
SELF-ASSESSMENT WORKSHEET

BS ISO 14068-1:2023 — Carbon Neutrality

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

- 1 Get the right people together**
Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.
- 2 Read each clause and the evidence prompt**
The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.
- 3 Write what you actually do today**
Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.
- 4 Rate honestly from 0 to 3**
0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.
- 5 Agree actions, owners and due dates**
For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.
- 6 Summarise and review**
List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

SCOPE

What BS ISO 14068-1 covers

Requirements for achieving and claiming carbon neutrality for an organisation or product. It replaces PAS 2060 for new claims.

Evidence to look for: Claims made under PAS 2060 should transition.

Examples of suitable evidence

- ✓ Copy of the current BS ISO 14068-1 standard.
- ✓ Standards register recording the current edition.
- ✓ Briefing note explaining organisation and product coverage.
- ✓ Copy of the standard's terms and definitions.

What we do today / evidence we hold**Actions to close the gap**

Owner		Due		Rating	0	1	2	3
--------------	--	------------	--	---------------	---	---	---	---

PRINCIPLES

Credible claims

Carbon neutrality claims must be transparent, based on a quantified footprint and prioritise real emissions reductions before offsetting.

Evidence to look for: Avoid 'carbon neutral' marketing without the evidence behind it.

Examples of suitable evidence

- ✓ Approved policy prioritising emissions reductions before offsetting.
- ✓ Board minutes reviewing the evidence supporting carbon neutrality claims.
- ✓ Decision log explaining why remaining emissions cannot currently be eliminated.
- ✓ Published statement explaining footprint boundaries, reductions and offsets.

What we do today / evidence we hold**Actions to close the gap**

Owner		Due		Rating	0	1	2	3
--------------	--	------------	--	---------------	---	---	---	---

FOOTPRINT

Quantification

Quantify the carbon footprint of the subject using recognised standards such as ISO 14064-1 or ISO 14067.

Evidence to look for: A boundary definition and a verified inventory.

Examples of suitable evidence

- ✓ Carbon footprint report prepared using ISO 14064-1 or ISO 14067.
- ✓ Calculation spreadsheet recording activity data, emission factors and sources.
- ✓ Evidence folder containing energy bills, fuel receipts and supplier emissions data.
- ✓ Methodology note documenting boundaries, exclusions, assumptions and data quality checks.

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
-------	--	-----	--	--------	---	---	---	---

MANAGEMENT

Carbon neutrality management plan

Commit to a pathway with targets, reductions and removals, aligned with net zero ambitions.

Evidence to look for: A published plan with dates and owners.

Examples of suitable evidence

- ✓ Approved carbon neutrality management plan with named responsibilities and budgets.
- ✓ Target register showing baseline emissions, milestones and target dates.
- ✓ Project tracker recording planned reductions, removals and progress against targets.
- ✓ Board minutes approving the pathway towards net zero.

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
-------	--	-----	--	--------	---	---	---	---

OFFSETTING

Credits and removals

Residual emissions may be offset using high-quality credits meeting stated criteria, with a growing share of removals.

Evidence to look for: Retirement records for every credit used.

Examples of suitable evidence

- ✓ Credit assessment checklist covering additionality, permanence, leakage and double counting.
- ✓ Registry retirement records identifying credits, quantities, beneficiary and claim period.
- ✓ Offset reconciliation spreadsheet matching retired credits to residual emissions.
- ✓ Procurement plan documenting the increasing share of carbon removal credits.

What we do today / evidence we hold

Actions to close the gap

Owner

Due

Rating

☐ 0

☐ 1

☐ 2

☐ 3

CLAIMS

Reporting and verification

Report claims publicly with supporting information; independent verification increases credibility.

Evidence to look for: A carbon neutrality report and verification statement.

Examples of suitable evidence

- ✓ Published carbon neutrality report identifying the subject and reporting period.
- ✓ Website screenshots showing the claim and links to supporting information.
- ✓ Independent verification statement specifying the subject, period and assurance scope.
- ✓ Claims approval checklist confirming consistency with the footprint and retirement records.

What we do today / evidence we hold

Actions to close the gap

Owner

Due

Rating

☐ 0

☐ 1

☐ 2

☐ 3

Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

success@isology.co.uk · www.isology.co.uk/contact