



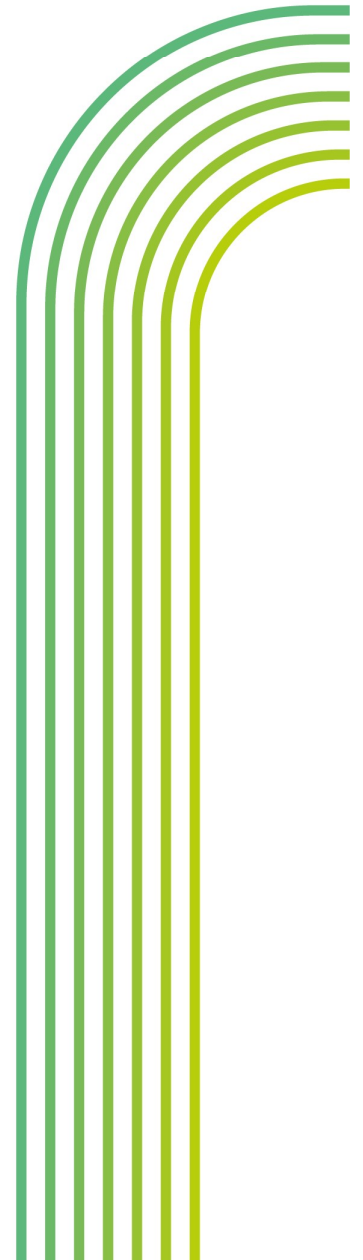
ANNUAL  
REPORT  
2021

**TRAC ENGINEERING  
LTD**  
**CARBON REDUCTION PLAN**  
**GHG EMISSIONS**  
PUBLISHED JULY 2022

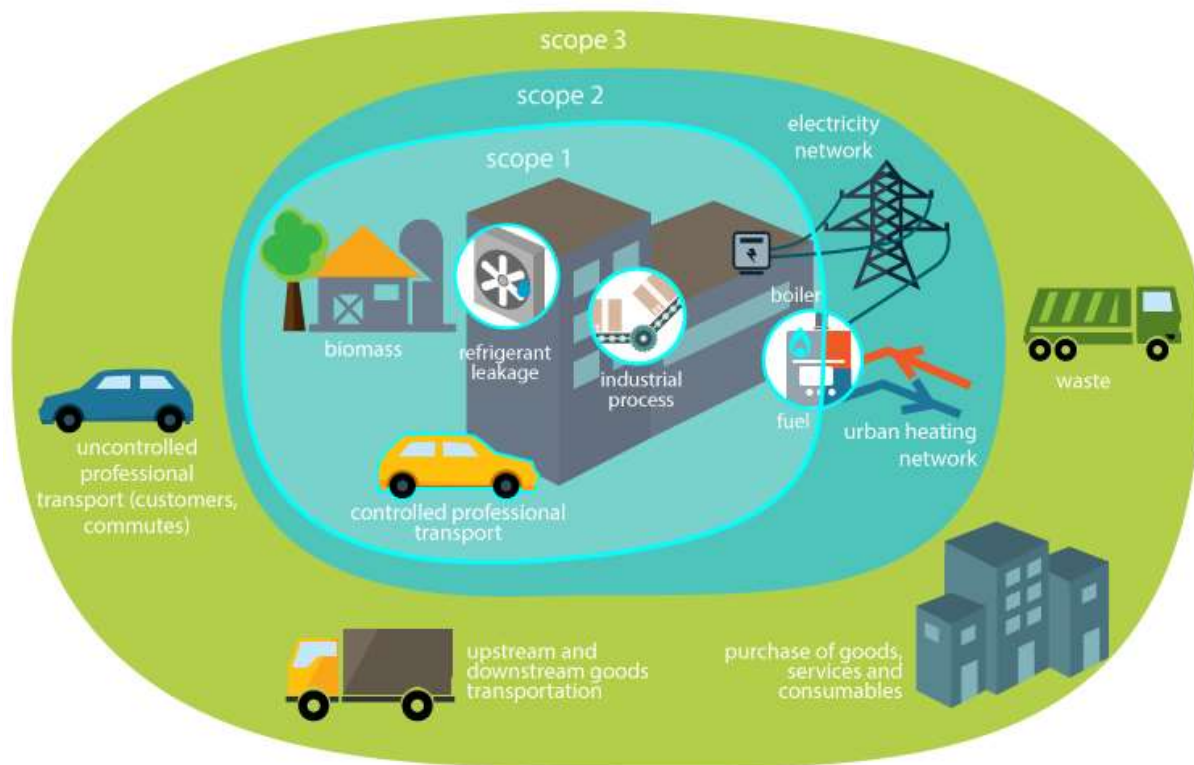


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## 1.0 WHAT ARE SCOPES 1, 2, 3?



