Gas – 125 tCO₂e ○ Forklift Trucks – 9 tCO₂e ○ Electricity – 215 tCO₂e • The offsets procudred are derived from a wind power project located in the central India. The project consists of a 100.5 MW wind farm in India by Orange Renewable. • The offsets to compensate for the 349 tCO₂e have been verified by Gold Standard. They were purchased via Climate+ and retired on 6th August 202.
<p><i>The offset strategy to be adopted to meet the achievement to carbon neutrality element of PAS 2060. This should include:</i></p> <ul style="list-style-type: none"> • <i>An estimate of the quantity of GHG emissions to be offset;</i> • <i>The nature of the offsets;</i> 	<ul style="list-style-type: none"> • Purchase of VCS or Gold Standard approved credits • Estimated 349tCO₂e to be purchased through supporting forestry or renewable energy projects

<ul style="list-style-type: none"> • <i>The likely number and type of credits.</i> 	
<p><i>Statement on the fact that PAS 2060 certification has been provided by a third-party verifier. [Example Q&A statement provided here.] What type of conformity assessment has been undertaken?</i></p>	<p>Independent 3rd part certification</p>

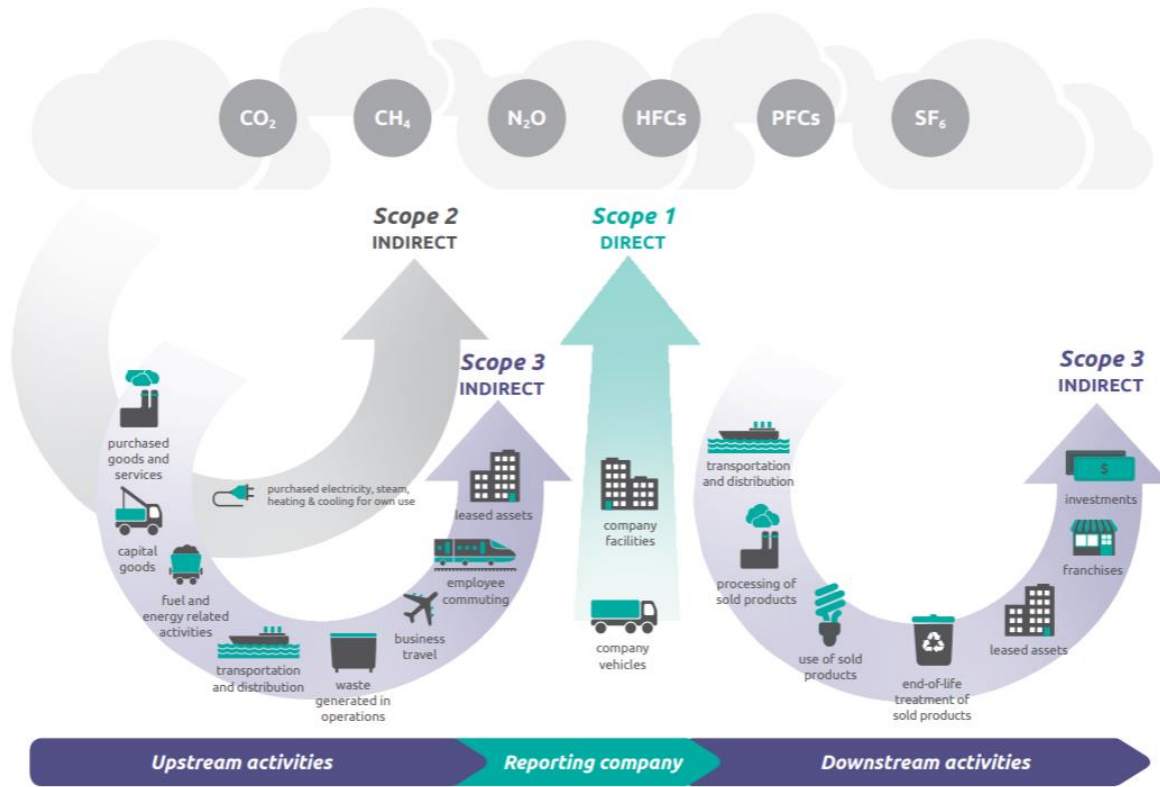
Annex: Useful additional information

Figure 1: PAS 2060 Certification Process



Source: Carbon Trust. Adapted from “BSI - PAS 2060:2014: *Specification for the demonstration of carbon neutrality: Figure 1 – Illustration of the cyclical process for demonstrating carbon neutrality, taking into account permitted baseline period exceptions*”. [Simplified version]

Figure 2: Organisational Carbon Footprinting



Source: Greenhouse Gas Protocol: *Corporate Value Chain (Scope 3) Accounting & Reporting Standard*. Available from: http://ghgprotocol.org/sites/default/files/standards/Corporate-Value-Chain-Accounting-Reporting-Standard_041613_2.pdf