

HKQAA-HKJC Carbon Disclosure e-Platform

Carbon Performance Questionnaire

Welcome! You can conveniently understand and demonstrate your organisation's existing carbon performance by completing this questionnaire for the **HKQAA-HKJC Carbon Disclosure e-Platform**. When answering the questionnaire, you may choose to fully or partially reveal your information to the general public, or if desired, you may keep the information confidential. After processing, the submitted carbon information for your selected access will be displayed on the e-Platform.

The questionnaire was designed according to a disclosure framework set out by the Hong Kong Quality Assurance Agency (HKQAA). This framework was established on the basis of several international standards such as ISO 14001 Environmental Management Standard and ISO 14064 Greenhouse Gases. There are several sections for reporting, including:

- GHG management, direct emissions and removals (Scope 1)
- Energy-related indirect emissions (Scope 2)
- Other indirect emissions (Scope 3)
- GHG offsets/ removals

HKQAA will conduct a **territory-wide research project** about the carbon management performance of local organisations using the information collected from this questionnaire. The performance data collected will be analysed annually to reveal the progress of carbon management among organisations in Hong Kong. It will provide an overall picture of the city's progress towards achieving carbon targets.

For further information, please visit our official website: cdep.hkqaa.org

Part I (a): BASIC INFORMATION

*** Q.1.1a Name of the Reporting Entity (English)**

Q.1.1b 公司名稱 (中文)

**Do you want to disclose the above information via our Carbon Disclosure e-Platform?*

- Yes No

***Q.1.2 Reporting Physical Boundary**

Choose one of the following answers

Please choose

- Whole Entity
- Operational Activity(ies)
 - Scope of the Activity(ies): _____
- Facility(ies)
 - No. of the Facility(ies): _____
 - Name of the Facility: _____
 - If you wish to report more than one facility's performance, please submit additional new questionnaire.
- Project(s)
 - Name of the Project(s): _____

**Do you want to disclose the above information via our Carbon Disclosure e-Platform?*

- Yes No

*** Q.1.3 Industrial Sector**

Choose one of the following answers

- | | |
|---|---|
| • <input type="checkbox"/> Catering | • <input type="checkbox"/> Manufacturing |
| • <input type="checkbox"/> Construction and Engineering | • <input type="checkbox"/> Property Management |
| • <input type="checkbox"/> Conglomerates | • <input type="checkbox"/> Utility |
| • <input type="checkbox"/> Education | • <input type="checkbox"/> Retail |
| • <input type="checkbox"/> Entertainment | • <input type="checkbox"/> Telecommunications |
| • <input type="checkbox"/> Financial | • <input type="checkbox"/> Trading and Logistics |
| • <input type="checkbox"/> Government | • <input type="checkbox"/> Transportation |
| • <input type="checkbox"/> Hotel and Tourism | • <input type="checkbox"/> Others:
Please specify: _____ |

**Do you want to disclose the above information via our Carbon Disclosure e-Platform?*

- Yes No

*** Q.1.4 Address**

(Headquarter, If any)

(Please fill in all the fields)

(this part will be kept confidential)

- Room / Floor: _____
- Building / Street: _____
- District: _____
- Area (HK, KLN, NT) _____

*** Q.1.5 Other Information**

(this part will be kept confidential)

- Telephone: _____
- Fax: _____
- Email: _____
- Company Website: _____

*** Q.1.6 Contact Person / Responsible Person**

(this part will be kept confidential)

- Name: _____
- Position: _____
- Telephone: _____
- Email: _____

*** Q.1.7 Business Size of the Entity**

- No. of staff: _____
- Total Floor area (in ft²): _____

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

*** Q.1.8 Reference Information for Carbon Intensity (If Any)**

Please, if any, provide the reference information for your company's carbon intensity. The information can be self-defined, for example, "No. of Daily Average Guests", "No. of Daily Average Production Units", "Average Turnover Rate", "No. and Capacity of the Vehicle" and "No. of Daily Working Hours"

- No. of Daily Average Guests: _____
- No. of Daily Average Production Units: _____
- Average Turnover Rate: _____
- No. and Capacity of the Vehicle: _____
- No. of Daily Working Hours: _____
- Self-defined (Amount / unit, please specify the unit): _____

**Do you want to disclose the above information via our Carbon Disclosure e-Platform?*

- Yes No

Part I (b): GHG MANAGEMENT

*** Q.1.9 Is there any Carbon Reduction Policy or Carbon Strategy or Roadmap or Top Management commitment established in your company?**

- Yes, Please attach if there is any additional information

- No **Do you want to disclose the above information via our Carbon Disclosure e-Platform?*
- Yes No

Q.1.10 Is there any GHG reduction target established by your company?

