Cabinet Office

Carbon Reduction Plan (CRP) 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 (CRP) which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

CRPs are to be completed by the bidding supplier[1] 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 CRP 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[2] and Guidance, 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
- 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

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

2 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

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The CRP 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 CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

Carbon Reduction Plan

Supplier name: …………Altass Limited………………………………………………….

Publication date: 25 August 2026

Commitment to achieving Net Zero

Altass Limited is committed to achieving Net Zero emissions by the end of financial year 2034.

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: Financial year 2020 – Altass Limited	
Additional Details relating to the Baseline Emissions calculations.	
The FY2020 baseline predates comprehensive Scope 3 category-level reporting. Available records included waste generated in operations and business travel. Employee commuting was not separately quantified. Upstream and downstream transportation and distribution were not material because Altass Limited is a consultancy and does not manufacture, transport or distribute physical products.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**3.5** tCO2e

Scope 2	**1.1** tCO2e
Scope 3 **(Included Sources)**	1.6 tCO_2e Upstream transportation and distribution: 0.0 tCO_2e / not applicable to the consultancy's service-based operations. Waste generated in operations: 0.5 tCO_2e. Business travel: 1.1 tCO_2e. Employee commuting: not separately quantified in the baseline year. Downstream transportation and distribution: 0.0 tCO_2e / not applicable because no physical products are distributed.
Total Emissions	**6.2** tCO2e

Current Emissions Reporting

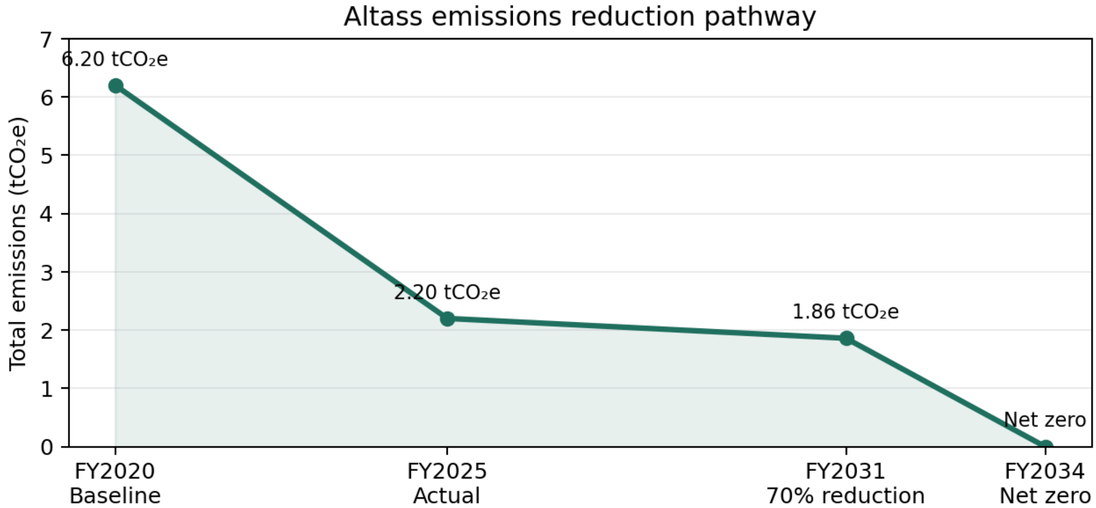
Reporting Year: Financial year ending 31 March 2025 – Altass Limited	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	1.1 tCO_2e
Scope 2	0.4 tCO_2e
Scope 3 **(Included Sources)**	0.7 tCO_2e The aggregate includes the required Scope 3 reporting categories as applicable: • Upstream transportation and distribution: 0.0 tCO_2e / not applicable to service-based operations. • Waste generated in operations: included in the aggregate estimate. • Business travel: included in the aggregate estimate. • Employee commuting: included in the aggregate estimate. • Downstream transportation and distribution: 0.0 tCO_2e / not applicable because no physical products are distributed. Additional sources included are remote working and fuel- and energy-related activities.
Total Emissions	2.2 tCO_2e

Emissions reduction targets

Altass Consulting has set a carbon ambition to achieve net zero carbon emissions by the end of financial year 2034 (FY2034).

Altass Consulting aims to reduce absolute emissions across Scopes 1, 2 and 3 by 70% by FY2031 against the FY2020 baseline, consistent with a 1.5°C-aligned pathway, and to achieve net zero by FY2034. In FY2025, total emissions were 2.2 tCO_2e, representing a 64.5% reduction against the FY2020 baseline.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The environmental management measures and projects below have been completed or implemented since the FY2020 baseline. These measures have reduced emissions by 4.0 tCO_2e, equivalent to approximately 64.5% of the FY2020 baseline. The measures will remain in effect when performing the contract.

- **Signing up to the SME Climate Commitment / Race to Zero-aligned initiative**
- **Purchasing and using an electric vehicle where operationally appropriate**
- **Replacing office lighting with energy-efficient LED lighting**
- **Reducing business travel and employee commuting mileage through remote meetings, public transport and journey planning**

Planned Carbon Reduction Initiatives

Altass Consulting is committed to achieving net zero by FY2034. The following measures support the interim FY2031 reduction target and will be reviewed annually:

- Reducing business travel emissions by 70% by FY2031 against the FY2020 baseline

- Achieving net zero emissions by the end of FY2034, with residual emissions addressed only after feasible operational reductions have been implemented
- Reducing office electricity consumption and procuring renewable electricity for remaining needs
- Improving annual data collection for the five required Scope 3 categories and retaining supporting calculation records
- Providing staff with tools and guidance to calculate and reduce emissions arising from client delivery
- Prioritising direct emissions reductions and using credible, independently verified removals only for residual emissions that cannot reasonably be eliminated
- Investing in services and solutions that help Altass clients decarbonise their operations and address wider sustainability challenges

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 standard[3] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[4].

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[5].

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:

Seyhan Turan – Director – Altass Limited

Date: 25 August 2026

[3] https://ghgprotocol.org/corporate-standard
[4] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[5] https://ghgprotocol.org/standards/scope-3-standard