

# CARBON FOOTPRINT VERIFICATION REPORT

## **Carbon Footprint Verification Report**

**14<sup>th</sup> October 2023**

## Verification summary

Verifiers:	Subrata Ghoshal, Third party Auditor
Authorized by:	Subrata Ghoshal, Third party Auditor
Inventory period verified:	1 <sup>st</sup> October 2022 to 30 <sup>th</sup> September 2023
Level of assurance:	Reasonable
Assurance being given to:	Nicco Engineering Services Limited Infinium Digispace, 4th Floor Plot No.- 15; Block- CP Sector- 5; Salt Lake city; Kolkata-700091
Verification Standard:	ISO 14064-3: 2019
Methodology used for the calculation:	ISO 14064-1



## Statement of Verification

Nicco Engineering Services Limited  
Infinium Digispace, 4th Floor,  
Plot No. 15; Block- CP, Sector- 5; Salt Lake City;  
Kolkata-700091

14th October 2023

### Scope

Nicco Engineering Services Limited engaged Third Party Auditor to verify its carbon footprint assessment and supporting evidence for the period **1<sup>st</sup> October 2022 to 30<sup>th</sup> September 2023**.

Nicco Engineering Services Limited is responsible for the information within the carbon footprint report. The responsibility of Third-Party Auditor is to provide a conclusion as to whether the statements made are in accordance with ISO14064-1 Reporting Guidelines.

### Methodology

The verification was led by Mr. Subrata Ghoshal, Third Party Auditor. The Auditor completed the review in accordance with the 'ISO 14064 Part 3 (2019): *Greenhouse Gases: Specification with guidance for the verification and validation of greenhouse gas statements*'.

The work was undertaken to provide a reasonable level of assurance with respect to the GHG statements made. Third Party Auditor believes that the review of the assessment and associated evidence, coupled with this subsequent report, provides a reasonable and fair basis for our conclusion.

The following data was within the scope of the verification (below shows the post-audit results):

- **Scope 2:** Diesel (for generator) – **99 KgCO<sub>2</sub>e**  
Purchased electricity – **38804 KgCO<sub>2</sub>e**
- **Scope 3:** business travel (air, bus, taxi and leased cars), Material transport– **22,732 KgCO<sub>2</sub>e**

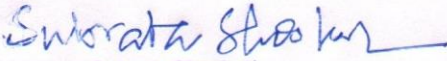
**Totals: 61.63 tCO<sub>2</sub>e**

### **Assurance opinion**

Based on the results of our verification process, Third Party Auditor provides reasonable assurance that the GHG emissions statement:

- is materially correct and is a fair representation of the GHG emissions data and information; and
- is prepared in accordance with the ISO 14064-1.

It is our opinion that Nicco Engineering Services Limited has established appropriate systems for the collection, aggregation and analysis of quantitative data for determination of GHG emissions for the stated period and boundaries.

  
**Subrata Ghoshal**  
Lead Auditor of ISO 9001, ISO 14001, ISO 45001, ISO 14064  
SA 8000, CDM Lead Validator, GHG Verifier, PUNEC Lead  
Auditor and Programme Manager of SA 8000  
18/1/1, Madan Biswas Lane, Salt Lake, Kolkata - 700 066

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**Subrata Ghoshal**

**Lead Auditor GHG Assessment and Verification**



# 1 Introduction

Nicco Engineering Services Limited provides industrial engineering services. Nicco Engineering Services Limited employs approximately 50 people in the Head office located at Infinium Digispace, 4th Floor  
Plot No.- 15; Block- CP, Sector- 5; Salt Lake city; Kolkata-700091 and serves customers all over India.

This report provides the outcomes of the independent verification of Nicco Engineering Services Limited's Greenhouse Gas (GHG) statement for the period **1<sup>st</sup> October 2022 to 30<sup>th</sup> September 2023**, as calculated by Nicco Engineering Services Limited.

The verification was based on an assessment of Nicco Engineering Services Limited's FY2022 GHG inventory calculation, supplemented with a telecom session and a desk-based review of supporting evidence. A verification plan (Appendix 1) was devised at the preliminary stages of the assessment to guide the verification process. The sampling plan in Appendix 2 lists the documents submitted for verification.

