

# CSRD Supplier Readiness Mini-Check

## 10-Question Self-Assessment for Manufacturers

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### About This Tool

**Purpose:** Self-assess your readiness to respond to supplier sustainability questionnaires driven by EU Corporate Sustainability Reporting Directive (CSRD) requirements.

**Time:** 10 minutes

**Output:** Readiness score (0-20 points) + prioritized action plan

**Use:** Internal planning, gap identification, resource allocation

**Disclaimer:** This is a self-assessment tool only. It does not constitute compliance certification or legal advice.

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### Instructions

1. Answer all 10 questions honestly
  2. Assign points based on your current capability (not future plans)
  3. Calculate total score (0-20 points)
  4. Review score interpretation and prioritized actions
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### Assessment Questions

#### Section 1: Energy & GHG Emissions (ESRS E1)

**Q1: Do you track monthly electricity consumption? Scoring: - 2 points:** Yes - We have 12+ months of digital utility bills, easily accessible - **1 point:** Partial - We have bills but not organized or missing some months - **0 points:** No - We don't track or would need to request from utility provider

**Your Score:** \_\_\_\_/2

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**Q2: Do you track natural gas or other fuel consumption? Scoring: - 2 points:** Yes - We track all fuel types (gas, diesel, LPG) monthly - **1 point:** Partial - We track some fuels but not systematically - **0 points:** No - We don't track fuel consumption

**Your Score:** \_\_\_\_/2

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**Q3: Have you calculated your GHG emissions (Scope 1+2)? Scoring: - 2 points:** Yes - We calculate annually using standard emission factors - **1 point:** Attempted - We tried but not confident in methodology or accuracy - **0 points:** No - We've never calculated GHG emissions

**Your Score:** \_\_\_\_/2

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**Section 2: Waste & Pollution (ESRS E2)**

**Q4: Do you track total waste generated annually? Scoring: - 2 points:** Yes - We track monthly via waste management invoices - **1 point:** Partial - We have invoices but haven't summed annual total - **0 points:** No - We don't track waste volumes

**Your Score:** \_\_\_\_/2

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**Q5: Do you know your waste disposal method breakdown? Examples:** Landfill, recycling, incineration (with/without energy recovery), hazardous waste

**Scoring: - 2 points:** Yes - We know disposal method for each waste stream - **1 point:** Partial - We know total waste but not disposal method breakdown - **0 points:** No - We don't know how our waste is disposed

**Your Score:** \_\_\_\_/2

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**Section 3: Water & Resources (ESRS E3)**

**Q6: Do you track annual water consumption? Scoring: - 2 points:** Yes - We have water bills or meter readings (12+ months) - **1 point:** Partial - Water is included in general utility bill (not separately metered) - **0 points:** No - We don't track water consumption

**Your Score:** \_\_\_\_/2

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**Section 4: Certifications & Documentation**

**Q7: Do you have ISO 14001 (Environmental Management) or equivalent? Scoring: - 2 points:** Yes - ISO 14001 certified (current certificate available) - **1 point:** Partial - Working toward certification or have other environmental certifications - **0 points:** No - No environmental management certification

**Your Score:** \_\_\_\_/2

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**Q8: Do you have documented environmental policies? Examples:** Environmental policy, waste reduction policy, energy efficiency policy

**Scoring: - 2 points:** Yes - Formal written policies approved by management - **1 point:** Partial - Informal practices but not formally documented - **0 points:** No - No documented environmental policies

**Your Score:** \_\_\_\_/2

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**Section 5: Supply Chain & Governance**

**Q9: Do you maintain a list of your top 10 suppliers? Scoring: - 2 points:** Yes - We have supplier list with name, country, product category, annual spend - **1 point:** Partial - We know our suppliers but don't have organized list - **0 points:** No - We would need to compile this from purchasing records

**Your Score:** \_\_\_\_/2

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**Q10: Do you collect sustainability information from suppliers? Examples:** Certifications, GHG emissions, ESG questionnaires

**Scoring:** - **2 points:** Yes - We request ESG data or certifications from key suppliers - **1 point:** Partial - We know some suppliers have certifications but don't collect systematically - **0 points:** No - We've never requested sustainability information from suppliers

**Your Score:** \_\_\_\_/2

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### Total Score Calculation

**Section 1 (Energy & GHG):** /6

*Section 2 (Waste & Pollution):* /4

**Section 3 (Water & Resources):** /2

*Section 4 (Certifications):* /4

**Section 5 (Supply Chain):** \_\_\_\_/4

**TOTAL SCORE:** \_\_\_\_/20

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### Score Interpretation

#### 16-20 Points: High Readiness

##### What this means:

You have strong foundational data tracking and documentation. You can respond to most supplier questionnaires with internal resources, though may need support for complex calculations or tight deadlines.