- Yes No

*** If YES, what is the percentage of your GHG reduction target? To be completed by which year?**

- GHG Reduction Target (%) : _____
- To be completed by (Year) : _____

Example:

GHG Reduction Target (%) : 50
To be completed by (Year) : 2015

**Do you want to disclose the above information via our Carbon Disclosure e-Platform?*

- Yes No

*** Q.1.11 What Carbon Inventory Quantification Methodology has your company selected to calculate the GHG data?**

- ISO14064
- EPD/ EMSD Guidelines
- GHG Protocol
- Clean Development Mechanism (CDM) Methodologies
- Other Standardized Methodology
- Self-developed Methodology:
Please briefly describe your methodology:_____

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

*** Q.1.12 Have the GHG data been verified by an independent verifier before?**

- Yes No

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

Part I (c): GHG REPORTING INFORMATION

*** Q.1.13 Reporting Period Covered (12-month period preferred):**

- From: Month/ Year (MM/YYYY): _____/_____
- To: Month/ Year (MM/YYYY): _____/_____

Example:

From: Month / Year (MM/YYYY) - 04/2012
To: Month / Year (MM/YYYY) - 03/2013

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

*** Q.1.14 Annual GHG Emission[#]:**

- Scope 1 GHG Emission : _____ tCO₂e / year
- Scope 2 GHG Emission: _____ tCO₂e / year
- Scope 3 GHG Emission: _____ tCO₂e / year
- GHG Removal: _____ tCO₂e / year

Remarks:

Please fill in "not applicable" if appropriate.

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

*** Q.1.15 Historical Base Year Selected:**

- Yes, period covered (12-month preferred):
 - From Month/Year (MM/YYYY): _____/_____
 - To Month/Year(MM/YYYY): _____/_____
- No

**Do you want to disclose the above information via our Carbon Disclosure e-Platform?*

- Yes No

Q.1.16 Base-year GHG Inventory (If any):

- Total GHG Emission: _____ tCO₂e / year

**Do you want to disclose the above information via our Carbon Disclosure e-Platform?*

- Yes No

Part II (a): SCOPE 1 - DIRECT EMISSIONS

*** Q.2.1 Please Name the Major Emission Sources among Scope 1 Emissions (Please fill in "not applicable" if appropriate)**

Scope 1 Emission Sources:

a. Stationary Source:

Generation of electricity, heat, or steam. These emissions result from combustion of, e.g., boilers, furnaces, ovens, turbines, emergency electricity generator, etc

b. Physical or chemical processing:

Most of these emissions result from manufacture or processing of chemicals and materials (e.g., cement, aluminum, adipic acid, ammonia manufacture, and waste processing).

c. Transportation of materials, products, waste, and employees:

These emissions result from the combustion of fuels in company owned/controlled mobile combustion sources (e.g. trucks, trains, ships, airplanes, buses, and cars).

d. Fugitive emission:

These emissions result from intentional or unintentional releases, e.g., equipment leaks from joints, seals, packing, and gaskets; methane emissions from coal mines and venting; hydrofluorocarbon (HFC) emissions during the use of refrigeration and air conditioning equipment; and methane leakages from gas transport.

a. Stationary Sources:

- GHG emissions: _____ tCO₂e

Description of the Activities Included (If Any):

e.g. Gas Turbine, Emergency, Diesel Generator... etc

b. Physical or chemical processing:

- GHG emissions: _____ tCO₂e

Description of the Activities Included (If Any):

*** c. Transportation of materials, products, waste, and employees:**

- GHG emissions: _____ tCO₂e

Description of the Activities Included (If Any):

e.g. Company bus, Company car, Company ferry or plane ...etc

*** d. Fugitive emission:**

- GHG emissions: _____ tCO₂e

Description of the Activities Included (If Any):

e.g. Lighting, HAVC system, Heater...etc

e. Others (Please specify), if any:

- GHG emissions: _____ tCO₂e

Description of the Activities Included (If Any):

e.g. Lighting, HAVC system, Heater...etc

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

Q.2.2 Please indicate 3 major activities or equipment which generate the emission:

- 1. _____
- 2. _____
- 3. _____

Examples:

Boiler, Diesel generation, Commute bus, Truck, Refrigerant from HAVC system, etc.

