



PRE-FLIGHT CHECKLIST

Required Assumptions

Prepare these numbers before you subscribe so filling the dashboard takes minutes, not hours. Yes/no toggles, narratives, image uploads and dropdowns are all handled inside the app.

01 Company

- ▶ Reporting year
- ▶ Annual revenue (for intensity calculations)

02 Environmental — Current Year (Energy)

- ▶ Grid electricity (kWh / year)
- ▶ District cooling (RT-hrs / year) — if used
- ▶ On-site renewable generation (kWh / year)
- ▶ Renewable electricity claimed (kWh / year)
- ▶ Residual mix factor (kg CO₂ / kWh) — optional
- ▶ Diesel (litres / year)
- ▶ Petrol (litres / year)
- ▶ Natural gas (m³ / year)
- ▶ LPG (kg / year)

03 Environmental — Water & Waste

- ▶ Water consumption (m³ / year)
- ▶ Water recycled (%)
- ▶ Total waste (tonnes / year)
- ▶ Landfill rate (%)

04 Environmental — Previous Year (Y-1)

- ▶ Scope 1 (tCO₂e)
- ▶ Scope 2 (tCO₂e)
- ▶ Scope 3 (tCO₂e)
- ▶ Total energy demand (kWh)
- ▶ Renewable share (%)
- ▶ Water (m³)
- ▶ Waste (tonnes)

Y-2 (two years ago) values are optional. Provide them only if you want full 3-year trend tables in the report.

05 Social — Workforce

- ▶ Total employees (current + previous year)
- ▶ Female employees % (current + previous year)
- ▶ Nationalization / local workforce (%)
- ▶ Senior management — male & female headcount
- ▶ Middle management — male & female headcount
- ▶ Technical / skilled — male & female headcount
- ▶ Administrative — male & female headcount
- ▶ Employees under 30
- ▶ Employees 30–50
- ▶ Employees over 50



06 Social — Training, H&S, Parental Leave

- ▶ Training hours per employee (current + previous year)
- ▶ Performance review coverage (%)
- ▶ Parental leave taken — male & female
- ▶ Parental leave returned — male & female
- ▶ LTI incidents (current + previous year)
- ▶ Total working hours (current + previous year)
- ▶ Fatalities
- ▶ Contractor injuries
- ▶ H&S grievances filed

07 Governance — Board & Compliance

- ▶ Board size
- ▶ Female board members — current + previous year (count)
- ▶ Independent directors — current + previous year (count)
- ▶ Anti-bribery training coverage (%)
- ▶ Compliance incidents
- ▶ Legal proceedings
- ▶ Supplier code coverage (%)

Tip: Have these numbers ready in a single spreadsheet or utility-bill summary. Everything else — narratives, yes/no policies, logo & site photos — is captured directly inside the ESG Report Builder dashboard.