The verification was undertaken in line with the International Standard ISO 14064-3: 2019 '*Greenhouse gases: Specification with guidance for the verification and validation of greenhouse gas statements*' to a reasonable assurance level.

## 1.1 Objectives

The objectives of this verification are:

- To provide third-party assurance to Nicco Engineering Services Limited, to ISO 14064-3 standard, that the assertion is reliable and of sufficient quality for external voluntary reporting to the Carbon Disclosure Project (CDP).
- To provide a verification statement that meets the requirements of CDP.
- To provide quality control and improve the accuracy of the GHG inventory by providing recommendations.
- To support the Science Based Targets Initiative
- To support RobecoSAM / Dow Jones Sustainability Index and other voluntary reports
- To meet stakeholder and reputational requirements.

## 1.2 Scope

The GHG statement that is being verified is Nicco Engineering Services Limited's Global carbon footprint for the period **1<sup>st</sup> October 2022 to 30<sup>th</sup> September 2023**. The following sources of GHG emissions are within the scope of the verification:

- **Scope 2 (Indirect) emissions:** Diesel, Purchased electricity.
- **Scope 3 (other indirect) emissions:** Employee daily transport (bus, train), material transport.



## 1.3 Materiality

A qualitative and quantitative evaluation of any errors, limitations or misrepresentations has been undertaken. The verification team, using professional judgment, determined whether any qualitative discrepancies could affect the overall GHG statement and, in turn, have a material impact on the decisions of the intended user.

Quantitative discrepancies were calculated individually to understand the impact of them as a percentage of the GHG statement.

## 1.4 Responsibility

Nicco Engineering Services Limited is responsible for the provision of the GHG statement and the supporting information. Third Party Auditor was contracted to provide a third-party verification of this statement, to a reasonable level of assurance.

## 1.5 The work undertaken

The verification undertaken by Third Party Auditor was conducted in accordance with ISO 14064-3 (2019): Greenhouse gases- part 3: *'Greenhouse Gases: Specification with guidance for the verification and validation of greenhouse gas statements'*. This was to a reasonable level of assurance, as defined by the ISO 14064-3 standard. A verification plan (including sampling) was devised at the preliminary stages of the assessment to guide the verification process (see appendices).

In conformance with the ISO 14064-3 standard, the following activities were undertaken:

- Initial review of the GHG documentation and methodologies, including historical GHG data for the period 1<sup>st</sup> October 2022 to 30<sup>th</sup> September 2023.
- Telecom session, involving discussions with staff from Nicco Engineering Services Limited regarding:
  - Scope of calculation (including appraisal boundaries).
  - Input data sets, any missing data, estimations made and assumptions.
  - Calculation methodology and conversion factors used.
  - Quality control procedures.
  - Results & interpretation.

## 1.6 Independence

The verifier has remained independent from activity taken to calculate the GHG statement. The verifier has maintained objectivity during the audit, basing conclusions on evidence obtained during the audit.

## 1.7 Abbreviations

ECR	Engineered Computer Rooms
EHS	Environmental, Health & Safety
GHG	Greenhouse Gas



GWP Global Warming Potential  
tCO<sub>2</sub>e Tones of Carbon Dioxide Equivalent

