



FOCUS



# SIMPLE CARBON ACCOUNTING: **CHECKLIST FOR BUSINESSES**



Carbon accounting can be hard and needs a good plan. We have made a checklist with seven sections to help businesses start their carbon accounting. The checklist covers the main steps and things to think about. By using the checklist, you can have a clear and complete plan for your carbon footprint.





# CORPORATE CARBON ACCOUNTING: **PRE-EMBARKATION CHECKLIST FOR BUSINESSES**

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## **1. Understand the Basics:**

- ☐ Familiarize yourself with carbon accounting terminology.
- ☐ Understand your Organisation & Operations boundary definition
- ☐ Learn the differences between Scope 1, Scope 2, and Scope 3 emissions.
- ☐ Research the regional and global GHG emission reporting standards relevant to your business

## **2. Set Clear Objectives:**

- ☐ Define your business's primary reasons for undertaking carbon accounting (regulatory compliance, sustainability targets, PR, etc.).
- ☐ Set measurable goals (e.g., x% reduction in emissions over y years).

## **3. Identify Stakeholders and Responsibilities:**

- ☐ Engage top management and ensure their commitment.
- ☐ Designate a team or individual responsible for carbon management.
- ☐ Communicate the importance and purpose of carbon accounting to all employees.



## 4. Initial Data Collection:

- ☐ Catalog all energy sources utilized by your business (electricity, gas, oil, etc.).
- ☐ Inventory transportation means (fleet vehicles, employee commuting, business travel).
- ☐ List all suppliers and understand their carbon footprint (particularly for Scope 3)

## 5. Establish a Data Management Strategy:

- ☐ Decide on a method for data collection (manual, software-based).
- ☐ Determine the frequency of data collection (monthly, quarterly).
- ☐ Ensure a consistent and standard approach to data measurement.

## 6. Review Potential Challenges:

- ☐ Anticipate potential roadblocks (data inaccuracy, lack of resources, etc.).
- ☐ Plan for any necessary training or hiring to address skills gaps.
- ☐ Set aside a budget for any tools, consultancy, or training required.

## 7. Engage and Communicate:

- ☐ Prepare a communication plan to keep stakeholders informed about the process and progress.
- ☐ Plan for external communications and reporting to customers, investors, and regulators.



# ABOUT



**Carbon Analytics** empowers sustainable journeys through integrated carbon accounting. Our platform enables transparency, helping you make informed decisions across the value chain. Through complex data insights, we ensure precise carbon accounting using primary and secondary data. This approach creates a comprehensive sustainability profile of your organisation and your value chain.

## Ready to Dive Deeper into Carbon Accounting?

Embarking on your carbon accounting journey doesn't have to be overwhelming. With the right tools and guidance, your business can navigate the carbon landscape with precision and clarity.

Take the next step with CarbonAnalytics. Sign up for free and harness the power of data-driven insights to make your carbon accounting journey seamless and effective.

[Sign up](#)