***Do you want to disclose the above information via our Carbon Disclosure e-Platform?**

- Yes No

Part II (b): SCOPE 2 - ENERGY INDIRECT EMISSIONS

*** Q.2.3 Please Name the Major Emission Sources among Scope 2 Emissions (Please fill in "not applicable" if appropriate)**

a. Electricity Purchased from Power Company:

- GHG emissions: _____ tCO₂e

Description of the Activities Included (If Any):

e.g. Lighting, HAVC system, Heater...etc

*** b. Town-gas Purchased from the Hong Kong and China Gas Company (Town-gas):**

- GHG emissions: _____ tCO₂e

Description of the Activities Included (If Any):

e.g. Cooking, Laundry...etc

c. Others (Please specify), if any:

- GHG emissions: _____ tCO₂e

Description of the Activities Included (If Any):

***Do you want to disclose the above information via our Carbon Disclosure e-Platform?**

- Yes No

Q.2.4 Please indicate 3 major activities or equipment which generate the emission

- 1. _____
- 2. _____
- 3. _____

Example:

Electricity used for HAVC system, Lighting, Washing machine, Cooking, Heater, etc.

***Do you want to disclose the above information via our Carbon Disclosure e-Platform?**

- Yes No

Part II (c): SCOPE 3 - OTHER INDIRECT EMISSIONS

Q.2.5 Do you have other Major Indirect Emissions?

- Yes
- No, please skip to Q2.6

a. Methane gas generation at landfill due to disposal of paper waste:

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

b. GHG emissions due to electricity used for fresh water processing:

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

*** c. GHG emissions due to electricity used for sewage processing (if the sewage collected within physical boundary is treated by the Drainage Services Department):**

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

d. Extraction and production of purchased materials and fuels for sources covered in Scope 1 or for generation of electricity / Towngas gas covered in Scope 2:

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

e. Transportation of purchased materials or goods, fuels, products, waste, employees, occupants and guests, to and from the concerned buildings (other than those covered under Scope 1):

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

f. Business travel by employees:

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

*** g. Emissions from outsourced activities or other contractual arrangements. (e.g. leased assets, franchises, investment):**

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

h. Use of sold products and services:

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

*** i. Waste disposal other than those covered in the above list:**

- Yes
 - If yes, the GHG emission : _____ tCO₂e
- No, please specify the reason: Not Quantified, Not Applicable

j: Others (Please specify), if any:

- GHG emissions: _____ tCO₂e

***Do you want to disclose the above information via our Carbon Disclosure e-Platform?**

- Yes No

Q.2.6 Please indicate 3 major activities or equipment which generate the emission:

- 1. _____
- 2. _____
- 3. _____

Examples:

Business travel, Contractor performance, etc.

***Do you want to disclose the above information via our Carbon Disclosure e-Platform?**

- Yes No

Part III: OTHER GHG OFFSETS / REMOVALS

Q.3.1 Is there any Renewable Energy Sources Project(s)?

- Yes
- No, please skip to Q.3.2

*** a. Project(s) Description:**

Please select at least one item

- Solar – PV/ Heater
- Hydropower
- Wind
- Other, please specify: _____

*** b. Location(s):**

*** c. Installed Capacity:**

- _____ MW

*** d. Details:**

*** e. CO₂ Removals:**

- _____ tCO₂e

*** f. Rating on Effectiveness:**

- 1 (very poor)
- 2
- 3
- 4
- 5
- 6 (Excellent)

*** g. Major Driver(s) for the Investment (Choose at most TWO):**

- Energy Efficiency Enhancement
- Simple to Implement
- Compliance with current/future Regulatory Requirements or Standards
- Carbon Credits Trading
- Dedicated Funding for Low Carbon Products
- Partnering with Governments on Technology Development
- Employee Engagement
- Internal Incentives/ Recognition Programs
- Cost-saving Purpose
- Environmental Protection
- Other, please specify _____

*** h. Critical Successful Factor (Choose ONE only):**

- Financial Ability
- Related Technical Capability
- Employees' Dedication
- Top Management Commitment
- Liaison Government Bureau or Enforcement Party (e.g. Power company)
- Other, please specify _____