## 2 Verification results

### 2.1 Assessment of the GHG information system and its controls

#### 2.1.1 Boundary and data selection

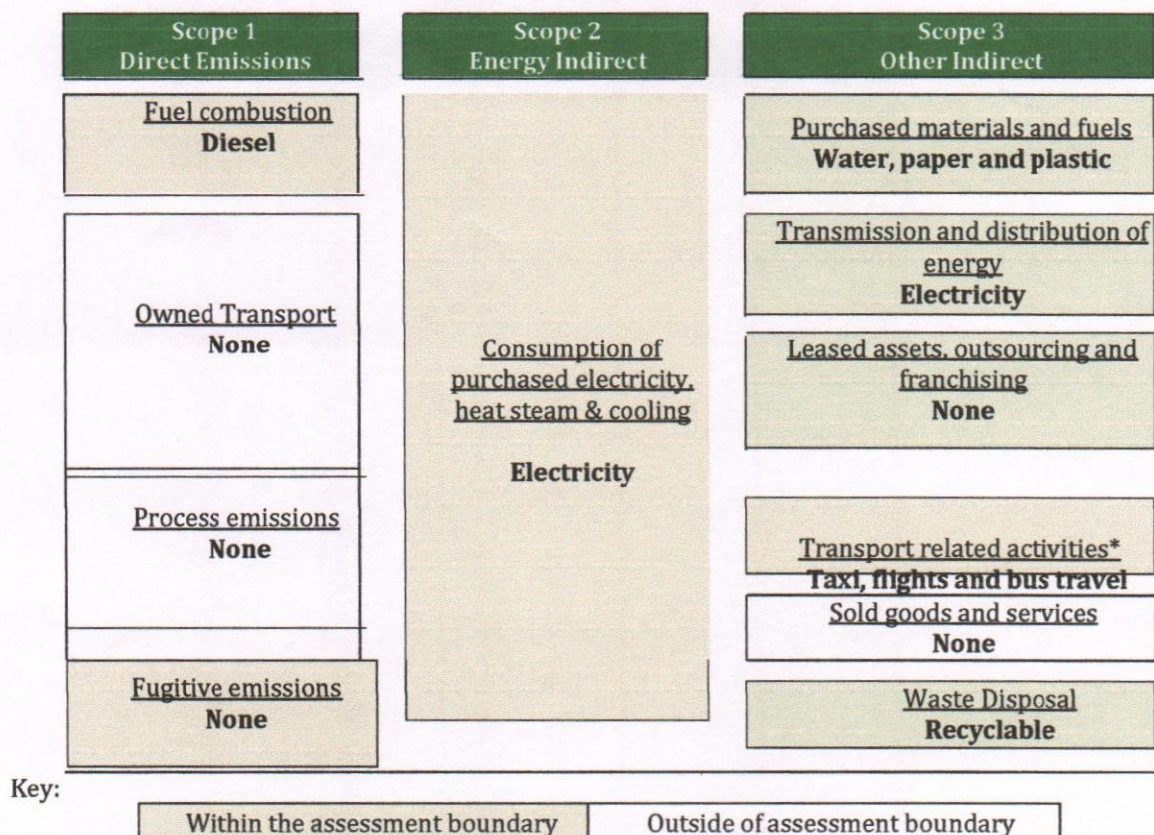
When considering the scope of the calculation, Nicco Engineering Services Limited Ltd was assessed as the global company. The organization has consolidated its GHG emissions using the operational control approach.

Only those activities taking place at Nicco Engineering Services Limited's head office are included within the calculation. Employee activities taking place at customer sites are not included within the scope of the assessment. Those elements which Nicco Engineering Services Limited have chosen to exclude have been excluded based on reasonable grounds and this is therefore deemed acceptable.

The GHG emissions have been consolidated through the operational control approach and are reported in terms of carbon dioxide equivalent (CO<sub>2</sub>e).

Figure 1 shows the emission sources included within Nicco Engineering Services Limited's operational boundary, which is inconsistent with previous years.

**Figure 1 – Assessment boundary**





### **2.1.2 Data management**

Third Party Auditor has verified Nicco Engineering Services Limited's data management processes and found them to be appropriate. Nicco Engineering Services Limited has been carrying out its internal assessment process for a last 2 years; and has worked with Third Party Auditor to have it verified for the 1<sup>st</sup> time. The consolidated spreadsheet (a MS Excel document) is well organized, clearly marking estimations and providing explanations. Nicco Engineering Services Limited's regional EHS (Environmental Health and Safety) managers are responsible for collecting data and reporting this back to Nicco Engineering Services Limited's Sustainability Representative. The Sustainability Representative collates the data from EHS managers and is responsible for the GHG inventory.

Nicco Engineering Services Limited's Sustainability Representative carries out the GHG emissions calculations. The results are analyzed internally to identify any potential anomalies. Significant increases or decreases in emissions are queried and supporting evidence may be requested.

A file sharing system is used to upload the data reports, as well as any supporting evidence/raw data. Nicco Engineering Services Limited's undertakes data sampling as part of its own internal quality control processes and requests a sample of utility bills from every site.

No major changes to the data management process have been made since the previous assessment.

