



# **Property Certification Scheme**

## **Rules, Procedures and Management**



**Version History**

Version	Date	Comments
1.0	09 Feb 2024	
1.1	23 Feb 2024	Updated to reflect change of company address for Planet Mark and adjusting the senior leadership governance body definition to “Operations Committee” (OpCo): Minor updates to: <ul style="list-style-type: none"><li>• 4 Terms and Definitions</li><li>• Company Address on final page</li></ul>

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## 1. Introduction

This document defines the rules and processes that underpin the operation of the Planet Mark Property Certification Scheme. It is primarily intended for use by parties implementing this Certification Scheme, including Planet Mark Assessment Bodies, Planet Mark staff, and members of the Certification Governance Board.

The underlying purpose of this Certification Scheme is to help businesses to address climate change and achieve a successful net zero transition and reduce operational property emissions. All parties involved with this Certification Scheme are encouraged to help Members in this endeavour.

The Planet Mark Property Certification Scheme recognises the commitment to continual improvement, measuring and reducing a building's carbon emissions, energy and water consumption, and waste.

The following are the objectives for the outputs from carbon emissions (CO<sub>2</sub>e) measurement, which inform our system and process:

- **To provide certification** for measuring carbon and achieving improvement targets.
- **To make recommendations for carbon reduction** by analysing data.
- **To provide relevant management information** that supports carbon reduction decision making and enables progress via carbon measurement, usage and cost information assessed and analysed at an asset level.
- **To provide useful information for engaging stakeholders** through carbon footprint analysis which can be used in communications.
- **To encourage data improvement** by establishing data accuracy ratings and setting improvement targets against them.
- **To create transparency** by measuring and reporting the asset's carbon footprint and boundary in the public domain.
- **To address wider impacts** by including qualitative information to support improvement activities which are not reflected in the carbon footprint measures.

## 2. Scope

This document is Planet Mark's standard for the operation of the Planet Mark Property Certification Scheme; it contains the rules and procedures for the management and operation of this Certification Scheme.

*Informative Note: All references to Certification Marks, certification reports, certificates and Certification Scheme Rules relate to Property Certification unless explicitly stated as referring to another Planet Mark Certification Scheme (e.g. Business Certification Scheme)*

## 3. Normative References

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any

amendments) applies.

- **ISO 14064-3:2019**  
Specification with guidance for the validation and verification of greenhouse gas assertions.
- **PAS2060:2014**  
Specification for the demonstration of carbon neutrality.
- **Streamlined Energy and Carbon Reporting (SECR)**  
Implemented by The Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018.
- **World Organisation Council for Sustainable Development (WBCSD) & World Resources Institute (WRI) Greenhouse Gas Protocol Corporate Standard (2004).**
- **The GHG Protocol: A corporate reporting and accounting standard**  
Published by the World Organisation Council for Sustainable Development (WBCSD) & World Resources Institute (WRI).
- **SBTI Net Zero Standard**
- **UK Net Zero Carbon Buildings Standard (under consultation)**

#### 4. Terms and Definitions

For the purposes of this document, the following terms and definitions apply:

- **Advisory Client**  
A Business that has purchased a non-Certification product (Advisory) and is not working towards becoming a Certified Member.
- **Applicant Member**  
A Member working towards certification under this Certification Scheme. Also referred to as Member.
- **Associate Member**  
A business who has not purchased or has not purchased for them a Business Certification with the Planet Mark but under exceptional circumstances has been approved by the CGB to be a Member.
- **BEIS**  
Department for Business, Energy & Industrial Strategy. BEIS existed until 2023 when it was split to form the Department for Business and Trade (DBT), the Department for Energy Security and Net Zero (DESNZ) and the Department for Science, Innovation and Technology (DSIT).
- **Business**  
Any type of organisation, including companies, partnerships, charities, educational institutions, not for profit and public sector organisations.
- **Certification Governance Board (CGB)**  
The Planet Mark forum which governs this Certification Scheme.

- **Certification Reporting Period**  
The 12-month period for which the carbon footprint is reported.
- **Certification Scheme**  
Planet Mark Property Certification Scheme, as defined in this document.
- **Certified Development**  
A Development which has been certified under the Planet Mark Development Certification Scheme.
- **Certified Member**  
A Business which is currently certified under the Planet Mark Business Certification Scheme. Also referred to as a Member.  
  
A Certified Member can make use of both the Planet Mark logo and the Mark.
- **Certification Mark**  
The Mark, as defined in [Annex 1](#), which may be used by Properties certified under this Certification Scheme. Also referred to as the Mark.
- **Certified Property**  
A Property which is currently certified under this Certification Scheme.
- **Confidential Information**  
Confidential Information includes all information submitted to Planet Mark or the PMAB under this Certification Scheme, but shall not include information which:
  - Is generally known in the public domain.
  - Has been generally disclosed in the public domain through no fault of Planet Mark or the PMAB.
  - Has been made available to Planet Mark or the PMAB prior to the conclusion of this Agreement.
  - Is required to be released by law.
  - This Certification Scheme requires to be in the public domain. For example, the name of the Member and the Planet Mark Certificate.
  - Is independently developed by Planet Mark or the PMAB without recourse to the Confidential Information.
  - The Member agrees with the Planet Mark or the PMAB should be made publicly available (e.g. for the purpose of responding to complaints).
  - Is anonymised data to be used by Planet Mark for statistical and predictive purposes.
- **Data Sources**  
The sources of the information supplied by a Member to the **Planet Mark Assessment Body (PMAB)** to demonstrate compliance with this standard (see Primary Data and Secondary Data below).
- **Decertified Member**  
A Member which did not meet recertification criteria and is no longer certified under this Certification Scheme but retains access to Planet Mark resources for a limited period of time ([Termination of Certification](#)).
- **DESNZ**  
Department for Energy Security and Net Zero (DESNZ). In February 2023 replaced BEIS and is now overseeing the government conversion factors for greenhouse gas reporting.



- **Development**  
Any type of building project under construction.
- **Financial Control Approach**  
The approach to defining the Organisational Boundary which requires organisations to report on those emissions arising from operations over which they have financial control and benefits.
- **Intensity Measure**  
A ratio of carbon emissions to another business metric, for example tCO<sub>2</sub>e per employee. Common intensity measures include per employee, per m<sup>2</sup> GIA. Annual carbon reduction required for certification can be in absolute carbon or carbon per intensity.
- **Lapsed Member**  
A former Member which is no longer certified under this Certification Scheme and has no access to the resources available to Members ([Termination of Certification](#)). Can be also called Non Member.
- **Member**  
A Member is a Business who has purchased, or had purchased for them, a Business Certification with Planet Mark or in exceptional circumstances, has been approved by the CGB to be a Member. Memberships are to be renewed annually.

Depending on their stage in their certification journey Members can also be referred to as Applicant Members, Certified Members, Decertified Members or Associate Members.

All Members can make use of the Planet Mark Logo but only Certified Members can use the Mark.

- **Member Benefits**  
Benefits released to Planet Mark Members upon sign up and thereafter on an annual basis. These include the opportunity to join the Community Platform and access to the Member Area where they can access communications materials (i.e. Social Media Assets, Website copy, Planet Mark Logo, Certification Mark) relevant to their certification stage.
- **Non Member**  
Any business who does not meet the Member criteria as defined above. Includes Prospects and Lapsed Members
- **Operational Boundary**  
The definition of the Scope of direct and indirect emissions for operations that fall within an organisation's established organisational boundary.
- **Operations Committee (OpCo)**  
The board-equivalent senior leadership body within Planet Mark.
- **Organisational Boundary**  
The operations that an organisation owns and controls.
- **Organisation**  
A business that has responsibility over a Property working towards certification under this scheme.

