



Confederation of Indian Industry



CII-ITC Centre of Excellence
for Sustainable Development

SAMPLE QUESTIONNAIRE

This questionnaire will include industries that are less capital-intensive than heavy industry and are more consumer-oriented than business-oriented, as they typically produce smaller consumer goods.

INTRODUCTION

Q. No.	EFQM Attributes	QUESTIONS
1		Describe significant operations in India
		Should include name, location (in terms of district, pincode and geo coordinates) of each business unit/production site included in award application along with the description of the operation being carried out at those locations
2	E:Process	Are there any primary drivers for implementing climate change initiatives? If yes, then what are the primary drivers for implementing climate change initiatives?
		a. Yes, there are primary drivers for implementing climate change initiatives.
		a.1. Compliance
		a.2. Competitive advantage
		a.3. Media attention to climate change
		a.4. Senior executives personal convictions
		a.5. Investment opportunities
		a.6. Employee value proposition
		a.7. Physical threats to assets
		a.8. Business risks of changing climate
		a.9. Others (please specify)
		b. No, there are no primary drivers for implementing climate change initiatives (Please provide reasons)
3	Result	Has the organisation ever been impacted by climate related extreme events? (Please answer Q. 3.1 if answer is "YES")
		a. Yes, the organisation has been impacted by climate related extreme events
		b. No, the organisation has never been impacted by climate related extreme events
3.1	Result	Briefly describe the events in brief along with the impact type (such as physical damage, operational problems, delays, interruptions, others) and extent of impact (amount of physical damage, cost of repairment, financial loss, others).
		Please mention cause of event, year of event, type of event, impact type, extent of impact
4	Result	Which climate-related factors have impacted the operations of the organisation? Please identify the climate-related factors along with brief explanation.
		a. Wind
		b. Sea-level
		c. Fog
		d. High-temperature

		e. Low-temperature
		f. Storm
		g. Others (please specify)
5	E: Learning and Review	Did the impact cause any changes in the business model or risk management structure of the organisation?
		a. Yes, the impact caused changes in business model or risk management structure (please provide reasons)
		b. No, the impact did not cause any changes in business model or risk management structure (please provide reasons)
6	Result	Over time, has the magnitude of damage and/or disruption caused by climate-related events increased, decreased or stayed the same?
		a. Increased (please provide reasons)
		b. Decreased (please provide reasons)
		c. Stayed the same (please provide reasons)
		d. Don't know/Not aware (please provide reasons)
7	E: Process	Is the organisation associated with any other global/national initiatives on climate change. If yes, please name them.
		a. Yes, the organisation is associated with global initiatives on climate change (Please mention the same)
		b. No, the organisation is not associated with any global initiatives on climate change. (please provide reasons)

MANAGEMENT

Q. No	EFQM Attributes	QUESTIONS
1	E-leadership	Please specify the role of the board in oversight of issues related to climate change.
		a. There is a board level committee for climate change or the board has members who have significant expertise in climate change.
		b. The board considers climate change impacts while reviewing and guiding organisational strategy and business plans.
		c. The board monitors and oversees progress against organisational targets related to climate change.
		d. There is a defined process by which the board is informed on (b) and (c).
2	E-leadership	Please specify the role of the top management in oversight of climate-related issues.
		a. The organisation has assigned climate change related responsibilities to management-level positions and/or committees.
		b. KPIs for relevant management-level positions incorporate organisational performance on climate change.
3	E-Key resources	Does the organisation recognise the need for mid/senior-level managers dedicated to work full-time on climate change related issues? (Please answer Q.3.1 if the answer is "YES")
		a. Yes, the organisation recognises the need for mid/senior-level managers dedicated to work full-time on climate change related issues.
		b. No, management of climate change issues is integrated with related functions like EHS or sustainability.
		c. Not applicable. (Please provide reasons)
3.1	E-Key resources	Please mention the approximate number of employees in managerial roles working on climate change as their core responsibility.
		a. >10
		b. 2 – 5
		c. <2
4	E-process	At what frequency does the board / top management review the initiatives towards climate change?
		a. Half yearly
		b. Annually
		c. Biennially
		d. Other (please specify)

