

CRC Participant Update

16 March 2011

Issue highlights

- Guidance updates
- Footprint and Annual reports
- Energy supplier annual statement requests
- Organisational change notifications

Updates to guidance

We are releasing a number of short guidance documents to provide new or updated information on certain areas of CRC compliance. The new guidance will cover;

- **Annual report**- updated guidance on the requirements for annual reporting
- **Footprint report**- updated guidance on the requirements for footprint reporting
- **Shorter Evidence Pack** - focuses on the use of the checklists and their possible use in an internal audit
- **Compliance auditing** - explanation of the Environment Agency's approach to audit
- **Internal audit**- what Participants are required to do as part of their CRC compliance
- **Primary evidence** - definition of what constitutes primary evidence for CRC.

These documents can be found on our [website](#).

Footprint and Annual report submissions

The CRC Registry is the system on which Participants enter information for CRC. The updated version of the CRC Registry will be available from **18th April 2011**. This will include the screens to allow you to enter and submit your Footprint and Annual reports based on information you have gathered and reviewed for your Evidence packs. Although this is later than the intended release we don't believe it will adversely impact the Participant's ability to complete reporting before the 29th July.

Contact your Energy Suppliers

Under the CRC Order energy suppliers (authorised suppliers of electricity and gas) are obliged to provide you with an annual statement of energy within 6 weeks of a written request. Make sure you request annual statements before the end of March to use in CRC reporting.

Inform us of Organisational Changes

If your organisation has changed since registration then you may need to let us know. Our Designated Changes guidance explains the types of change you need to tell us about. You only need to inform us of the change if it meets the criteria specified in the guidance available on our [website](#). If appropriate you can advise us of a change via the "Inform Designated Change" button in the CRC Registry.

For more help or information please contact the [CRC team](#).