- **Planet Mark**  
A trading name of Planet First Limited.
- **Planet Mark Assessment Body (PMAB)**  
An organisation which has been approved by Planet Mark to perform assessment activities under this Certification Scheme (including Planet Mark itself).
- **Planet Mark Certificate**  
The certificate produced by Planet Mark to attest compliance with the requirements of this Certification Scheme.
- **Planet Mark Certification Report**  
The report produced by the PMAB to show that a Property complies with the requirements of this Certification Scheme.
- **Primary Data**  
Actual and evidenced data from meter readings, purchase invoices and receipts, supplier reports and other direct consumption documentation (data collected directly from its source.)
- **Project**  
Any type of building (exterior and/or interior) or infrastructure project during its construction and build process.
- **Property**  
Any type of building (or defined area of a building) during its operational use.
  - **Single-Occupancy Property**  
Any property with a sole tenant.
  - **Multi-Occupancy Property**  
Any property with multiple tenants, sharing the building (or defined area of a building).
- **Secondary Data**  
Data that has been manually collated and is undocumented or unverifiable. It could contain data that came from primary sources, estimated data and/or manipulated data.
- **Terms of Reference**  
The Terms of Reference of this Certification Governance Board (CGB) describe the rules and procedures which govern the operation of the CGB.

## 5. Operation and Management of this Certification Scheme

This Planet Mark Business Certification Scheme is owned and operated by Planet Mark (a trading name of Planet First Limited).

Planet Mark operates its own PMAB under this Certification Scheme and may also choose to appoint other PMABs.

In all cases the ownership of this Certification Scheme and the copyright in all Certification Scheme documentation remains with Planet Mark.

### 5.1 Governance of this Planet Mark Certification Scheme

The CGB is responsible for, and has oversight of, all elements of this Certification Scheme. These responsibilities include:

- Approval of documents for the Certification Schemes, including those that describe the procedures, methods, guidelines and tools used for certification.
- The assessment procedures for PMABs and the appointment of PMABs.
- Providing interpretation and clarification of the requirements for the Certification Schemes and maintaining a reference list of these interpretations and clarifications.
- Ensuring the Certification Schemes comply with all appropriate legislation and are operated in an impartial manner.
- Oversight of the complaints and appeals process.

*Informative Note: The CGB was formerly known as the Advisory Panel.*

### 5.2 Membership of the Certification Governance Board

The members of the CGB are appointed by the OpCo.

The CGB comprises a minimum of three members, of which at least one must **not** be an employee of Planet Mark.

The members of the CGB will appoint a Chair, who has responsibility for reporting to the OpCo.

### 5.3 Operation of Certification Governance Board

The CGB operates according to agreed Terms of Reference. These Terms of Reference are approved by the OpCo.

The CGB reports to the OpCo which has the ultimate responsibility for the governance of this Certification Scheme.

### 5.4 Review of Certification Scheme Operation

This Certification Scheme will be reviewed by the CGB on an annual basis to ensure continual improvement and to ensure it is being applied in a consistent manner. The CGB will take into account feedback from stakeholders in its review.

The CGB will decide if additional ad-hoc review meetings are required; for example, if there are significant changes in industry best practice, policy changes, market trends and sector specific requirements that merit short term changes to certification policies and assessment criteria.

The CGB will report to the OpCo on, at least, an annual basis.

**5.5 Changes in Specified Requirements**

The CGB shall monitor the development of the standards and other normative documents which define the specified requirements used in this Certification Scheme. Where changes in these documents occur, the CGB shall identify the necessary changes to this Certification Scheme and manage the implementation of the changes (e.g. transition period) by the PMABs, clients and, where necessary, other stakeholders.

**5.6 Updates to this Certification Scheme**

The CGB will manage updates to this Certification Scheme based on the output of the annual and ad-hoc reviews performed under clause 5.4.

Any updates to this Certification Scheme shall be proposed by CGB and submitted to the OpCo for approval.

**5.7 Access to this Certification Scheme**

This Certification Scheme is open to all Properties provided the underlying purpose of the Property is not detrimental to the health of people or the planet.

The decision on the acceptability of a Property for certification under this Certification Scheme resides with Planet Mark.

Planet Mark maintains a list of market sectors in which an organisation would typically not be acceptable for certification under this Certification Scheme. This list is available from Planet Mark on request.

**5.8 Mechanism for Ensuring Impartiality**

This Certification Scheme is committed to safeguarding against conflicts of interest, prejudice, favouritism, one-sidedness, or bias that could result in a harmful or damaging influence on the certification activities.

The CGB and all PMABs must demonstrate adequate processes and procedures to ensure certification is performed objectively.

Planet Mark must ensure impartiality between its PMAB and other activities.

**5.9 Confidentiality**

Planet Mark will take measures to ensure that all Confidential Information submitted under this Certification Scheme is treated as confidential.

The contracts between Planet Mark and its staff, contractors and any PMABs will include appropriate confidentiality requirements.

**5.10 Appointment and Management of Assessment Bodies**

Planet Mark appoints PMABs to perform the assessment activities required by this Certification Scheme.

Planet Mark operates a recognition program based on international standards to allow external organisations to be recognised as PMABs.

Assessment criteria are defined by Planet Mark and the assessment shall be performed by Planet Mark or a recognised accreditation body that has been appointed by Planet Mark to undertake this work.

Planet Mark maintains its own PMAB which shall also comply with this Certification Scheme



requirements. Any further PMABs appointed by this Certification Scheme will be listed on Planet Mark's website.

Organisations that are interested in joining this Certification Scheme should contact Planet Mark via the details provided on the last page of this document.

#### **5.11 Contracts**

Contracts are essential documents for defining the rights, responsibilities and liabilities of the various parties involved in this Certification Scheme.

The following agreements shall be in place before any business undertakes certification activities:

- Between the Planet Mark and the PMAB
- Between the PMAB and the Member

#### **5.12 Outsourcing & Subcontracting**

PMABs may use subcontract personnel provided they are legally contracted to the organisation and are covered by the accreditation requirements.

PMABs may only subcontract assessment activities to third parties if these third parties have been assessed and are covered by the PMAB appointment process.

#### **5.13 Resource Requirements**

All parties involved in this Certification Scheme shall manage and maintain the resources required for the successful operation of this Certification Scheme, including impartiality, the competence of the personnel (internal and external), evaluation resources, and the use of subcontractors.

#### **5.14 Issuing Of Reports and Certificates**

On completion of the conformity assessment, the PMAB will produce a Planet Mark Certification Report.

The Planet Mark Certificate is issued by Planet Mark, based on reports submitted by the PMAB.

#### **5.15 Content of Planet Mark Certification Report**

The Planet Mark Certification Report shall be in the format defined by Planet Mark, using the official Planet Mark report template.

The template will be provided to PMABs as part of the appointment process.

The report will contain the following information

##### **Description of inventory boundaries**

- An outline of the Organisational Boundaries chosen.
- An outline of the Operational Boundaries chosen. If Scope 3 is included, a list specifying which types of activities are covered.
- The reporting period covered.

##### **Required information on emissions**

- Total Scope 1 and 2 emissions, independent of any GHG trades such as sales, purchases, transfers or banking of allowances.

- Separate total figures, including location-based and market-based methods for Scope 2 figures, in the case of assessments applying the GHG Protocol Scope 2 Guidance (2015).
- Emissions data separately for each Scope.
- Emissions data in tonnes of CO<sub>2</sub> equivalent. Data as presented for all seven GHGs separately (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs, PFCs, SF<sub>6</sub>, NF<sub>3</sub>) is limited by factors provided by DESNZ (previously BEIS). Reporting by GHG is only included where possible.
- Year chosen as baseline and an emissions profile over time.
- Appropriate context for any significant emissions changes that trigger baseline emissions recalculation (acquisitions/divestitures, outsourcing/insourcing, changes in reporting boundaries or calculation methodologies, etc.).
- Methodologies used to calculate emissions and references to calculation tools and emission factors used.
- Any specific exclusions of sources, facilities, and/or operations.
- Emissions data for direct CO<sub>2</sub> emissions from biologically sequestered carbon (e.g. CO<sub>2</sub> from burning biomass/biofuels), reported separately from each of the different Scopes.