5	E-Process	Please select the aspects of organisational strategy into which climate change considerations are factored in:
		a. Investments & Purchase
		b. Product/Service Design
		c. Organisational Performance Targets
		d. Value Chain Partnerships
		e. Risk Management Systems
		f. External Communication/Reporting
6	E-process, E-leadership, E-Key resources	Briefly describe the keyways how the organisation has addressed climate change in the aspects of its organisational strategy selected in Q5.
7	E-process, E-leadership	Has India's Nationally Determined Goals (NDC) under the Paris agreement influenced the organisation's business strategy? (Please answer Q. 7.1 if the answer the question is a or b)
		a. Yes, India's NDC under the Paris agreement has influenced the organisation's business strategy
		b. No, the organisation has been proactively involved in climate actions, irrespective of India's NDC or other international goals
		c. No, India's NDC under the Paris Agreement or other international goals have not influenced the organisation's business strategy
7.1	E-process, E-leadership	How is the organisation's business strategy aligned with India's Nationally Determined Goals (NDC) under the Paris agreement? For each selected goal among the following, please provide a list of activities that the organisation has undertaken along with a short description of what has been achieved so far.
		1. Organisation's business strategy is aligned with NDC Goal 3: To reduce the emissions intensity of its GDP by 33 to 35 percent by 2030 from 2005 level.
		2. Organisation's business strategy is aligned with NDC Goal 4: To achieve about 40 percent cumulative electric power installed capacity from non-fossil fuel based energy resources by 2030.
		3. Organisation's business strategy is aligned with NDC Goal 5: To create an additional carbon sink of 2.5 to 3 billion tons of CO2 equivalent through additional forest and tree cover by 2030.
		4. Organisation's business strategy is aligned with NDC Goal 8: To build capacities, create domestic framework and international architecture for

		quick diffusion of cutting edge climate technology in India and for joint collaborative R&D for such future technologies.
8	E-process	Does the organisation have a policy/code of conduct on climate change?
		a. Yes, the organisation has a policy/code of conduct on climate change (Please upload or provide weblink)
		b. No, the organisation does not have specific policy/code of conduct on climate change, but addresses it as part of another policy, e.g. sustainability (Please upload or provide weblink)
		c. No, the organisation does not address climate change in any policy
9	E-Learning and innovation	Does the organisation investigate the innovation- and technology- related opportunities to reduce GHG emissions and/or adapt to climate change? (Please answer Q.9.1 if answer to the question is a, b or c)
		a. Yes, the organisation investigates innovation- and technology- related opportunities to reduce GHG emissions and adapt to climate change.
		b. Yes, the organisation investigates innovation- and technology- related opportunities to either reduce GHG emissions or adapt to climate change.
		c. No, the organisation does not investigate innovation- and technology- related opportunities to adapt or mitigate climate change, but is planning to do so.
		d. No, the organisation does not investigate innovation- and technology- related opportunities to adapt or mitigate climate change (Please provide reasons)
9.1	E-Learning and innovation	How does the organisation investigate innovation- and technology- related opportunities to reduce GHG emissions and/or adapt to climate change?
		a. By setting up research teams. (Please elaborate on research themes)
		b. By collaborating with climate-related knowledge partners (Please elaborate on area and nature of collaboration)
		c. By demonstration of potential solutions through pilot projects (Please cite specific cases)
		d. Others (please specify)