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

*** Q.3.2 Is there any Direct GHG Removals from Newly Planted Trees/Plantation?**

- Yes
- No, please skip to Q.3.3

*** a: Project(s) Description:**

*** b: Location(s):**

*** c: CO₂ Removals:**

- _____ tCO₂e

*** d: Rating on Effectiveness:**

- 1 (very poor)
- 2
- 3
- 4
- 5
- 6 (Excellent)

*** e: Major Driver(s) for the Investment (Choose at most TWO):**

- Energy Efficiency Enhancement
- Simple to Implement
- Compliance with current/future Regulatory Requirements or Standards
- Carbon Credits Trading
- Dedicated Funding for Low Carbon Products
- Partnering with Governments on Technology Development
- Employee Engagement
- Internal Incentives/ Recognition Programs
- Cost-saving Purpose
- Environmental Protection
- Other: (Please specify) _____

*** f. Critical Successful Factor (Choose ONE only):**

- Financial Ability
- Related Technical Capability
- Employees' Dedication
- Top Management Commitment
- Liaison Government Bureau or Enforcement Party (e.g. Power company)
- Other: (Please specify) _____

***Do you want to disclose the above information via our Carbon Disclosure e-Platform?**

- Yes No

*** Q.3.3 Is there any GHG Reduction Project(s) in your company?**

- Yes
- No, please skip to Q3.4

*** a. Type of Project:**

- Switch of Fuel
- Energy Efficiency Enhancement Project (e.g. LED Lights Replacement, HAVC retrofit)
- Other(s), please specify: _____

*** b. Project Description:**

*** c. Location(s):**

*** d. Details:**

*** e. CO₂ Removals:**

- _____ tCO₂e

*** f. Rating on Effectiveness:**

- 1 (very poor)
- 2
- 3
- 4
- 5
- 6 (Excellent)

*** g. Major Driver(s) for the Investment (Choose at most TWO):**

- Energy Efficiency Enhancement
- Simple to Implement
- Compliance with current/future Regulatory Requirements or Standards
- Carbon Credits Trading
- Dedicated Funding for Low Carbon Products
- Partnering with Governments on Technology Development
- Employee Engagement
- Internal Incentives/ Recognition Programs
- Cost-saving Purpose
- Environmental Protection
- Other: (Please specify) _____

*** h. Critical Successful Factor (Choose ONE only):**

- Financial Ability
- Related Technical Capability
- Employees' Dedication
- Top Management Commitment
- Liaison Government Bureau or Enforcement Party (e.g. Power company)
- Other: (Please specify) _____

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

*** Q.3.4 Is there any other GHG mitigation and adaption program(s)?**

- Yes
- No, please skip to Q3.5

*** a. What is your GHG mitigation and adaption program(s)?**

- Purchasing Carbon Credits (e.g. CERs or VERs)
- Other, please specify: _____*
(e.g.: influence stakeholders, carbon data disclosure...etc.)

*** Rating on Effectiveness:**

- 1 (very poor)
- 2
- 3
- 4
- 5
- 6 (Excellent)

b. Total CO₂ Offset by the program(s), if any:

- _____ tCO₂e

*** c. Major Driver(s) for the Investment (Choose at most TWO):**

- Energy Efficiency Enhancement
- Simple to Implement
- Compliance with current/future Regulatory Requirements or Standards
- Carbon Credits Trading
- Dedicated Funding for Low Carbon Products
- Partnering with Governments on Technology Development
- Employee Engagement
- Internal Incentives/ Recognition Programs
- Cost-saving Purpose
- Environmental Protection
- Other, please specify _____

*** d. Critical Successful Factor (Choose ONE only):**

- Financial Ability
- Related Technical Capability
- Employees' Dedication
- Top Management Commitment
- Liaison Government Bureau or Enforcement Party (e.g. Power company)
- Other, please specify _____

***Do you want to disclose the above information via our Carbon Disclosure e-Platform?**

- Yes No

*** Q.3.5 Is there any planned GHG Reduction Program(s) in future?**

- Yes
- No, ***End of the questionnaire***

*** a. What is your planned GHG Reduction Program(s) in future?**

- Please specify: _____

*** b. Expected CO₂e reduction by the program(s):**

- _____ tCO₂e

*** c. Major Driver(s) for the Investment (Choose at most TWO):**

- Energy Efficiency Enhancement
- Simple to Implement
- Compliance with current/future Regulatory Requirements or Standards
- Carbon Credits Trading
- Dedicated Funding for Low Carbon Products
- Partnering with Governments on Technology Development
- Employee Engagement
- Internal Incentives/ Recognition Programs
- Cost-saving Purpose
- Environmental Protection
- Other, please specify _____