Schema : illustration of scopes perimeters for Greenhouse Gas emissions balance

When we calculate our greenhouse gas emissions, we do so by splitting the sources of our data into 3 scopes.

- Scope 1 is direct emissions on site – generally this is gas boilers and fuel used by our fleet for deliveries, business travel etc.
- Scope 2 is indirect emissions – these are emissions which are generated elsewhere but directly attributed to our business e.g. the electricity we use.
- Scope 3 is upstream and downstream activities and can encompass many elements. In TRAC/Radio Design we are currently monitoring waste, water and fuel expenses for staff. We have plans to develop our emissions monitoring for scope 3 over the next few years.



## 2.0 BASELINE FIGURES

BASELINE 2019 YEAR:	
<b>ADDITIONAL DETAILS RELATING TO BASELINE EMISSIONS CALCULATIONS:</b>	
<ul style="list-style-type: none"><li>• Scope 1 – Gas and oil used for fuel and diesel for plant/fleet calculated using DEFRA conversion factors published for 2019.</li><li>• Scope 2 – Electricity used calculated using DEFRA conversion factors published for 2019.</li><li>• Scope 3 – Waste, water, Business travel from expenses (Fuel, train, taxi) using DEFRA conversion factors published for 2019.</li> <li>• Exclusions – business travel – flights, supplier data – unknown.</li><li>• There were no AC unit or fire extinguisher unit top ups of F gases in 2019.</li></ul>	
<b>Emissions</b>	<b>ENG</b>
Scope 1	1019.22
Scope 2	39.81
Scope 3	42.09
<b>TOTAL</b>	<b>1101.29</b>

**Notes:**

N.B. Fuel for plant and fleet makes up most TRAC Engineering’s Scope 1 emissions.



## 3.0 CURRENT YEAR FIGURES

CURRENT YEAR:	2021
<b>ADDITIONAL DETAILS RELATING TO BASELINE EMISSIONS CALCULATIONS:</b>	
<ul style="list-style-type: none"><li>• Figures for UK and India calculated using DEFRA GHG Reporting Conversion factors 2021 published by the UK Government - <a href="https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021">Greenhouse gas reporting: conversion factors 2021 - GOV.UK (www.gov.uk)</a></li><li>• Scope 1 - UK - Gas and oil used for fuel and diesel for fleet</li><li>• Scope 2 - Electricity used on all base sites</li><li>• Scope 3 - Waste, water (all sites), Business travel from expenses (Fuel, train, taxi, UK only)</li><li>• Exclusions - business travel - flights, supplier data - unknown.</li><li>• There were no AC unit or fire extinguisher unit top ups of F gases in 2021.</li></ul>	
<b>Emissions</b>	<b>ENG</b>
Scope 1	215.25
Scope 2	14.77
Scope 3	38.79
<b>TOTAL</b>	<b>428.13</b>

### Notes:

The pandemic and lockdowns exerted a substantial effect on the 2021 data.

Electricity and gas emissions are significantly lower than the 2019 baseline due to office move to new, smaller premises which does not have a gas supply.



## 4.0 CARBON REDUCTION PROJECTS

Project	Description	Status
Scope 3 enhancement - Employee Commute	Surveys were issued to staff regarding their commutes pre and post pandemic in order to generate a baseline commute figure and current commute figure. This will help see differences made by hybrid working patterns where they exist and in future years, the difference made by uptake of electric vehicles.	Ongoing, nearing completion. Data is still being interrogated to ensure it is correct.
EV100	Declared as an objective. Electric Minis purchased and charge points installed at bases. Campaigns to follow regarding electric vehicles, benefits. Further investment in fleet to be undertaken. Salary sacrifice scheme through Octopus Energy rolled out to staff to encourage and support uptake of lower emission vehicles throughout workforce.	Ongoing

## 5.0 COMPLETED CARBON REDUCTION INITIATIVES

Environmental management measures and projects that have been completed or implemented since the 2019 baseline will be entered here, including an estimation of carbon saved as a result of the project.

Project	Description	Output
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## 6.0 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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting

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.

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

Managing Director Date	<b>E Hawthorn</b> 22/07/2022	Signature <i>E Hawthorn</i>
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