10	E-Key resources	What is the organisational strategy to finance climate-related activities?
		1. Briefly explain the mechanism used to decide overall annual spending on climate change related activities.
		2. Explain how the budget is allocated between various activities.
11	E-process	Does the organisation use a quantitative financial strategy (e.g. Internal Carbon Pricing (ICP)) to factor climate impacts in decision-making? (Please answer Q.11.1 if answer to the question is "YES")
		a. Yes, the organisation uses a quantitative financial strategy to factor climate impacts in decision-making
		b. No, the organisation does not use a quantitative financial strategy to factor climate impacts in decision-making. (Please provide reasons)
11.1	E-process	Please provide information about ICP in <i>template</i> . If some other quantitative strategy is used, please provide details. Use a similar format as far as possible for providing information about any other strategy.
		Answer template: Information about Internal Carbon Pricing
		ICP Methodology Used (Shadow pricing / Implicit shadow pricing / Carbon fee)
		Established Price (per metric ton CO ₂ e)
		Start Year
		Type(s) of Decision(s) Impacted
		Explanation Briefly explain the mechanism of how the value of the carbon price was established and how the established carbon price is incorporated into decision-making.
12	E-process	Does the organisation have an adaptation strategy to future-proof its business from the impacts of climate change? (Please answer Q.12.1 if the answer is "YES")
		a. Yes, the organisation has an adaptation strategy to future-proof its business from the impacts of climate change
		b. No, the organisation has no adaptation strategy to future-proof its business from the impacts of climate change
		c. Not applicable. (Please provide reasons)
12.1	E-process	What steps have been adopted by the organisation under its adaptation strategy to future-proof its business from the impacts of climate change?
		a. Material physical risks due to climate change (storm, flood etc.) on business operations have been identified.
		b. Material transitional risks due to climate change (policy, regulatory, market etc.) on business operations have been identified.

		c. Impact of material climate risks on business has been quantified wherever possible.
		d. A climate resilience plan is established and integrated into organisational risk-management strategy/process.
		e. There is an organisational process to allocate adequate financial outlays for expenditure on climate change adaptation.
		f. There is an organisational process for achieving buy-in of senior management and other relevant stakeholders for adaptation measures that need to be implemented.
		g. Organisation partners with external partners to contribute to increased climate resilience at the societal level.
		h. Others (Please specify)
13	E-process	Does the organisation have a strategy for communicating and promoting its climate-related vision and solutions to influence market or policy developments? (Please answer Q.13.1 if the answer is "YES")
		a. Yes, the organisation has a strategy for communicating and promoting its climate-related vision and solutions to influence markets and policy developments.
		b. No, the organisation does not have any strategy for communicating and promoting its climate-related vision and solutions to influence markets and policy developments.
		c. Not applicable. (Please provide reasons)
13.1	E-Leadership	Has the organisation been able to influence market or policy development with respect to climate change?
		a. Yes, the organisation has been able to influence market or policy development. (Please explain what has been influenced)
		b. No, the organisation has not been able to influence market or policy development. (Please provide reasons)
14	E-process, E-Leadership	Please provide a brief description of any other way the organisation has addressed climate change in its corporate strategy (such as long-term deep decarbonization strategy) that has not been covered by the questions above?
15	E-Internal Stakeholders	Does the organisation carry out climate change related training or awareness programmes for its employees or relevant external stakeholder groups? (Please answer Q. 15.1 and 15.2 if the answer is "YES")

		a. Yes, the organisation carries out climate change related training or awareness programs for (select all that apply)
		b. No, the organisation does not carry out climate change related training or awareness programmes. (Please provide reasons)
15.1	E-Internal Stakeholders	Please choose the stakeholder groups covered by the organisation's climate change training and awareness programmes.
		a. Employees
		b. Suppliers
		c. Logistics Providers
		d. Sellers/Distributors/Consumers
		e. Recyclers/End-of-life
		f. Others (Please Specify)
15.2	E-External Stakeholders	Please provide details of the organisation's climate change training and awareness programmes in the answer template provided.
		Answer Template
		Stakeholder Group Covered
		Topic(s) of Programme(s)
		Employees
		Suppliers
		Logistics Providers
		Sellers/Distributors/Consumers
		Recyclers/End-of-life
16	E-process	Does the organisation provide incentives for climate change related performance, including the attainment of targets to employees or relevant external stakeholder groups? (Please answer Q.16.1 if the answer is "YES")
		a. Yes, the organisation provides incentives for the management of climate change issues, including the attainment of targets
		b. No, the organisation does not provide incentives for the management of climate change issues, including the attainment of targets
		c. Not applicable. (Please provide reasons)
16.1	E-Internal Stakeholders, E-key resources	What type of incentives are provided and who is entitled to benefit from these incentives?
		a. Monetary (List of monetary incentives along with who is entitled to each benefit).

		b. Non-monetary rewards (List of non-monetary incentives along with who is entitled to each benefit).