#### **5.16 Content of Planet Mark Certificate**

The content of the Planet Mark Certificate will vary based on the year of assessment.

For the first year

- Date certification is 'Valid to'
- Total carbon footprint
- Total carbon footprint per occupant or other more relevant intensity measure
- Reporting boundary
- Emission sources
- Reporting period

For subsequent years

- Date certification is 'Valid to'
- Absolute carbon reduction
- Carbon reduction per occupant or other intensity as appropriate
- Total carbon footprint
- Total carbon footprint per occupant or other intensity as appropriate
- Emission Sources
- Reporting boundary
- Reporting period
- Normalised carbon emissions reductions achieved

#### **5.17 Duration (Validity) of Certification**

The Certificate 'Valid to' date is linked to the Certification Reporting Period and not to the report issue date.

The default 'Valid to' date is 15 months from the last day of the Certification Reporting Period.

#### ***Example***

For a reporting from period 1 January 2020 to 31 December 2020, the certification is valid to 31 March 2022.

An exception to this rule can be considered by the Planet Mark in cases of third-party

involvement in verifying the data submitted or the calculated footprint. If the exception is approved the Planet Mark Certificate can be valid for 12 months from the report issue date but no more than 24 months from the end of Certification Reporting Period. This exception expires on 31<sup>st</sup> December 2021.

#### **5.18 Management and Retention of Records**

This Certification Scheme requires that all records are retained for a period no less than 10 years, after this retention period documentation may be deleted.

Planet Mark may retain data for longer periods for use in an anonymised form for statistical and predictive purposes.

PMABs will provide Planet Mark with a complete copy of the certification data and the Planet Mark Certification Report from each certification.

*Informative Note: This provides this Certification Scheme with a backup copy of all certification documentation which will facilitate periodic audits of certification projects and analysis of trends in data.*

#### **5.19 Directory of Certified Properties**

Planet Mark will maintain a directory of Certified Properties.

The directory will contain:

- Scheme Certificate
- Property's name
- Name of the Property's authorised representative
- PMAB name
- Date membership started
- The 'Valid to' date of the latest certification
- The organisational and operational boundaries

#### **5.20 Complaints and Appeals Process**

Should an Organisation, Applicant, Member or third party wish to raise a complaint or appeal, they should contact Planet Mark using the Planet Mark address.

Planet Mark aims to acknowledge any complaint or appeal within five working days. The acknowledgment will include an estimated investigation schedule.

Results of any investigation and associated issue resolution will be communicated via telephone or e-mail as appropriate.

#### **5.21 Termination of Certification or Membership**

Planet Mark may terminate membership of this Certification Scheme for any of the following reasons:

- Failure to supply the required data.
- Failure to meet the required emissions reduction targets.
- Producing deliberately misleading or incomplete data.
- Failure to comply with any other requirements of this Certification Scheme, as defined in this document and in any supporting documents produced by Planet Mark.
- Non-payment of this Certification Scheme or PMAB fees.
- Insolvency or material illegality by the Member.

### 5.22 Option to Become A Decertified Property

A Decertified Property is a Property which is no longer certified under this Certification Scheme because it did not meet recertification criteria in its current reporting period. At Planet Mark's discretion, the organisation retains access to Planet Mark resources for a limited period of time. Typically for 15 months from the last day of the reporting period for which the Property did not certify.

Applicable scenarios:

- Organisation paid annual fee and submitted data, but Property did not achieve required reduction in emissions
- Organisation paid annual fee but was unable to submit data due to enforced material change. (Note- Inability to submit data not justified by enforced material change will be reviewed on case-by-case basis)

A Decertified Property, may no longer claim to be a Certified Property but the Organisation retains other benefits of being a Member, including access to the Planet Mark community and other any other relevant resources offered to Members. It cannot continue to make use of the Planet Mark Logo nor the Mark.

On becoming a Decertified Property, the Organisation must comply with the requirement of [Member Responsibilities on Termination of Certification](#).

If an enforced material change took place within the Property's operations that would influence its carbon footprint the Organisation can use the Exceptional Circumstances clause detailed below in section 5.25 and make a case to rebaseline and restart their certification process as a Year 1. The Ruling is at Planet Mark's discretion and the review process may incur an additional administrative cost. Based on the timing of the enforced material change the Property may or may not avoid a period of decertification.

### 5.23 Recertification based on exceptional circumstances

If standard recertification requirements (see section 7) are not met, the Organisation can appeal for 'Recertification based on exceptional circumstances'. Currently we accept appeals for the following scenario:

#### 1. Enforced material change in operations:

If an enforced material change took place within the Property's operations that would influence its carbon footprint the Organisation can use the Exceptional Circumstances clause detailed below in section 5.25 and make a case to rebaseline and restart their certification process as a Year one. The Ruling is at Planet Mark's discretion and the review process may incur an additional administrative cost. Based on the timing of the enforced material change the Member may or may not avoid a period of decertification.

### 5.24 Lapsed Member

If a former Property is not eligible to become a Certified Property or a Decertified Property or does not wish to Planet Mark will terminate membership of this Certification Scheme and the Member becomes a Lapsed Member.

The Organisation of the Lapsed Property must not claim to have a Certified Property, and loses all the benefits of being a Member, including access to the Planet Mark community and any other resources offered to Members.

On termination of certification, the Lapsed Member must comply with the requirement of [Member Responsibilities on Termination of Certification](#).



## 5.25 Re-Certification of a Decertified or Lapsed Member and Exceptional Circumstances

For Decertified Members:

If **no** enforced material change took place within their operations that would influence their carbon footprint

- The Member must commit to measure and submit their data for next Certification Reporting Period.
- The baseline for the next Certification Reporting Period will be the last period for which the Member measured their carbon footprint with The Planet Mark, and the Decertified Member must achieve a minimum of 5% reduction compared to that baseline.

If an enforced material change took place within their operations that would influence their carbon footprint the Member can use this Exceptional Circumstances clause and make a case to rebaseline and restart their certification process as a Year 1. The Ruling is at Planet Mark's discretion and the review process may incur an additional administrative cost.

- A case will have to be made to prove an enforced material change of permanent nature and formally request to rebaseline and restart their certification process as a Year one.
- The Member must commit to measure and submit their data for next Certification Reporting Period.
- The Member will have to make a commitment for a 2.5% reduction the year following the enforced material change and submit a plan outlining how this may be achieved.
- In order to rebaseline we will need a full reporting period reflecting the enforced material change.
- The Certification Reporting Period that reflects 12 months of that enforced material change will be the new baseline which will not be compared to previous years and deliverables will look like Year one certifications. Following reporting year (Year two) after that, Member must achieve a minimum of 2.5% reduction compared to the new baseline.

Note: Based on the timing of the enforced material change the Member may or may not avoid a period of decertification.

- If the enforced material change occurred during the reporting period that certification criteria was not met, we will have to wait until the following reporting period in order to properly rebaseline and restart as a Year One as we need 12 months of data to set the new baseline. The Member will be decertified in the meanwhile.
- If the enforced material change occurred prior or at the start of the reporting period that certification criteria was not met, we can rebaseline and restart as a Year One straight away as we have the needed 12 months of data to set the new baseline. The Member will remain certified.

For Lapsed Members:

If a Lapsed Member wishes to reapply for Certification after a period of a year or more with no Certification, the baseline must be recalculated in the first year of re-engagement.

In both cases a minimum reduction of 2.5% MUST be made in year 2, otherwise certification will be terminated, with no option to become a Decertified Member. On termination of certification, the business must comply with the requirement of [Member Responsibilities on Termination of Certification](#).

## **6. Operation of Planet Mark Assessment Bodies (PMABs)**

As described in [Appointment and Management of PMABs](#), Planet Mark appoints PMABs to perform conformity assessment activities under this Certification Scheme.

The PMAB shall be a legal business, or a defined part of a legal business, such that the legal business can be held legally responsible for all its certification activities.

