

Carbon Footprint Checklist

Six steps to a greenhouse gas inventory for companies, organisations, products, supply chains and communities, built to the GHG Protocol, GRI and ISO 14064 across Scope 1, Scope 2 and Scope 3.

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The six steps of a GHG inventory

A carbon footprint is the total greenhouse gas emissions attributable to an organisation, product or activity, expressed in tonnes of carbon dioxide equivalent. The footprint of an average person may range from 4 to 25 tonnes of CO₂ a year, and companies emit a comparable 4 to 25 tonnes annually for every employee.

01 Set the boundary

Define the organisational and operational boundary, deciding which sites and which scopes are included. A focused Scope 1 and Scope 2 inventory for a single site is a smaller engagement than a full Scope 3 assessment across multiple facilities.

ORGANISATIONAL + OPERATIONAL BOUNDARY

02 Collect activity data

Gather activity data across operations: fuel use, purchased electricity, business travel, waste and purchased goods. Data availability is usually the largest factor in timeline, so early data collection shortens the engagement.

FUELS · ENERGY · TRAVEL · GOODS

03 Apply emission factors

Multiply each activity by an appropriate emission factor to convert it into carbon dioxide equivalent, the unit a carbon footprint is expressed in. Every emission source maps to Scope 1, Scope 2 or Scope 3.

ACTIVITY X FACTOR · TCO₂E

04 **Total across Scope 1, 2 and 3**

Sum the results across Scope 1 direct emissions, Scope 2 purchased energy and Scope 3 value chain emissions into a single greenhouse gas inventory, following the GHG Protocol, GRI and ISO 14064.

SCOPE 1 + 2 + 3 · ONE INVENTORY

05 **Review, report and verify**

Review and report the inventory. It may be independently verified to ISO 14064-3, where a qualified body that did not prepare the inventory checks it against a recognised standard so stakeholders can rely on the figure.

REPORT · ISO 14064-3 ASSURANCE

06 **Plan reduction and offsets**

The inventory is the baseline for reduction planning. Cut emissions across the value chain as far as practicable, then offset any remaining emissions through afforestation, verified carbon credits and renewable energy projects.

REDUCE FIRST · THEN OFFSET RESIDUAL

A carbon footprint assessment applies these steps to a specific organisation. The engagement is set out at greensutra.in/services/carbon-footprint-solutions/. Product level footprints follow life cycle assessment under ISO 14067 at greensutra.in/life-cycle-assessment/.

Standards: GHG Protocol Corporate Standard, ISO 14064, ISO 14064-3, ISO 14067, Global Reporting Initiative (GRI). This checklist is informational and is not legal or accounting advice.