### **2.1.3 Data limitations**

Where utilities (i.e. electricity, waste and water) have been included within rental agreements, estimations have been made based on an average per employee, calculated using office with actual data. The next section provides further details on the assumptions and estimations made for specific emission sources.

## **2.2 Assessment of GHG data and information**

office electricity consumption, daily commute and diesel use account for 95% of Nicco Engineering Services Limited total GHG emissions, and therefore the main focus of the verification and data checks was on these elements.

### **2.2.1 Electricity consumption**

Electricity consumption accounts for 63% of Nicco Engineering Services Limited's total GHG emissions.

The majority of Nicco Engineering Services Limited's head office have entered actual data into a monthly tracking spreadsheet.



## **Head office- Kolkata-**

- Accounts for 100% of all of Nicco Engineering Services Limited's electricity consumption (measured in kWh).
- The data was found to be highly accurate, based on actual monthly meter readings for the whole building, taken from utility bills. This was then apportioned to Nicco Engineering Services Limited based on its occupied floor area at the office. This is an appropriate estimation method and was calculated correctly.
- The data input into the calculations was successfully cross checked with Nicco Engineering Services Limited's electricity data spreadsheet and found to be consistent.
- Primary data was viewed for head office (April 2021 to March 2023) and the calculations used were verified successfully.

### **2.2.2 Natural gas consumption**

No Gas consumption accounted in the head office of Nicco Engineering Services Limited.

### **2.2.3 Diesel Consumption**

At Nicco Engineering Services Limited's head office, diesel generators are commonly used as backup during electricity outages. Bills for this diesel usage have been collated monthly (where applicable), and consumption included within Nicco Engineering Services Limited's carbon calculations, with the appropriate emission factor (100% mineral fuel) used.

### **2.2.4 Refrigerant loss**

#### **Air Conditioning (A/C) units:**

There is no re-filling of air conditioning in the reporting year.

#### **Fire Suppression Systems:**

There is no re-filling of fire suppression system in the reporting year.

### **2.2.5 Employee daily commute**

Due to materiality, the main focus of the employee daily commute within the verification was on buses.

#### **Scope 3 – air, rail, taxi and personal car employee daily commute**

##### **Bus**

In line with previous years, bus data is provided for Nicco Engineering Services Limited's head office. For bus journeys, the distance travelled were summed and found to be multiplied by the correct emission factor under the Road transport emission factors.

## **2.3 Data calculations**

The calculations are conducted manually using a MS Excel spreadsheet. The layout and method are consistent with previous years. It is concise and easy to read. The calculations are comprehensive and include a breakdown of the total emissions within tables.

Nicco Engineering Services Limited has calculated its GHG inventory by using the CEA emission guideline, road transport emission factors. The emission factors used are documented within the



guideline, road transport emission factors. The emission factors used are documented within the spreadsheet and the majority were found to be correct and appropriate for the data.

### **3 Conformance with verification criteria**

The chosen methodology that has been used for accounting and reporting Nicco Engineering Services Limited's GHG inventory is the ISO 14064-3:2019. Third Party Auditor has examined Nicco Engineering Services Limited's GHG statement in relation to these accounting and reporting principles. The verification activities have shown that Nicco Engineering Services Limited's has met the verification criteria satisfactorily.

**Relevance** – the data collected and reported reflects the significant environmental impacts of Nicco Engineering Services Limited's operations.

**Completeness** – emission sources that come within the reporting boundary have been quantified and reported where possible. Exclusions (if applicable) have been disclosed and justified.

**Consistency** – methodologies are documented and appear to be consistent.

**Transparency** – the carbon footprint report states the company's approach to data collection and the estimations that were made.

**Accuracy** – sufficient accuracy has been achieved. Actions to improve data accuracy and reduce uncertainty have been identified.

### **4 Conclusions**

Nicco Engineering Services Limited has continued to use a consistent, detailed and well-organized calculation spreadsheet to assess their annual GHG emissions. These include the following:

- Head office energy – Nicco Engineering Services Limited's is able to get actual information from the landlord on electricity consumptions via monthly electricity bills on monthly basis.
- Employee travel and material transportation emissions.

CEA emission guideline, road transport emission factors. Nicco Engineering Services Limited's boundaries and systems have satisfactorily captured the most significant emissions sources. Overall, the calculations were accurate.