Each PMAB must demonstrate competence, consistent operation and impartiality when performing conformity assessments under this Certification Scheme.

The PMAB shall confine its requirements, evaluation, review, decision and surveillance (if any) to those matters specifically related to the scope of certification.

### **6.1 Methods Used By The PMAB to Assess Conformance**

#### **6.1.1 Calculations by the PMAB**

Where the PMAB performs the calculations required for certification (e.g. calculating the carbon footprint), the PMAB will:

- Perform these calculations in accordance with the requirements of the World Organisation Council for Sustainable Development (WBCSD) & World Resources Institute (WRI) Greenhouse Gas Protocol Corporate Standard (2004).
- Produce a Planet Mark Certification Report in accordance with the requirements of section [Content of Planet Mark Certification Report](#).

#### **6.1.2 Verification of Third-Party Calculations**

Where the PMAB verifies calculations produced by another organisation, the PMAB will

- Verify the carbon footprint calculations in accordance with ISO 14064-3: 2019 'Specification with guidance for the validation and verification of greenhouse gas assertions' using the "limited assurance engagements" criteria defined in ISO 14064-3.
- As part of the verification, perform a full or sampled check of the accuracy of the data calculations and a full or sampled check of the base data evidence (such as purchase records, invoices, electronic databases).
- Produce a materiality assessment of the impact of discrepancies (for example, from an oversight, omission, or miscalculation)
- Produce a Planet Mark Certification Report in accordance with the requirements of section [Content of Planet Mark Report](#).

### **6.2 Requirement to Maintain Impartiality**

Conformity assessment activities shall be undertaken impartially. The PMAB shall be responsible for the impartiality of its certification activities and shall not allow commercial, financial, or other pressures to compromise impartiality.

The PMAB shall identify risks to its impartiality on an ongoing basis. This shall include those risks that arise from its activities, from its relationships, or from the relationships of its personnel. However, such relationships may not necessarily present a PMAB with a risk to impartiality.

### **6.3 Confidentiality**

The PMAB shall be responsible, through legally enforceable commitments, for the management of all Confidential Information obtained or created during the performance of certification activities. The PMAB shall inform the Member, in advance, of any Confidential Information it intends to place in the public domain.

When the PMAB is required by law or authorised by contractual arrangements to release Confidential Information, the Member or person concerned shall, unless prohibited by law, be notified of the information provided.

Information about the Member obtained from other sources (e.g. from a complainant or from regulators) shall also be treated as confidential.

### **6.4 Resource Requirements and Independence**

The PMAB shall employ, or have access to, a sufficient number of personnel to cover its operations related to this Certification Scheme and to the applicable standards and other normative documents.

The personnel shall be competent for the functions they perform, including making required technical judgments, defining policies, and implementing them.

Personnel, including any committee members, personnel of external bodies, or personnel acting on the PMAB's behalf, shall be contractually obliged to abide by the confidentiality requirement of the PMAB.

The PMAB shall establish, implement, and maintain a procedure for management of competencies of personnel involved in certification activities.

The PMAB shall ensure that a suitable contract or other document is in place to clearly define roles and responsibilities and allow personnel to declare any prior or present associations that may represent a risk to confidentiality and independence in the certification activities assigned to them.

### **6.5 Management System**

The PMAB shall establish and maintain a management system that is capable of achieving the consistent fulfilment of the requirements of this Certification Scheme. The management system shall follow either of the following requirements:

#### **Option A**

The management system of the PMAB shall address the following:

- Quality management system documentation (e.g. manual, policies, definition of responsibilities)
- Control of documents
- Control of records
- Management review
- Internal audit
- Corrective actions
- Preventive actions

**Option B**

An organisation that has established and maintains a management system, in accordance with the requirements of ISO 9001, and that is capable of supporting and demonstrating the consistent fulfilment of the requirements of this International Standard, fulfils the management system clause requirements of this Certification Scheme.

**6.6 Management of Applications and Contracts**

It is a requirement of this Certification Scheme for the PMAB to have a formal contract or agreed Terms and Conditions of Trading with the Member before performing any certification activities.

The PMAB must also ensure that they have a valid contract with Planet Mark before the work is commenced on the application.

The contracts shall clearly define the rights, responsibilities, and liabilities of all parties, and shall include the license terms under which the Member may use the Certification Mark.

A PMAB may decline to accept an application or maintain a contract for certification from an Member when fundamental or demonstrated reasons exist, such as the Member participating in illegal activities, having a history of repeated non-compliance with the requirements of this Certification Scheme, or similar client-related issues.

**6.7 Reporting to the Planet Mark Certification Scheme**

The PMAB shall provide regular reports to Planet Mark. Such reports will be used to aid Certification Scheme improvement, to aid control of this Certification Scheme and to help monitor conformity by Members.

The frequency and specific content of these reports will be agreed by the Planet Mark and the PMAB and will be contained in the formal contract between both parties.

**6.8 Management and Retention of Records**

The PMAB shall retain records to demonstrate that all assessment process requirements (those referenced in the normative documents and those of this Certification Scheme) have been effectively fulfilled.

The PMAB shall keep records confidential. Records shall be transported, transmitted, and transferred in a way that ensures confidentiality is maintained.

This Certification Scheme requires all records to be kept for a minimum period of 10 years. Records may be retained for longer if required by the PMAB's accreditation. After this retention period the PMAB may delete or dispose of such records in accordance with their quality management system.

**6.9 Management of Non-Conformities of the PMAB**

The PMAB shall establish procedures for identification and management of non-conformities in its operations and shall implement corrective actions that are appropriate to the impact of the problems encountered.

The procedures for corrective actions shall define requirements for the following:

- Identifying non-conformities (e.g. from complaints and internal audits).
- Determining the causes of non-conformity.
- Correcting non-conformities.
- Evaluating the need for actions to ensure that non-conformities do not recur.
- Determining and implementing the actions needed in a timely manner.



- Recording the results of actions taken.
- Reviewing the effectiveness of corrective actions.

#### **6.10 Complaints and Appeals Process**

The PMAB shall have a documented process to receive, evaluate and make decisions on complaints and appeals. The PMAB shall record and track complaints and appeals, as well as actions undertaken to resolve them.

Upon receipt of a complaint or appeal, the PMAB shall confirm whether the complaint or appeal relates to conformity assessment activities for which it is responsible and, if so, shall address it. Any complaints received by the PMAB must be reported to this Certification Scheme within two working days.

The PMAB is responsible for the following complaint and appeal activities:

- Acknowledgement of the formal complaint/appeal.
- Gathering and verifying all necessary information related to the complaint or appeal.
- Ensuring resolution decision is made by someone independent of the certification activities.
- Ensure there is no conflict of interest in the decision process.
- Issue formal notice of the outcome and end of the complaint/appeal process.
- Take necessary action to resolve the complaint or appeal.

## 7. Certification Requirements

To be certified under this Certification Scheme, a Property must:

- Achieve a minimum level of improvement every year meeting one of the following:
  - Commitment to reduce Year 1
  - Commitment to reduce Year 2
  - Reduction in Absolute Carbon (min 2.5% vs previous year, see Annex 3 for the approach to dual reporting using location-based and market-based measurement)
  - Reduction in Carbon per Intensity Measure (min 2.5% vs previous year)
  - Reduction in Absolute Carbon via banking – see section 7.8
  - Recertification based on approved exceptional circumstances- see section 5.25 and Appendix 8

The Organisation must:

- Provide evidence of the Property's sustainability performance so we can measure it.
- Publicly commit to a target for annual improvements.
- Display the Certification Mark on any web site relating to the property or organisation.
- Publicise the Property's certification under this Certification Scheme.
- Publicly commit to engaging with the Property's occupants on sustainability.
- Publicly commit to transparent communication with relevant stakeholders on sustainability.

### 7.1 Carbon Footprint Calculation

Planet Mark's methodology for measuring and reporting carbon emissions adheres to the World Business Council for Sustainable Development (WBCSD) & World Resources Institute (WRI) Greenhouse Gas Corporate Standard (2004).