RISK AND OPPORTUNITIES

Q. No.	EFQM Attributes	QUESTIONS
1		How is the impact of climate change viewed within the organisation in terms of risk and opportunity?
		a. Climate change creates an equal balance of risks and opportunities
		b. Climate change creates mostly risks, limited opportunities
		c. Climate change creates mostly opportunities, limited risks
		d. Climate change creates no impact
		e. Climate change creates only risks
		f. Climate change creates only opportunities
2	E-process	Which risk types are considered in the organisation's climate change related (mitigation and adaptation) risk assessments?
		a. Physical
		b. Regulatory, Policy, Legal
		c. Market
		d. Reputation
		e. Technology
		f. Others (please specify)
3	E-process	Has the organisation identified climate change related risks and opportunities across the value chain through a materiality analysis or a formal risk assessment process? (Please answer Q.3.1 if the answer is "YES")
		a. Yes, the organisation has identified climate-related risks and opportunities in the value chain through a materiality analysis or a formal risk assessment process
		b. No, the organisation has not identified climate-related risks and opportunities in the value chain through a materiality analysis or a formal risk assessment process
		c. Not applicable (Please provide reason)
3.1	E-process	What are the potential financial impacts of significant climate change risks within the following risk types identified by the organisation?
		Answer template: Financial Impacts of major risk types (add rows as required for each risk type)
		Risk Type
		Identified Material Risks
		<i>Physical</i>

		<i>Regulatory, Policy, Legal</i>	
		<i>Market</i>	
		<i>Reputation</i>	
		<i>Technology</i>	
		<i>Others (please specify)</i>	
4	E-process	Does the organisation have a risk management procedure with regard to climate change risks? (Please answer Q. 4.1 and Q. 4.2 if answer is "YES")	
		a. Yes, the organisation has a risk management procedure with regard to climate change risks	
		b. No, the organisation does not have a risk management procedure with regard to climate change risks	
4.1	E-process	How does the organisation integrate identification, assessment, and management of climate-related issues into overall risk management?	
		a. Integrated into multi-disciplinary organisation-wide risk management processes	
		b. A specific climate change risk identification, assessment and management process	
		c. There is no documented process for identifying, assessing or managing climate-related risks	
4.2	E-process	Please give a brief description of the organisation's risk management process with respect to the following points:	
		1. Mention the criteria for risk identification	
		2. Describe the method for risk quantification and prioritization	
		3. Mention the time horizon considered	
		4. Describe the risk management method(s) to mitigate, transfer, accept, or control the identified risks	
5	E-process	Does the organisation conduct scenario analysis with regard to climate change? (Please answer Q.8.1 if answer is "YES")	
		a. Yes, the organisation conducts scenario analysis with regard to climate change.	
		b. No, organisation does not conduct scenario analysis with regard to climate change (Please provide reason)	
5.1	E-process	What type of scenarios does the organisation use as a context for their own scenarios?	

		a. Physical risk scenario (using the result of global climate models that forecasts Earth's response to changes in GHG concentration in the atmosphere to understand the impact on business operations)
		b. Transition risk scenario (drawing conclusion by modelling how policy and energy supply related technology will interact with economic activity, energy consumption and GDP as well as other factors)
		c. Both a and b
		d. None
5.2	E-process	. Please name the scenario(s) used for any selected option.
		a. 2-degree Celsius scenario along with input parameters, assumptions and analytical methods has been considered.
		b. Scenario less than 2-degree Celsius along with input parameters, assumptions and analytical methods has been considered.
		c. Scenario more than 2-degree Celsius along with input parameters, assumptions and analytical methods has been considered.
5.3	Result	Please mention the key aspects of organisational strategy, processes or business model that have been influenced by the results of scenario analysis.