*** d. Critical Successful Factor (Choose ONE only):**

- Financial Ability
- Related Technical Capability
- Employees' Dedication
- Top Management Commitment
- Liaison Government Bureau or Enforcement Party (e.g. Power company)
- Other, please specify _____

****Do you want to disclose the above information via our Carbon Disclosure e-Platform?***

- Yes No

Part IV: APPENDIX

A. Please provide the below supporting documents (If Any):

- GHG Quantification Report
- Other Supplementary Information (if any), e.g. GRI report, Sustainability report, Energy audit report...etc

Remarks: *If you have any enquiry, please contact us at 2202 9388, Mr. WK Wong.*

B. Please confirm if you want to partially or fully disclose your carbon information on this e-Platform:

- Yes, I agree to disclose my carbon information as selected on this e-Platform.
- No, please keep all of my information confidential.

To disclose your organisation's carbon information through our e-Platform, please submit this questionnaire along with the "Disclosure Declaration Form" on next page.

C. Disclaimer

I have read and understand the Terms and Conditions (<http://cdep.hkqaa.org/node/13>), and confirmed to submit the questionnaire to HKQAA via this e-Platform. I agree that the above information and submitted files may be used by HKQAA for processing the carbon performance questionnaire survey, and for any other purposes as stated in the Privacy Policy Statement of HKQAA-HKJC Carbon Disclosure e-Platform (<http://cdep.hkqaa.org/node/14>).

HKQAA-HKJC Carbon Disclosure e-Platform HKQAA-HKJC 碳披露電子平台

DISCLOSURE DECLARATION FORM 披露聲明表格

Company Name (Same as that on Business Registration)	(in English)	:	
公司名稱 (需與商業登記/營業執照相同)	(中文)	:	
Branch / Division	(in English)	:	
分公司 / 部門	(中文)	:	
Company Address	(in English)	:	
公司地址	(中文)	:	
Submission Method 遞交方法	:		<input type="checkbox"/> Upload via e-Platform 於電子平台上載 <input type="checkbox"/> By Email 電郵 <input type="checkbox"/> By Fax 傳真 <input type="checkbox"/> By Post 郵寄

I declare that the information on the "Carbon Performance Questionnaire" submitted to Hong Kong Quality Assurance Agency (hereinafter the "HKQAA") is true and correct to the best of my knowledge. I have read and understand the Terms and Conditions (<http://cdep.hkqaa.org/node/13>), and Copyright Policy (<http://cdep.hkqaa.org/node/15>) of HKQAA-HKJC Carbon Disclosure e-Platform (hereinafter the "e-Platform"), and agree that the above questionnaire information for my selected level of disclosure may be displayed on the e-Platform for public browsing.

I agree that the questionnaire information and files submitted may be used by HKQAA for processing the carbon performance questionnaire survey, and for any other purposes as stated in the Privacy Policy Statement of the e-Platform (<http://cdep.hkqaa.org/node/14>).

本人確認提交予香港品質保證局的「碳表現問卷」內的資料，據本人所知及所信，均屬真確無訛。本人已細閱及同意「HKQAA-HKJC 碳披露電子平台」所列的條款及細則 (<http://cdep.hkqaa.org/node/13>) 及版權聲明 (<http://cdep.hkqaa.org/node/15>)，並同意本人所選擇披露的問卷內容，可展示於電子平台上讓公眾搜尋和瀏覽。

本人同意所提交的問卷內容及文件，將予香港品質保證局用作處理碳表現問卷調查，以及在私隱政策聲明中所述之其他用途 (<http://cdep.hkqaa.org/node/14>)。

I do not wish to receive latest news of carbon & energy management and corporate social responsibility (CSR) initiatives from HKQAA.
本人不欲收取香港品質保證局發送有關能源、碳管理和社會企業責任倡議的最新資訊。 Fax 傳真/Email 電郵: _____

For and on behalf of
(Authorized Signature and Company Chop 授權人簽署及公司蓋印)

Signature 簽署 : _____
Name 姓名 : _____
Title 職位 : _____
Date 日期 : _____

Company Chop 公司蓋印