

This report is to measure overall fuel consumption at M/s Protecon BTG Private Limited office, a small and medium enterprise. Both individual transportation of each employee and use of electricity and generators to run the office will be explored alongside the monthly consumption of A4/A3 paper.

Once fuel consumption is quantified it will be converted to establish the CO2 footprint the organisation has, resulting in the identification of key areas for improvement. This will allow measures to be implemented to achieve the objective of decreasing carbon content.

To accurately measure consumption of the fuel and paper consumption, daily or weekly consumption forms will be designed and disseminated throughout the office. This will be updated by each participant so that by the end of a 3-month test period, it can be consolidated. This study will impact the colleagues, clients, in some cases the organization itself through the promotion of video chats rather than one-to-one interactions to reduce the effects of travelling into the office.

Initially, 3 months of data is being collected (starting from 01 Aug 2019 to 31 Oct 2019) and the results will be summarized through a short report and photographs. Finally, the results will be presented to a wider audience on the 30 Nov 2019. All the findings of the report will be submitted to the President of Operations and President of Commercial Affairs of the organization since the two individuals are critical for enabling the collecting the data, collation and finally for implementation of any report findings. It is hoped that the results, which will highlight the greatest uses of carbon, will be taken into consideration by management to implement long term solutions which will reduce the Carbon footprint of the company greatly.



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