GHG INVENTORY AND INITIATIVES

Q. No	EFQM Attributes	GHG INVENTORY AND INITIATIVES	
1	E: Process	Which standard or methodology does the organisation use for collecting data and calculating its GHG inventory?	
		a. GHG protocol	
		b. ISO 14064	
		c. Other (please specify)	
2	E: Process	How has the organisational boundary for the GHG inventory been set?	
		a. Control approach (please specify operational or financial)	
		b. Equity-share approach	
3	Result	Please provide information on scope 1 and scope 2 emissions over the last 3 GHG inventories in the answer template provided.	
		<i>Answer Template: Change in Emissions over Last 3 Years</i>	
		Total Annual Emissions (MT CO2e)	Scope-1
			Scope-2
		Total Annual Turnover (MT of primary product produced or in Lakhs INR, if no product produced)	
		Note: Assessors' view of this template should contain an additional row where the emissions intensity, i.e. Total Annual Emissions / Total Annual Turnover for both scope-1 and scope-2 is automatically calculated and displayed.	
4	E: External Stakeholders, Process	Please provide information about the organisation's scope 3 emissions in the answer template provided.	
		<i>Answer Template: Organisational Approach to Scope 3 Emissions</i>	

		Scope 3 Source	Relevance Please choose one of the following: Not relevant / Relevant but not calculated / Relevant and calculated. [A drop-down list with these 3 options should be provided]
		Purchased Goods & Services	
		Capital Goods	
		Fuel and energy related activities	
		Upstream transportation and distribution	
		Waste	
		Business Travel	
		Employee Commuting	
		Upstream leased assets	
		Downstream transport and distribution	
		Processing of sold products	
		Use of sold products	
		End of life treatment of sold products	
		Downstream leased assets	
		Franchises	
		Investments	
5	E: Process	Does the organisation calculate and report the change in biologically sequestered carbon (due to land-use change, change in forest cover etc.) as a result of its direct activities? (Please answer Q. 5.1 if answer is option a or b)	
		a. Calculated and reported	
		b. Calculated but not reported	
		c. Not calculated so far	
		d. Not applicable to organisation's activities (Please provide reason)	
5.1		Please provide information about change in biologically sequestered carbon due to organisational activity in the answer template provided.	

		<i>Answer Template: Change in Biologically Sequestered Carbon (Please add columns as necessary)</i>	Activity 1
		Activity Name	
		Net Change in Biologically Sequestered Carbon due to Activity (Mt CO2 e)	
		Reported? If yes, please specify where it is reported	
6	Result	Does the organisation have one or more quantitative GHG reduction goals? (Please answer Q. 6.1 to 6.6, if answer is "YES". If answer is "NO", please answer Q. 6.7)	
		a. Yes, the organisation has one or more quantitative GHG reduction goals	
		b. No, the organisation does not have one or more quantitative GHG reduction goals	
6.1	E: Leadership	Is at least one quantitative GHG reduction goal an absolute emission reduction goal?	
		a. Yes	
		b. No	
6.2	E: Leadership	Is at least one quantitative GHG reduction goal a science-based target? (Please answer Q. 9.3.1, if answer is "YES")	
		a. Yes	
		b. No	
6.2.1	E: Process	If the GHG emission reduction goal is a science based target, then what methodology has the organisation applied?	
		a. Sectoral Decarbonization Approach	
		b. Absolute Emissions Contraction (IPCC Straight Line)	
		c. GEVA	
		d. C FACT	
		e. CSO	
6.3	E: Key resources	Who in the organisation is responsible for setting and achievement of GHG reduction goals?	
		Please provide designation of responsible person.	
6.4	E: Process	Please give a brief description of any mechanism(s) (including indicators used) to monitor and track progress of GHG reduction goals.	
		A brief description of how and with what frequency the organisation tracks progress of GHG reduction goals. Specific indicators used, if any, should also be mentioned. Specify separately for each goal, if different.	
6.5	E: Process	Please provide information in the answer template provided for each quantitative GHG reduction goal.	