**Strengths:** - Energy and waste data systematically tracked - Certifications and policies in place - Supply chain visibility exists

**Typical Gaps:** - GHG Scope 3 (supply chain emissions) - even high-readiness companies lack this  
- Historical trend data (3-year comparisons) - Water stress assessment

**Recommendations:** 1. Focus on GHG Scope 3 (implement supplier ESG questionnaire) 2. Maintain data quality (quarterly reviews) 3. For urgent questionnaires (<5 days), consider professional support to avoid internal resource strain

**Estimated Response Time (Self-Response):** - First questionnaire: 15-25 hours - Future questionnaires: 8-12 hours (if data maintained)

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### **10-15 Points: Medium Readiness**

#### **What this means:**

You have foundational tracking in some areas but significant gaps remain. Responding to a comprehensive questionnaire will require substantial internal effort and likely some external support.

**Common Profile:** - Energy bills available (but not organized) - ISO 14001 certified - GHG emissions never calculated - Waste disposal methods unknown - Water consumption not tracked separately

#### **Priority Actions (Next 3 Months):**

**1. Organize Energy Data (Priority: HIGH)** - Collect last 12 months: electricity, gas, diesel bills - Create “Energy Data 2025” folder (digital + physical) - Calculate annual totals (kWh, m<sup>3</sup>, liters) - **Time:** 3-4 hours

- **Cost:** €0

**2. Request Waste Breakdown (Priority: HIGH)** - Email waste management vendor - Request: “Waste disposal method breakdown (landfill, recycling, incineration) for 2025” - **Time:** 30 minutes

- **Cost:** €0 (vendor should provide free)

**3. Calculate GHG Scope 1+2 (Priority: MEDIUM)** - Option A: Self-calculate using free online tools + EU emission factors - Option B: Professional calculation (part of 72-hour response service) - **Time:** 2-3 hours (self) OR included in service

- **Cost:** €0 (self) OR €1,200 (full service)

**Estimated Response Time (Self-Response):** - First questionnaire: 35-50 hours - Future questionnaires: 15-20 hours

**When to Use Professional Support:** - Deadline <7 days - No internal resources available -

Questionnaire >80 questions - First time responding

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### **0-9 Points: Low Readiness**

#### **What this means:**

You currently lack systematic sustainability data tracking. Responding to a supplier questionnaire will require significant effort (50-80 hours) and external support is strongly recommended.

#### **Reality Check:**

**This is normal for SMEs.** Most mid-sized manufacturers (50-250 employees) start here. Large customers understand this and accept structured responses with transparent data gaps.

#### **Immediate Actions (If Questionnaire Received):**

**Option 1: Professional Support (Recommended if deadline <7 days)** - 72-Hour Response  
Preparation: €1,200 - Includes: Data extraction, GHG calculations, questionnaire completion, data gap documentation - Saves: 50+ hours internal time - Result: Buyer-ready response with professional calculations

**Option 2: Self-Response (If deadline 2-4 weeks + internal resources available)** - Week 1: Organize data (energy bills, waste invoices, supplier list) - Week 2: Calculate GHG emissions (use free tools + EU emission factors) - Week 3: Complete questionnaire (use template) - Week 4: Review + submit - **Time:** 50-80 hours - **Cost:** €0 (but high internal time cost)

#### **Long-Term Plan (Build Readiness Over 6-12 Months):**

**Month 1-3:** 1. Start collecting utility bills monthly (energy, water) 2. File waste management invoices systematically 3. Request waste disposal breakdown from vendor

**Month 4-6:** 4. Calculate first GHG emissions (Scope 1+2) - can use professional support for initial setup 5. Create supplier list (top 10-20 by spend) 6. Review ISO 14001 status (pursue if not certified)

**Month 7-12:** 7. Implement quarterly data reviews (maintain quality) 8. Request sustainability information from top 5 suppliers 9. Document environmental policies (if informal practices exist)