In conclusion, Third Party Auditor has verified Nicco Engineering Services Limited's GHG



is our opinion that appropriate methodologies have been used and the GHG inventory result is of satisfactory accuracy subject to the boundary conditions that we have assessed.

#### 4.1 Recommendations

Overall, Nicco Engineering Services Limited's sufficiently capture its material data elements and Third-Party Auditor understand the reasons for the data limitations that Nicco Engineering Services Limited encounter. As previously noted, they have already improved their data accuracy this year in a number of areas including office energy and employee daily commutes. However, we have provided the following recommendations to assist Nicco Engineering Services Limited in improving the quality of their GHG statement:

- Investigate the feasibility of capturing actual refilling of refrigerant and fire suppression system data in more detail.
- Investigate opportunities to develop a more comprehensive reporting method for the final disposal method of waste generated across Nicco Engineering Services Limited by capturing the total volume of waste generated which is disposed.

#### 4.2 Assurance opinion

Based on the results of our verification process, Third Party Auditor provides reasonable assurance that the GHG statement:

- is materially correct;
- is a fair representation of the GHG emissions data and information; and
- is prepared in accordance with ISO 14064-1.

It is Third Party Auditor's opinion that Nicco Engineering Services Limited has established appropriate systems for the collection, aggregation and analysis of quantitative data for determination of GHG emissions for the stated period and boundaries.

Verified by



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**Subrata Ghoshal**  
**Lead Auditor GHG Assessment and Verification**



## Appendix 1

### Nicco Engineering Services Limited Verification Plan – Carbon Footprint 2019

(1<sup>st</sup> October 2022 – 30<sup>th</sup> September 2023)

14<sup>th</sup> October 2023

**Venue:**

Head Office, Kolkata

**Present:**

Subrata Ghoshal, Third Party Auditor (Verifier),  
Nicco Engineering Services Limited

ISO 14064-3 Ref.		ISO 14064-3 Requirements	Comments
5.1.3.	Level of Assurance	To be agreed at the beginning	Reasonable level of assurance
5.1.4	Objectives	To be agreed at the beginning	For annual reporting
5.1.5	Criteria	To be agreed at the beginning	GHG Protocol
5.1.6	Scope	Organizational boundaries, physical infrastructure & activities, GHG sources, type of GHGs, time period	Scope 1, 2 & 3 1st October 2022 to 30 <sup>th</sup> September 2023 Operational control
5.1.7	Materiality	Establish materiality	Materiality threshold 5%
5.4.4	Verification records	The verifier shall maintain records to demonstrate conformity to the requirements of ISO14064-3.	This verification plan is the basis of recording the audit and capturing information.
6.1.3.3	GHG information system & its controls	Processes for collecting, processing and reporting GHG information.	



ISO 14064-3 Ref.		ISO 14064-3 Requirements	Comments
6.1.3.4	GHG data & information  (Review of calculation methodology and conversion factors)	Examination of the GHG data and information.	
6.1.5	Verification Plan	Document assurance level, objectives, criteria, scope, materiality & schedule.	This table documents the verification plan.
6.1.6	Evidence gathering plan		See Appendix 2.
6.3.1	Evaluation of the GHG statement	Evaluate whether the evidence collected supports the GHG statement.  Conclude whether or not the GHG statement is without material discrepancy and whether the verification activities provide the agreed level of assurance.	Sufficient evidence was provided to support the statement.
6.3.1.4	Assessment against verification criteria	Confirm whether the organization conforms to the verification criteria.	Organization has met the verification criteria satisfactorily.
6.3.2 & 6.3.3	Conclusion and opinion	A verification statement containing the level of assurance, objectives, scope, criteria, the GHG statement and the verifier's opinion on the GHG statement.	A verification statement will be issued.



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## **Appendix 2 – Sampling Plan**

The sampling will be a risk-based approach in order to collect adequate evidence to support the reasonable level of assurance. Calculations and results will be reviewed and discussed as a desk-based exercise and during the site visit.

Data sampled were chosen due to materiality to the total carbon footprint, noticeable Primary data (e.g. utility bills, expense claims, fuel card reports etc.) requested for:

- Electricity bills for the head office.
- Employee daily commute reports from head office.
- Total diesel consumption records for head office.