		Answer Template: Information about Quantitative Targets (Please add columns as necessary)	Target 1
		Scope Selection dropdown list: 1. Scope-1, 2. Scope-2, 3. Scope-3	
		State the Target	
		Target Type Selection dropdown list: 1. Absolute, 2. Intensity	
		Base Year	
		Start Year	
		End Year	
		Base year emissions (metric ton CO2e)	
		Current Year Emissions (metric ton CO2e)	
		Are offsets purchased to meet this target? Selection dropdown list: 1. Yes, 2. No	
		Percentage of total targeted reduction met by offset purchase (Only applicable if answer selected in above row is "Yes")	
6.6	E: Process, Result	Please explain the reason why the organisation does not have a quantitative GHG reduction goal and forecast total scope 1 and scope 2 emissions for the next 3 years.	
7	E: Leadership	Has the organisation determined a long-term climate-related goal, e.g., a timeline for net carbon neutrality for all its operations? (Please answer Q. 7.1, if answer is "YES")	
		a. Yes, the organisation determined a long-term climate-related goal	
		b. No, the organisation determined a long-term climate-related goal	
7.1	E: Leadership	Please give a brief description of the organisation's approach to target-setting, including the rationale for determining the magnitude of adopted targets, including any long-term climate-related goal, e.g., net carbon neutrality for all operations or similar.	
8	Result	Are there any low-carbon technology, products or services being used or produced by the organisation? (Please answer Q. 8.1 if answer is option a, b or c.)	
		a. Low-carbon technology/products/services are used.	
		b. Low-carbon technology/products/services are produced.	
		c. Low-carbon technology/products/services are both used and produced.	

		d. Low-carbon technology/products/services are neither used nor produced.	
		e. Not applicable to the organisation (please provide reason)	
8.1	Result	Please provide information about low-carbon technology, products or services being used or produced by the organisation in the answer template provided.	
		Answer Template: Use / Production of Low Carbon Technology, Products and Services	Product / Service / Technology 1
		Name / Brief Description Name or briefly describe technology, product or service.	
		Area of Application	
		Used or produced?	
		Business as Usual (BAU) Scenario Identify the technology, product or service used if the low-carbon option did not exist.	
		Estimated Emission Reduction (Mt CO2e) As compared to BAU scenario.	
		Expenditure/Revenue (INR) From the given low-carbon technology, product or service.	
9	Result	Does the organisation have a certified Energy Management system in place or has been audited externally for energy-efficiency?	
		a. Yes. Please name all location(s) and applicable EMS/Audit details.	
		b. No	
10	Result	Please provide details about one key climate change adaptation initiative of the organisation in the last 3 years.	
		Answer template: A key climate change adaptation activity completed in the last 3 years	
		Activity description	
		Start Year	
		End Year	
		Status / Outcome	
		KPIs	
		Average Annual Expenditure on Activity (INR)	
		Reason(s) for Undertaking Activity	
		Designation(s) of Responsible Person(s)	

11	E: Leadership	Has the organisation undertaken/ plans to undertake any unique climate initiative or activity that can be replicated in other organisations? (Please answer Q. 11.1 if answer is "YES")
		a. Yes
		b. No
11.1	E: Leadership, Process, External Stakeholders	Please identify such initiatives and any plans/strategies to bring more companies on board.