**By Month 12:** You should reach 10-15 points (medium readiness)

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## Prioritized Action Plan (All Scores)

### Quick Wins (0-2 Hours)

- 1. Organize Existing Data** - Collect last 12 months utility bills (electricity, gas) - Collect waste management invoices (12 months) - Export top 10 suppliers from purchasing system - **Impact:** Moves you from 0 → 4-6 points
- 2. Download Free Tools** - ESRS E1-E3 Data Collection Template (CSV) - track ongoing data - EU emission factor reference guide - **Impact:** Enables self-calculation of GHG emissions

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### Medium Effort (2-8 Hours)

- 3. Calculate GHG Scope 1+2 Emissions** - Use utility bills + EU emission factors - Electricity: kWh × [country factor] = kg CO<sub>e</sub> - Natural gas: m<sup>3</sup> × 2.02 kg CO<sub>e</sub>/m<sup>3</sup> = kg CO<sub>e</sub> - Diesel: liters × 2.68 kg CO<sub>e</sub>/L = kg CO<sub>e</sub> - **Impact:** Critical data point for any questionnaire
- 4. Request Data from Vendors** - Waste management: Request disposal method breakdown - Utility providers: Request digital copies of past 12 months bills - **Impact:** Fills common data gaps

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### Long-Term Investments (8+ Hours or €€)

- 5. Pursue ISO 14001 Certification** - If not certified, consider pursuing (6-12 month process) - Cost: €2,000-5,000 (consultancy) + €1,000-2,000 (certification body) - **Impact:** Moves you from low → medium readiness, buyer confidence
- 6. Implement Ongoing Data Collection** - Monthly: File utility bills, waste invoices - Quarterly: Calculate emissions, track progress - Annually: Compile annual report (internal use) - **Impact:** Avoid future emergencies, reduce response time to 8-12 hours

## When to Seek Professional Support

### 72-Hour Response Preparation (€1,200)

**Use if:** - Deadline <7 days - Questionnaire >50 questions (comprehensive) - Need GHG emissions calculated professionally - Internal resources unavailable (vacation, busy period, small team) - First time responding (steep learning curve) - High-stakes customer (BMW, Bosch, Siemens, etc.)

**Included:** - Complete questionnaire response - GHG Scope 1+2 calculated (from your utility bills) - GHG Scope 3 estimated (industry-standard methodology) - Data gap assessment (transparent documentation) - Supporting documentation (calculations, methodology) - Submission guidance call

**Value Proposition:** - Save 40-60 hours internal time - Professional calculations (defensible methodology) - Buyer-ready formatting - Transparent gap documentation (builds buyer trust)

**Contact:** emergency@ecooffice.eu

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## Free Resources

### 1. ESRs E1-E3 Data Collection Template (CSV)

**Purpose:** Track energy, emissions, waste, and water data monthly

**Included Sheets:** - Energy Consumption (electricity, gas, diesel) - GHG Emissions Calculator (Scope 1+2, with EU emission factors) - Waste Tracking (by disposal method) - Water Consumption - Supplier List Template

**Download:** [\[Link\]](#)

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### 2. EU Emission Factor Reference (PDF)

**Purpose:** Standard emission factors for GHG calculations

**Covered:** - Electricity (all EU countries) - Natural gas - Diesel, petrol, LPG - Waste disposal (landfill, incineration, recycling)

**Sources:** EPA, EU JRC, DEFRA, IPCC AR6

**Download:** [Link]

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## About EcoOffice

**Focus:** CSRD supplier questionnaire response preparation for EU manufacturers

**Service:** 72-hour structured response preparation using your existing data + standard calculation methodologies

**Approach:** Transparency over perfection. We document operational reality using standard EU emission factors and methodologies.

**Not Provided:** Legal certification, audit services, compliance guarantee, strategic ESG consulting

**Contact:** emergency@ecooffice.eu | Company ID: 9e4315f0 | Amsterdam, Netherlands

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## Disclaimer

### Self-Assessment Tool Only

This checklist is for internal planning purposes. It does not constitute: - Compliance certification or verification - Legal advice or regulatory interpretation - Guarantee of supplier questionnaire acceptance - Audit or assurance services

**Use:** Gap identification, resource planning, readiness assessment

**Accuracy:** Your responsibility to assess your capabilities honestly

**Action:** For legal or compliance guidance, consult qualified legal counsel

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**END OF READINESS MINI-CHECK**