#### 7.1.1 Definition of Organisational Boundary

The Greenhouse Gas Corporate Standard defines three approaches for defining the Organisational Boundary: equity share approach, operational control approach and financial control approach.

The default method used under this Certification Scheme is the Financial Control Approach. If an Organisation wishes to apply a different control approach, they must propose this to the PMAB with a justification. The PMAB will assess the proposed Organisational Boundary as part of the certification process.

An Organisation may choose to include carbon emissions from activities over which they have influence but less control. These activities include managed offices, outsourced functions and activities relating to contracted workers.

*Informative Note: Further information on control approaches may be found in [Annex 4. Explanation Of Control Approaches](#)*

#### 7.1.2 Organisational Boundary for Serviced Offices

Serviced offices (where an occupier has limited control over installations such as heating and lighting but is able to control usage such as non-regulated energy and water use) are included in carbon footprint boundaries.

*Informative Note: For serviced offices, fixed charges may apply, or data may not be metered by demise, therefore improvements may not be reflected in the carbon footprint. Within Planet Mark's certification process, improvements are recorded in a qualitative way and organisations are encouraged to work with landlords to improve sustainability performance for them and fellow building occupiers.*

### 7.1.3 Definition of Operational Boundary

The Organisation must propose the Operational Boundary for the Data Sources to be included in its carbon footprint.

The proposed Operational Boundary must consider the following criteria

- **Source Scopes**

All Scope 1 and 2 emissions related to the operation of the Property must be reported, and any exclusions justified. In the cases where data is poor quality or missing, this is a priority area for improvement.

Scope 3 emissions related to the operation of the Property must be identified. The inclusion of Scope 3 emissions is encouraged but is not a requirement for certification.

Reference to specific emission sources can be found in Annex 2 Reporting Sources (Informative)

*Informative Note: In practice, the Member will need to include some Scope 3 data if they are to achieve the data quality requirements defined in [Data Quality Requirement](#).*

- **Materiality**

Where one or more reporting sources have low activity, the sources may be excluded from the Operational Boundary and a caveat added with information to justify the exclusion.

- **Control**

Sources or source activities over which the organisation has no control or influence must be identified and excluded from the Operational Boundary. In the event that a previously internal operational emission is outsourced to a non-owned third party, the relevant and material Scope 1 and 2 emissions may optionally be included as Scope 3 emissions. If there is little or no control over the emissions sources once outsourced, the sources must be excluded from the Operational Boundary and the data normalised to reflect the exclusion.

The PMAB will assess the proposed Operational Boundary as part of the assessment process.

### 7.1.4 Reporting Scopes and Sources

The GHG Protocol defines the following Scopes for carbon emissions:

- **Scope 1 - Direct GHG Emissions**

Emissions from sources owned or controlled by the organisation.

- **Scope 2 - Electricity Indirect GHG Emissions**

Emissions from the generation of purchased electricity that is consumed in owned or controlled equipment or operations.

- **Scope 3 - Other Indirect GHG Emissions**

Scope 3 emissions are a consequence of the activities of the company but occur from sources not owned or controlled by the company.

The carbon footprint calculated under this Certification Scheme must include all relevant Scope 1 and Scope 2 emissions.

The Organisation is encouraged to also choose to include relevant Scope 3 emissions. The PMAB will assess the validity of the Scopes and emissions sources as part of the certification process.

*Informative Notes:*

- *Scope 3 is an optional component of the GHG Protocol, and can include:*
  - *Disposal of waste generated in operations.*
  - *Embodied carbon in purchased paper and paper materials.*
  - *Indirect emissions from well-to-tank and transmission and distribution associated with fuel and electricity.*

[Annex 2 lists all emissions sources that could be considered in a carbon footprint](#)

### **7.1.5 Intensity Measures**

The default Intensity Measure used in this Certification Scheme is tonnes CO<sub>2</sub>e per full time equivalent employee.

Organisations may propose alternative Intensity Measures to suit their property activities. Examples include:

- Tonnes CO<sub>2</sub>e per gross internal area (GIA)
- Tonnes CO<sub>2</sub>e per m<sup>3</sup> internal volume
- Tonnes CO<sub>2</sub>e per building user

If an alternative Intensity Measure is proposed, the PMAB will assess its validity.

### **7.1.6 Special Activities and Events**

A Property's activities in a Certified Reporting Period may include significant one-off projects or events where there is no direct comparability with the previous period. In this situation the Organisation must propose an approach to handling this situation.

The PMAB will assess the proposed approach as part of the certification process.

## **7.2 Data Quality Assessment**

The quality of the data submitted by Members will be assessed and scored by the PMAB using the Data Quality Matrix shown in 7.5.1.

- The minimum data quality for certification under this Certification Scheme is a score of at least 12 out of 20 (60%) from the third year of certification onwards.
- First year of certification: We recommend a score of at least 9 out of 16 (60%) with a minimum score of 2 in each category.
- Second Year of certification: We recommend a score of at least 12 out of 20 (60%), with a minimum score of 2 in each category.
- Planet Mark reserves the right to not certify properties that are not able to meet the recommended minimum in data quality score (applicable in first and second year of certification).

### **7.2.1 Calculating Data Quality**

The data are scored against five criteria:

- Relevance of carbon footprint boundary
- Completeness of the dataset within the boundary
- Data consistency between years (from year 2 onwards)



	4	3	2	1
<b>Relevance of boundary</b>	Boundary accurately reflects the entire property carbon footprint for the studied period. (e.g. 95% of organisational activity included)	Boundary accurately reflects the majority of the property carbon footprint for the studied period. (e.g. at least 75% of organisational activity included)	Boundary accurately reflects emissions from a relevant proportion of the overall property for the studied period. (e.g. at least 50% of organisational activity included)	Boundary excludes many relevant sources of emissions for the studied period. (e.g. less than 50% of property activity included)
<b>Data completeness</b>	12 months of data provided for all sources.	12 months of data provided for most sources.	At least 6 months of data provided for all or most sources.	Less than 6 months of data provided for all or most sources, prompting data exclusions.
<b>Transparency</b>	Full disclosure of assumptions and sufficient original evidence provided to support data submission.	Majority disclosure of assumptions and/or some original evidence provided.	Partial disclosure of assumptions and/or little original evidence provided.	No disclosure of assumptions and/or no evidence provided.
<b>Data accuracy</b>	Mainly use of primary data sources and minimal estimated data.	Some use of primary data sources and minimal estimated data.	Mainly use of secondary data sources and/or estimated data.	All estimated or secondary data
<b>Consistency</b>	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons.	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.	Reasonably consistent data provision and/or no documentation of changes made.	Inconsistent data provided not allowing for reasonable comparison.

- Transparency of data collection
- Data accuracy

#### *Informative Notes*

- *Data quality is an important tenet in Planet Mark certification and improving data collection year on year is a key target.*
- *Planet Mark encourages annual improvement in the data quality score.*
- *High quality source data will generate a more accurate carbon footprint. As such, the information gathered is more valuable to an organisation for communicating to stakeholders and using as a basis for building organisation cases for environmental improvement.*
- *The GHG Protocol highlights minimising uncertainty and bias towards producing a faithful representation of your greenhouse gas emissions.*

### 7.3 Definition of Baseline

This default methodology for defining the baseline under this Certification Scheme is to use a rolling baseline.

If a Member wishes to propose the use of a fixed baseline, they must provide the PMAB with a justification for this choice and proposed multi-year targets. The PMAB will assess the justification and the targets as part of the certification process.

*Informative Note: The use of a rolling baseline means that the previous carbon reporting year is set as the new baseline each year. This approach limits the need to retrospectively re-calculate historic baselines for changes in calculation methodology and structural or organisational changes, and hence supports comparability.*

#### 7.3.1 Normalisation Of Data

Baseline emissions assertions are not generally recalculated in subsequent years. Instead, a process of normalisation is used to ensure the comparability of data sets from one year to the next.