TRANSPARENCY AND ACCOUNTABILITY

Q. No.	EQFM Attributes	TRANSPARENCY AND ACCOUNTABILITY
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1	E: Process, L&R	Is the GHG inventory of the organisation verified by a third-party? (Please answer Q. 1.1 to 1.3 if answer is "YES")
		a. Yes, the GHG inventory of the organisation is verified by a third-party
		b. No, the GHG inventory of the organisation is not verified by a third-party
1.1	E: Process, L&R	Please mention the verification standard according to which third-party verification is done.
1.2	E: Process, L&R	Please mention the percentage of scope 1 and scope 2 emissions that were part of the third-party verification.
		Please provide percentage values for both separately.
		Formulae: Scope 1: Quantity of verified Scope 1 emissions / Total quantity of Scope 1 inventory emissions
		Scope 2: Quantity of verified Scope 2 emissions / Total quantity of Scope 2 inventory emissions
2	E: External stakeholders, Process	Is the GHG inventory of the organisation publically available? (Please answer Q.2.1 if option a is selected)
		a. Yes, the GHG inventory of the organisation is publically available (Please specify where this information is available)
		b. No, the GHG inventory of the organisation is not publically available.
2.1		What specific information from the GHG inventory is publically disclosed?
		a. Scope-1 & Scope-2 totals
		b. Scope-1 , Scope-2 & Relevant Scope-3 category totals
		c. Scope-1 , Scope-2 & Relevant Scope-3 category totals, including disaggregated emissions by source and gas, wherever applicable
3	E: External stakeholders, Process	Are the GHG reduction goals of the organisation publically declared?
		a. Yes , all GHG reduction goals are public and progress on each goal is periodically publically reported (Please specify where this information is available)
		b. Some, but not all GHG reduction goals are public / progress on each goal is not publically reported (Please specify where this information is available)
		c. No, GHG reduction goals are not publically declared
4		Please indicate if (and where) the following information is publically disclosed in the answer template provided:

		Answer Template: Public disclosure of Climate Risk Management	Is this information disclosed? Yes/No
		Climate-related risks material to the organisation	
		Organisational strategy for identifying, assessing and managing climate-related risks	
		Metrics and targets used for climate risk management	
		Role of the board/top management in climate risk management	
5	E: External stakeholders, Process	Please provide information about any other (except those already covered by Q.2, Q.3 and Q.4) key public disclosures related to climate change in the answer template provided.	
		Answer Template: Publicly Declared Climate-Related Information (additional)	Disclosure 1
		What is the Information?	
		How is the information shared? (e.g. in annual sustainability report, on website etc.)	
		How frequently is the information shared? (e.g. monthly, annually etc.)	
		Is the information available online? (Please provide URL)	
6	E: Process	Has the organisation responded to CDP's climate change questionnaire in the last 3 years?	
		a. Yes, public response.	
		b. Yes, non-public response.	
		c. Not responded in the last 3 years.	
7	E: External stakeholders, Process	Does the organisation publically declare information in accordance with the "National Voluntary Guidelines on Social, Environmental, and Economic Responsibilities of Business (2011)"? If yes, please mention the medium via which this information is shared or provide a URL.	
		a. Yes (please mention where or provide URL, if online)	
		b. No	
8	E: Leadership, External Stakeholders	Please describe briefly any organisational initiatives to engage with stakeholders or the general population on the issue of climate change or disclosing climate-related information (if not covered by the questions above). Please be brief and for each initiative specify: the reasons for undertaking initiative, stakeholders covered, medium of engagement, duration of activity and estimated expenditure.	

LIGHT MANUFACTURING

This section focuses on the light manufacturing (e.g. FMCG) sector, that primarily uses energy in the form of purchased electricity. Heavy manufacturing industries (e.g iron and steel) that directly produce energy by burning fuel are covered in the energy and mining sector questionnaire.

Q. No.	EFQM Attributes	LIGHT MANUFACTURING	
1	E: Process	Please give a brief description of the manufacturing process(es) used, indicating all key stages of the process(es), and sources of GHG emissions at each stage.	
2	E: Process	Does the organisation have a method for management of GHG emissions from the manufacturing process?	
		a. Yes	
		b. No	
		c. Not applicable (please give reason)	
2.1	E: Process, Key Resources	Please give an overview of the GHG management method with respect to the manufacturing process.	
		Please include any specific methods used for: 1. monitoring / calculation, 2. abatement.	
3	E: Learning and review	Is the organisation aware of how its process GHG emissions compare with industry benchmarks or best-practice production process(es)? (Please answer Q. 3.1 if answer is "YES")	
		a. Yes	
		b. No	
		c. Not applicable (please give reason)	
3.1		Please identify the benchmark or best-practice production process used for comparison and provide values of GHG emissions of the production process of the organisation in comparison to the benchmark values in the answer template provided.	
		Answer template: Benchmarking of process emissions (Please fill for all GHGs relevant to the process)	
		Name of Benchmark process:	
		Greenhouse Gas	Actual Value (tonnes/unit output)

