

CRC Annual Audit Tick List

Site Name:

1. Annual Audit Check List

Tick

To be signed off each year by the Senior Officer to confirm the details listed in the Evidence Pack.

2. Qualification/Emissions Summary

Summary data received from the Environment Agency by Primary Contact.

3. Organisation Structure

If there are any changes to the organisation, such as acquisitions or sell-offs, the updated organisational structure should be included here and the Special Events Record updated.

4. Responsible Personnel/Procedures

If there are any personnel changes or procedure changes, the updated information should be included. Personnel changes should also have a Special Events Record created.

5. Emissions Sources/Meter Information

If there has been any meter changes, changes in energy supplier or if additional MPR's/MPAN's have been installed; the details must be listed here and a Special Events Record created for each.

6. Annual Report

The Annual Report and supporting information must be updated for the current year.

7. Special Events/Change Record/Correspondence

Any event which changes the energy profile or energy usage of the organisation, meter changes, building changes, personnel changes, etc. requires a unique Special Event Record to be created. Copies of all correspondence for the current year or a link to their location must also be listed here.

8. Exemptions/Exclusions

If there has been a CCA applied for, or joining or leaving the EUETS, the details must be logged here.

9. Carbon Reduction/Management Plan

Is there a Carbon Reduction/Management Plan; is there someone responsible at management level; are there specific targets, are the results published and accessible to the public?

10. Appendices

Confirmation of payment for annual registration, confirmation of purchase of allowances, confirmation of surrender of allowances should be logged here. Copies of all energy invoices or a link to their location should be listed for the current year

Signed By:

Date:



Low Carbon Consultant



Low Carbon Energy Assessor