Normalisation and re-assertion of the baseline, relating to the previous reporting period, may occur in any of the following instances:

- Data from the baseline are revealed to be erroneous and is restated based on new evidenced information. In this case, a restatement will only be made if there is at least a 5% significance, and the error is deemed to be material.
- Changes in data quality.
- Changes in the Operational Boundary
- Changes in one or more emissions factors caused by changes in reporting methodology in the Certification Scheme Rules (this document)

Normalisation of the current reporting period considers changes in reporting boundaries, acquisitions and divestitures, outsourcing and insourcing, and any other non-organic changes to the organisation, property and reporting boundary. Routine activities such as organic growth or decline, process changes or efficiency improvements are not subject to normalisation.

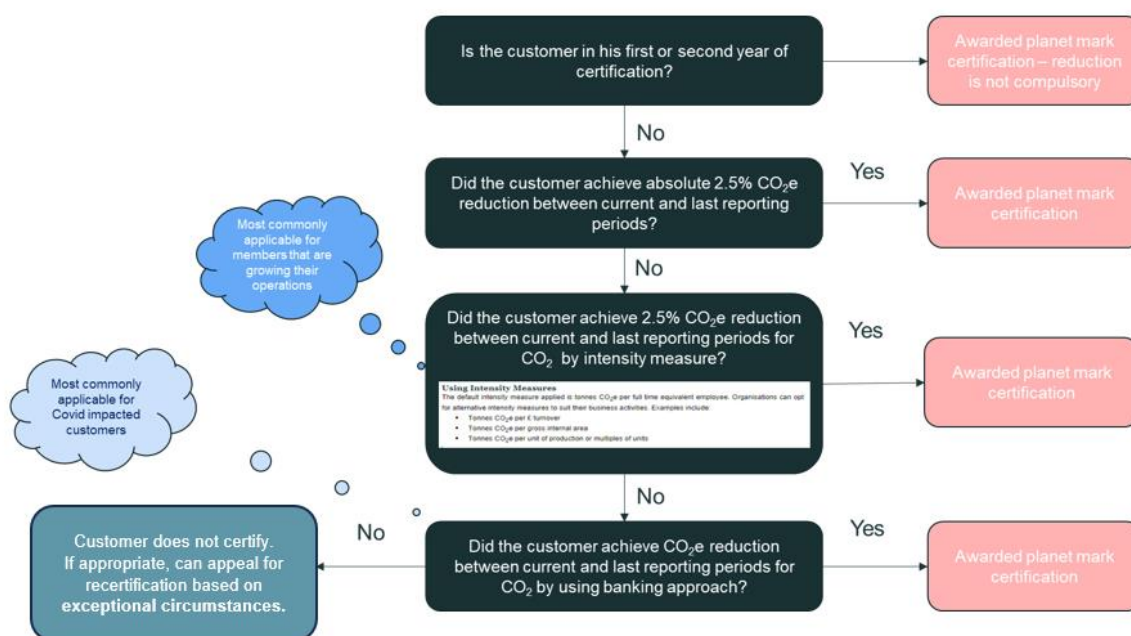
In the case where the applied carbon conversion factors have been updated or changed, the baseline is not readjusted to reflect the most recent conversion factors, but details of the conversion factors used for the baseline carbon emissions will be included in the Planet Mark Certification Report.

## 7.4 Commitment to Improvement

At the start of each Certification Reporting Period, the Member must set a carbon reduction target of at least 2.5% per annum; and is encouraged to develop and publish a plan to achieve this target. The carbon reduction target may be based on either the total carbon footprint of the property, or the carbon footprint per intensity metric, or both.

From the third year of certification onwards, the Member must achieve a minimum carbon reduction of 2.5% per annum via one or more of the following methods:

- Reduction in absolute carbon footprint.
- Reduction in the Member's chosen Intensity Measure.
- Reduction using the Banking of Emission Reduction Achievements (see below)



**Infographic - Reduction using the Banking of Emission Reduction Achievements**

### Informative Notes

- It is acknowledged that new Members may need time to improve data quality and to develop and implement appropriate carbon reduction strategies and communications. Consequently, there is no requirement for a reduction in year 2, however, Planet Mark encourages all Members to achieve at least 2.5% carbon reduction from year 2 onwards.
- It is likely that larger Businesses will increasingly find that they have to produce a carbon reduction plan to comply with regulatory requirements (e.g. SECR in the UK).

## 7.5 Banking of Emission Reduction Achievements

The Emissions Banking approach allows organisations to re-distribute savings made in one year across the following three years of certification.

The earlier that greenhouse gas emission reductions are implemented by a Member, the longer the potential benefits in lessening atmospheric concentrations and impacts on climate. In order to incentivise the early implementation of reduction opportunities, this Certification Scheme allows for the 'banking' of reduction achievements, if it can be shown that:

- the normalised reduction refers to absolute carbon not carbon per intensity measure.

- the normalised reduction achieved is in excess of the 2.5% reduction requirement.

In such cases the balance of normalised emissions reduction, exceeding the 2.5% reduction requirement, can be carried forward to the subsequent year.

The use of a 'banked' emissions reduction will be noted on the Planet Mark Certification Report and the Planet Mark Certificate.

The following restrictions apply to the use of banked reductions:

- It is only for the purposes of assessing qualification for the Planet Mark.
- It is not to be used to reduce either the actual reported emissions or the reported emissions reductions.
- The maximum number of years that unused balance can be carried forward is limited to three years. Emission savings cannot be banked if they relate to a period in which the Member was decertified or had to rebaseline.
- Banked carbon can be used up to a level that would maintain a 2.5% annual reduction trajectory in each year of the banking process.

#### **Example of banking emissions reduction achievements**

- A member has a footprint of 100 tCO<sub>2</sub>e in YE2019 and has to achieve a target of at least a 2.5 tCO<sub>2</sub>e (2.5%) reduction in YE2020. They actually reduce their total carbon footprint from 100 tCO<sub>2</sub>e to 60 tCO<sub>2</sub>e and so have 40 tCO<sub>2</sub>e - 2.5 tCO<sub>2</sub>e = 37.5 tCO<sub>2</sub>e in the bank.
- Following the certification process, their new minimum target for their YE2021 total carbon footprint would be 97.5% x 60 tCO<sub>2</sub>e = 58.5 tCO<sub>2</sub>e but at total carbon footprint of up to 58.5 tCO<sub>2</sub>e + 37.5 tCO<sub>2</sub>e = 96 tCO<sub>2</sub>e would still result in re-certification due to banking.
- In YE2021 their total carbon footprint in fact rebounds to 80 tCO<sub>2</sub>e which uses up 80 tCO<sub>2</sub>e - 58.5 tCO<sub>2</sub>e = 21.5 tCO<sub>2</sub>e of their bank balance, leaving 16tCO<sub>2</sub>e banked.
- Their new minimum target for YE2022 total carbon footprint would be 97.5% x 80 tCO<sub>2</sub>e = 78 tCO<sub>2</sub>e, but with their bank balance of 16 tCO<sub>2</sub>e remaining in that year they could go up as high as 94 tCO<sub>2</sub>e and still pass.
- Once the banked emissions have been used up or if they get to YE2023 without using up all of their banked emissions, they will need to achieve a 2.5% reduction in order to re-certify.

#### **7.6 Failure to Meet Planned Targets (Non-conformance)**

Where a Member does not achieve the required reduction in carbon emissions from year 3 onwards and is not eligible to apply for recertification based on exceptional circumstances (See Section 7 for recertification requirements and section 5.22 to 5.25 for decertification and exceptional circumstances), the PMAB will issue a carbon footprint report to the Member and will inform Planet Mark of this non-conformance.

Planet Mark will inform the Member of the termination of their certification under this Certification Scheme, and the Member must comply with the requirements of [Termination Of Certification](#).

*Informative Note: [Section 5.21 contains more information regarding Termination of Certification](#).*

#### **7.7 Requirement to Engage and Communicate**

This Certification Scheme is designed to raise the awareness of sustainable behaviours and engage stakeholders in the sustainability programme.