		CO2	
		CH4	
		N2O	
		HFCs	
		PFCs	
		SF6	
		NF3	
		Other, please specify	
4	E: External Stakeholders, Process	Does the organisation have a policy / process(es) in place to identify and manage GHG emissions from the extraction/production/transportation of raw material(s) used in manufacturing? (Please answer Q. 4.1 if answer is "YES")	
		a. Yes	
		b. No	
4.1	E: External Stakeholders, Process	Please identify the key climate-related impacts identified by the above policy/process, as well as organisational initiatives to monitor and/or reduce these impacts.	
5	Result	Please provide information about net raw material (minimum: energy and water) used in the manufacturing process for the last 3 years and explain key initiatives undertaken, if any, to improve efficiency of use. Please use the answer template provided.	
		<i>Answer template: Net raw material use (please add columns as necessary)</i>	
		Raw Material	Energy
		Unit	KWh per kg or per unit of product
		Value 2015-16	
		Value 2016-17	
		Value 2017-18	
		Key measures to increase efficiency of use	
6	Result	Has the organisation assessed the implications of climate-related risks (e.g increase in temperature, extreme climatic events etc.) on the manufacturing process (e.g availability of critical raw materials, process efficiency etc.) and working conditions? (Please answer Q. 6.1 if answer is "YES")	
		a. Yes	
		b. No	
		c. Not applicable (please give reason)	

6.1		Please indicate the the expected implications for each climate risk assessed and key initiatives undertaken/planned to deal with this in the answer template provided.
		Answer Template: Climate risk adaptation (Please add columns as necessary)
		Risk 1
		Identified climate risk
		Implication of risk
		Response to the risk
		Implementation Status (of response)
7	E: Process, External Stakeholders	Does the organisation report or measure its Scope 2 emissions using the market-based method?
		a. Yes and this is reported (please specify where)
		b. Yes this is calculated but not reported (please specify value in Mt CO2e)
		c. Neither calculated, nor reported
8	E: Key Resources, External Stakeholders	Does the organisation have any quantitative target(s) for meeting its electricity consumption needs by buying/producing electricity from renewable energy sources? (Please answer Q. 8.1 if answer is "YES")
		a. Yes
		b. No
8.1		Please specify the target (in relation to total energy produced/consumed) how the organisation envisages to achieve this target.
		Target should be specified as the percentage of total electricity consumed that comes from renewable energy sources. The target year and current status should also be specified. Eg: Our target is to source 80% of the total electricity consumed by the organisation from solar and wind energy sources by 2020. Currently 50% of the organisation's electricity consumption is from renewable energy sources.
9	E: Process	Please name the waste materials generated from the manufacturing process and briefly describe how the organisation's waste management approach addresses climate impacts of waste disposal. If the question is not applicable to the organisation's activities, please write "Not Applicable" along with reason.

10	E: Process, External Stakeholders	<p>Please use the answer template to provide information about all outsourced processes and services, as well as measures adopted to address climate impacts of such activities.</p> <p>If the question is not applicable to the organisation's activities, please write "Not Applicable" along with reason.</p>	
		<p><i>Answer template: Climate impacts of outsourced processes/services (Please add columns as necessary)</i></p>	<p>Process/Service 1</p>
		<p>Outsourced Process/Service Name</p>	
		<p>Potential Climate-related Impact(s)</p>	
		<p>Mechanism to Monitor Identified Impact(s)</p>	
		<p>Measures to Reduce identified Impact(s)</p>	
11	E	<p>Has the organisation undertaken any measures to improve product design with the objective of reducing emissions intensity of product use and/or end of life treatment? If yes, please provide details.</p> <p>If the question is not applicable to the organisation's activities, please write "Not Applicable" along with reason.</p>	
		<p>Please provide:</p> <p>Brief description of LCA methodology, products covered.</p> <p>Design improvements made to reduce emissions (product-wise).</p> <p>Estimated emission reduction (for each GHG) compared to BAU scenario as a result of the above design improvements.</p>	