

GHG Data Collection Guide



A practical guide for collecting accurate and consistent greenhouse gas (GHG) data across your fleet operations.



Collect.

Capture the right data from the right sources.



Record.

Document accurately and consistently.



Report.

Build reliable, audit-ready GHG emissions data.



Scope 1

Direct emissions from fuel and equipment you control

For most fleet operators, Scope 1 is dominated by fuel used in owned or controlled vehicles. It may also include fuel used in generators or site equipment and refrigerant leakage.

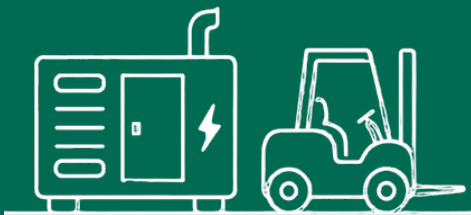


Fleet fuel use

Collect: Litres of diesel, petrol, LPG, CNG/LNG or other fuel used by owned or controlled vehicles during the reporting period.

Record: Fuel type, litres, vehicle or fleet group, site/depot, month, supplier and whether the fuel is road or non-road use.

Keep as evidence: Fuel card reports, bulk tank records, supplier invoices, telematics summaries and mileage reports.



Site and operational fuel

Collect: Fuel used in generators, site vehicles, forklifts, heating systems or other equipment operated by the business.

Record: Equipment type, fuel type, litres or kWh, operating location, date and reason for use.

Keep as evidence: Purchase invoices, tank logs, meter readings, maintenance logs and hire records.



Refrigerants and leakage

Collect: Any refrigerant topped up or lost from vehicle air-conditioning, cold-chain units, chillers or building systems under your control.

Record: Refrigerant type, kilograms added or recovered, equipment ID, service date and whether the loss was confirmed or estimated.

Keep as evidence: F-gas service sheets, contractor reports, maintenance records and equipment registers.

Scope 2

Purchased electricity used at depots, offices and charging points

Scope 2 covers electricity, heat, steam or cooling purchased for your operations. For fleets, the key data is usually electricity used at sites and for charging electric vehicles.

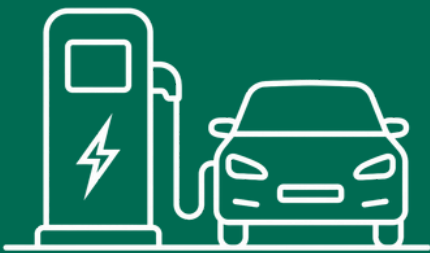


Site electricity

Collect: Electricity consumed at depots, offices, workshops and warehouses during the reporting period.

Record: Meter or account number, site, billing dates, kWh consumed, supplier and whether the figure is actual, estimated or apportioned.

Keep as evidence: Electricity bills, half-hourly meter data, landlord statements and meter photographs.



Electric vehicle charging

Collect: Electricity used to charge company vehicles at depots, public charging points or employee homes where the business reimburses the cost.

Record: Charging location, kWh, vehicle or driver, date, charger/provider and whether the electricity is already included in the site bill.

Keep as evidence: Charge-point management reports, public charging invoices, reimbursement claims and home-charging statements.



Renewable electricity evidence

Collect: Information needed to support market-based reporting, such as renewable electricity contracts or certificates.

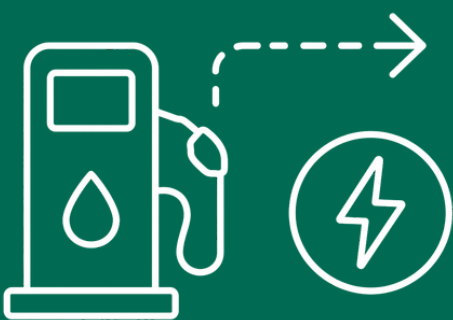
Record: Supplier, tariff name, contract period, sites covered, percentage renewable and certificate type where applicable.

Keep as evidence: Supply contract, tariff confirmation, REGO or equivalent certificates and supplier fuel-mix disclosure.

Scope 3

Other indirect emissions connected to fleet activity

Scope 3 covers 15 categories of indirect emissions. The examples shown are those most commonly relevant to fleet operators, but applicability and materiality will vary. Focus first on material activities with reliable evidence, then expand reporting over time.



Fuel- and energy-related emissions

Collect: The upstream “well-to-tank” emissions associated with fuel and electricity already reported in Scope 1 and Scope 2.

Record: Use the same litres and kWh as your Scope 1 and 2 records, clearly linked so they are not counted twice as direct emissions.

Keep as evidence: Your verified Scope 1 and Scope 2 activity data and the emission-factor source used.



Business travel and employee commuting

Collect: Business mileage in employee-owned cars, rail, flights, taxis and regular employee travel to work where relevant.

Record: Mode, distance, journey type, number of trips, vehicle/fuel type where known, occupancy and reporting period.

Keep as evidence: Expense claims, travel-provider reports, mileage claims, booking records and commuting survey outputs.



Purchased transport, suppliers and waste

Collect: Subcontracted haulage, courier movements, purchased goods/services, tyres and parts, and waste generated by fleet and depot / owned site operations.

Record: Supplier, activity type, quantity, weight, distance, spend, waste type, treatment route and whether primary data is available.

Keep as evidence: Supplier reports, invoices, consignment notes, waste transfer notes, tyre/parts records and subcontractor mileage or fuel data.