As part of their certification under this Certification Scheme, Members must:

- Publicly commit to a target for annual improvements.

- Publicly commit to engaging with their stakeholders on sustainability.

*Informative Note: Planet Mark provides resources, tools, training and workshops to support Members' sustainability programs. These resources are intended to help Members engage with staff on sustainability; as putting key stakeholders at the centre of the sustainability programme will raise awareness, develop knowledge and skills, encourage positive behaviour change and lead to practical and long-term sustainability solutions.*

#### **7.7.1 Communicate**

This Certification Scheme requires transparent reporting of sustainability in the public domain.

As part of their certification under this Certification Scheme, Members must

- Publicise their Planet Mark certification.
- Publicly commit to transparent communication with relevant stakeholders on sustainability.

*Informative Note: Planet Mark has created marketing materials and digital assets to support Members in communicating their sustainability achievements and enhance the sharing of knowledge with customers, suppliers, and stakeholders.*

## 8. Organisation and Member Responsibilities

The Organisation shall make available to the PMAB all data and supporting documentation required for certification under this Certification Scheme. The PMAB will provide a complete document and evidence requirements list at the start of the certification process.

The Organisation must confirm that all relevant data have been supplied. Unless specifically permitted to do so in a separate agreement with Planet Mark, the Organisation must not reproduce, duplicate, copy, sell, trade or resell the Planet Mark certification for any purpose.

As described in section [License to Use the Mark](#), the Member has a license to use the Certification Mark whilst they are a Member. The Certification Mark may only be used in accordance with the terms of this license.

### 8.1 Measure

The Organisation shall provide the information listed in [Annex 6](#).

A key criterion of this Certification Scheme is a commitment from the Member to improve in sustainability ([Data Quality Requirement](#) & [Commitment to Improvement](#)).

### 8.2 Engage and Communicate

The Member must publicise their membership as required under section [Requirement to Engage and Communicate](#).

*Informative Note: Members are also encouraged to use the Certification Mark widely and to reference their Planet Mark certification in their marketing material.*

### 8.3 Organisation Responsibilities on Termination Of Certification

Planet Mark will inform the Organisation of the termination of their certification under this Certification Scheme, and the Property will become either Decertified or Lapsed.

Lapsed Members and Decertified Members must not use the Certification Mark and must remove all references of being currently Planet Mark certified from their marketing material within 60 days of being notified of the termination of their certification.

The Member may initiate an appeal against a termination of certification in accordance with [Planet Mark's Complaints and Appeals Process](#)

## 9. Ownership and Use of the Certification Mark

Planet First Limited (trading as Planet Mark) is the owner of the Certification Mark and has the sole authority and right over the Planet Mark trademark.

The Member understands and confirms that it holds no ownerships, licensing and copyright to any trademarks, service marks, trade names and logos provided by Planet Mark.

Planet Mark gives the Member a personal, worldwide, royalty-free, non-assignable and non-exclusive right to use the Planet Mark trademark, trade name and Certification Mark provided to the Member as part of the certification.

Such trademark, trade and Certification Mark may be changed at any time by Planet Mark;



upon notification of which the Member will cease to use any trademark, trade name or Certification Mark that has been superseded within any transition period defined by Planet Mark

This Certification Scheme reserves the right to revoke the use of the Certification Mark at any time upon the Member's failure to pay for or complete the necessary criteria for certification.

The Member understands that there is no cost to display the Certification Mark and the use of it is solely upon achieving certification.

### **9.1 License to use the Certification Mark**

The Member shall be bound by the terms and conditions of the mark license agreement which shall be contained in the formal contract between the PMAB and the Member.

If certification is terminated or not continued in subsequent year(s), references to Planet Mark and the use of The Certification Mark and other assets must be removed within 60 days following termination.

### **9.2 Use of the Certification Mark**

Planet Mark shall exercise control as specified over ownership, use and display of licenses, certificates, marks of conformity, and any other mechanisms for indicating the Member is certified.

**Use of the Mark on external company communications** (i.e website, social media, email footers, marketing materials, business reports)

It is best practice for Planet Mark Certified Members to demonstrate their achievement on their website by using the provided website copy alongside the Certification Mark.

Planet Mark Certified Members can continue to use Planet Mark brand logo but are encouraged to use the Certification Mark on all external company communications.

**Use of the Mark on operational material** (i.e. Window Stickers, Vehicle Stickers etc), signage and banners should be assessed on a case-by-case basis depending on the outlet and messaging involved.

#### **Organisations**

When a Property is working towards certification but is not yet certified, the Organisation is able to use the Planet Mark pending marketing assets and copy for Communication purposes. These can be accessed on the Members Zone.

#### **Sign-off of artwork**

Planet Mark Member Brand Guidelines allow for [Certification](#) Mark usage to be altered in terms of colour, dependant on the Members own brand requirements. All other aspects, stated in the Member Brand Guidelines document, must be adhered to.

### **9.3 Misuse of the Mark**

Planet Mark will take action to address incorrect references to the Certification Mark in documentation or other publicity material.

These incorrect references include, but are not limited to, misleading use of the mark, or any other mechanism for incorrectly indicating a Property is certified under this Certification Scheme.

### **Annex 1 Description of the Certification Mark**

Organisation of Certified Properties can use the Certification Mark.

The Certification Mark is a symbol based on the Planet Mark logo, which may be used in either vertical or horizontal format. The Mark will say Certified Property. Members can download their Mark from the Members Zone.

#### **Planet Mark Logo vs. Mark**

All Planet Mark Members can use the Planet Mark Logo along with Planet Mark communication material applicable to the status of their certification journey. Only Certified Members can use the Certification Mark.

	
<b>Horizontal Certification Mark for Property</b>	<b>Vertical Certification Mark for Property</b>
	
<b>Planet Mark Logo</b>	

#### **Restrictions on Use**

Member must ensure that any use of the Mark complies with the requirements of Planet Mark's Mark Use Guidelines, as listed in section 8.2 of the Scheme Rules.

**Annex 2 Reporting Sources (Informative)**

The following emissions sources could typically be included in the carbon footprint:

Scope	Emission Type	Unit	Specific
1	Natural Gas	kWh, m <sup>3</sup>	
1	Other (non-metered) building fuel	kWh, litres	Gas Oil, Fuel Oil, Burning Oil, LPG, Diesel, Petrol
1	Refrigerant	kg	HFC134a, R404A, R407c, R410a, R417a
2	Electricity (grid)	kWh	Electricity
2	Electricity (onsite renewables)	kWh	Solar, Wind, Hydro
3	Electricity	kWh	Transmission and Distribution, Well-to-tank,
3	Waste – Landfill	tonnes, no. bins (with size of bin specified)	Mixed municipal, mixed commercial, aggregates, metals, paper and/or cardboard, food, plastics, WEEE
3	Waste – Recycle	tonnes, no. bins (with size of bin specified)	Mixed municipal, mixed construction, metals, paper and/or cardboard, glass, plastics, WEEE, batteries, wood, clothing, tyres, plasterboard
3	Waste – Composting	tonnes, no. bins (with size of bins specified)	Food
3	Waste – Energy from Waste (Combustion)	tonnes, no. bins (with size of bins specified)	Mixed municipal, food, plastics, wood, clinical
3	Procurement – Paper	tonnes	Virgin (primary source), Recycled content (Calculator provided to calculate tonnage from reams x size x weight of paper)

*Informative Note: Additional Scope 3 categories may be included at the Member's discretion.*

## Annex 3 Emission Conversion Factors

### Emission Conversion Factors

Planet Mark has adopted a hierarchy of sources for the emission factors that we use in our certifications. If available we make use of the relevant country's own emission factors (for UK entities we use the DESNZ *Government conversion factors for company reporting of greenhouse gas emissions*, and in the US we use the EPA's *GHG Emission Factors Hub*). If these are not available, we make use of other robust sources of emission factor data from organisations such as the *European Environment Agency*, *Ember* and *Ecoinvent* or source emission factors from academic literature.

The following outlines how the DESNZ emissions factors are applied in this Certification Scheme calculations:

- **Greenhouse gas boundaries**  
The scope of the environmental reporting includes the total equivalent carbon dioxide emissions in tonnes as denoted by CO<sub>2</sub>e. This includes emissions of CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs, PFCs, SF<sub>6</sub> where arising, as set out in the DESNZ guidance.
- **Scope 3 emissions for electricity and fuels**  
DESNZ guidelines separate the direct and indirect emissions related to fuel use and electricity. The upstream emissions related to the extraction, refining and transportation of fuels (collectively known as well-to-tank) and the transmission and distribution of electricity are accounted for in Scope 3. As a default well-to tank emissions are not included in Planet Mark's calculations, in order to simplify reporting while transmission and distribution emissions are. Where wider Scope 3 electricity and fuel emissions are required for reporting, these can be included on request.

*Informative Note: In 2015, BEIS introduced a new emissions factor for 'International' flights which travel from and to non-UK countries. As such, the previous assumptions used to account for flights in all countries have been amended to align fully with BEIS guidance. Previously, domestic legs were estimated as those less than 1,000km, short haul legs were less than 3,700km and long-haul legs were greater than 3,700km for all flights travelling to and from any country.*

### Updates to emissions factors

Emissions factors are updated annually. Where the guidance requires a revision to the methodology laid out in this Certification Scheme, this is then applied to all future reporting. Where a revision is optional, a view is taken on whether or not to adopt the new practice and revise the methodology.

- **Serviced offices**  
Emissions from managed leased office facilities are treated in the same way to owned or fully controlled facilities for the purposes of reporting. Planet Mark recognises that the ability of organisations to effect change in serviced offices may be limited and improvements in efficiency may not be reflected in carbon assertions.
- **Methodological change in 2015**  
In Defra's 2015 emissions factors inventory, the global warming potentials of non-carbon dioxide greenhouse gases have been realigned from the IPCC Second Assessment Report to the IPCC's Fourth Assessment Report, so that there is consistency with reporting under the Kyoto Protocol. This realignment means that the GWP for methane has increased by

19% and nitrous oxide has decreased by 4%.

This does not have a material impact on most emissions factors, as these gases make up a small percentage of the total carbon equivalent. The main exceptions are waste sent to landfill and refrigerant gases. For the purposes of reporting for the Planet Mark, baseline carbon emissions will only be re-asserted to account for this methodological change in the case of waste sent to landfill and refrigerant gases, where it has a material impact.

- **Dual Reporting (Market Based and Location Based)**

Planet Mark allows companies to report in line with the latest GHG Protocol Scope 2 Guidance. In 2015, The GHG Protocol released new guidance on accounting for renewable energy purchases, [GHG Protocol Scope 2 Guidance – An amendment to the GHG Protocol Corporate Standard](#)

The GHG Protocol Scope 2 Guidance introduced “dual reporting” duties for companies that operate in markets where contractual instruments are available, such as the UK. The two methods to quantifying Scope 2 emissions are the location-based and market-based approaches.

Unlike the location-based method, which reflects the average emissions intensity of the grid on which energy consumption occurs, the market-based method reflects emissions from the electricity that companies have procured. Market based electricity emissions are calculated using carbon emission factors for a Member's specific electricity supply fuel mix as published on their supplier's website for electricity supplied in the period. If supplier is unknown, we use residual fuel mix emission factors.

The Planet Mark Certification Report and Certificate shows both location based and market based emissions. When certifying reductions in a Member's carbon footprints, as a default we make use of the location-based method for quantifying Scope 2 emissions however upon request we are also able to certify a Member using the market-based method.

If a company has its own renewable generation, then the ability to claim zero-carbon electricity from this electricity depends on whether the installation was supported by the Feed-In Tariff and whether any associated REGOs have been claimed and retired or sold.

The electricity generated by renewable installations which were supported by the Feed-In Tariff and for which REGOs have not been claimed and retired by the reporting company will not be eligible for reduced carbon emissions in either the location-based or market-based approach.

The electricity generated by unsubsidised renewable installations, or those which have had REGOs claimed and retired by the reporting company, will be eligible for reduced carbon emissions under the location-based and market-based approaches.

If REGOs are claimed and then sold on to a third party, then this electricity will not be eligible for reduced carbon emissions for the reporting company.

There is no carbon reduction conferred to a footprint by zero-carbon electricity that is exported to the grid.

#### Annex 4 Explanation Of Control Approaches (Informative)

Under the **equity share approach**, a company accounts for GHG emissions from operations according to its share of equity in the operation. Under the **control approach**, a company accounts for 100% of the GHG emissions from operations over which it has control. Control can be defined in either financial or operational terms.

Under the **operational control approach**, a company has operational control over an operation if the former or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation. Under the **financial control approach**, a company can direct financial and operating policies with a view to gaining economic benefits from its activities. Financial control usually exists if the company has the right to the majority of benefits of the operation or if it retains the majority risks and rewards of ownership of the operation's assets.

The control approach is applied for all Planet Mark certified organisations, meaning that greenhouse gas emissions arising from an operation over which the organisation has full control are accounted. When choosing between operational control and financial control, the default policy is to apply the **financial control approach**, such that organisations will report on those emissions arising from operations over which they have financial control and benefits.

There are exceptions to the **financial control approach** where organisations can choose to include carbon emissions from activities over which there maybe influence but less control. These include staff commuting, courier activities, managed offices, outsourced functions, and activities relating to contracted workers.



**Annex 5 Additional Information On The Use Of A Fixed Baseline (Informative)**

In the case where an organisation has a longer-term carbon reduction target, Planet Mark certification can be achieved against a baseline of up to 5 years.

We do not recommend baselines longer than 5 years as reporting loses comparability over time due to changes in the structure of a Member, improved data collection and changes in carbon emissions reporting practices.

The minimum targets applicable for certification purposes when using a fixed baseline are

- Year 1 Baseline
- Year 2 target: 2.5% against baseline
- Year 3 target: 5% against baseline
- Year 4 target: 7.5% against baseline
- Year 5 target: 10% against baseline

In order to assess the carbon assertion against any baseline, all relevant years of reporting will be reviewed, and restated and normalised as necessary to ensure comparability; this can be a time consuming and expensive task.

**Annex 6 Information To Be Supplied By The Organisation**

Information	Year 1	Renewals
Certification Reporting Period (typically aligned with the Organisation's financial year)	Required	N/A
Organisational information, including: <ul style="list-style-type: none"> <li>Proposed Operational Boundary</li> <li>Proposed Organisation Boundary</li> <li>Emissions Scopes to be applied</li> </ul>	Required	N/A
Any significant changes to the organisation or property since last reporting period	N/A	Required
Consumption data for all relevant emission categories within agreed boundary	Required	Required
Supporting evidence for data submitted	Required	Required
Site location	Required	Required
Floor area	Recommended	Recommended
Number of employees and/or occupants	Required	Required
Revenue	Recommended	Recommended
Unique Intensity Measure if applicable (i.e. units produced etc)	Recommended	Recommended

**Annex 7 Guidance On Net Zero (Informative)**

Corporate Net Zero: Reducing scope 1, 2, and 3 emissions to at least 90% of the baseline in line with a 1.5°C-aligned pathway and neutralizing unavoidable residual emissions using carbon removal offsetting.

To help Members set and work towards net zero targets Planet Mark provides a programme that consists of: Strategy workshops, Measurement of Scope 1 and 2, Measurement of Scope 3, target setting, reduction planning, stakeholder engagement, external governance.

Planet Mark Net Zero Programme Scheme Rules will be published in 2024 and will include details on:

- Measurement requirements (Scope, Frequency and Quality)
- Certification requirements
- Net Zero Mark
- Reporting and Governance
- Alignment to Standards and Guidelines
- Offsets

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