Sustainability KPI Tracking Template

A practical ESG starter tool for companies

This Sustainability KPI Tracking Template is designed to help organizations start measuring what truly matters. It is suitable for SMEs, startups, and growing companies beginning their ESG and sustainability journey.

KPI Category	KPI Name	Metric / Unit	Data Source	Baseline (Year)	Target	Review Frequency	KPI Owner
Environmental	Carbon Footprint (Scope 1, 2 & 3)	tCO_2e	Utility bills, fuel logs	2024	-20% by 2026	Quarterly	Sustainability Lead
Environmental	Energy Consumption	kWh	Energy invoices	2024	-15% by 2026	Quarterly	Facilities Manager
Environmental	Renewable Energy Share	%	Energy contracts	2024	30% renewable	Annual	Facilities Manager
Environmental	Water Consumption / Intensity	m^3 / unit output	Water bills, production data	2024	-10% intensity	Quarterly	Operations Manager
Environmental	Waste Generation & Recycling Rate	% recycled	Waste contractor reports	2024	75% recycled	Quarterly	Operations Manager
Social	Lost Time Injury Rate (LTIR)	Rate	HSE reports	2024	<0.5	Monthly	HSE Manager
Social	Employee Training Hours	Hours/employee	HR training records	2024	20 hrs/employee	Annual	HR Manager
Governance	Supplier ESG Screening	% suppliers assessed	Procurement records	2024	80% suppliers	Annual	Procurement Manager
Governance	ESG Policy Coverage	% operations covered	Internal policies	2024	100% coverage	Annual	Compliance Officer

How to Use This Template:
1. Start with 5–7 KPIs most relevant to your business.
2. Assign a clear owner to each KPI.
3. Review data regularly based on frequency.
4. Improve targets annually as data quality improves.

Best Practice Tip:
Focus on data accuracy first. Strong sustainability performance starts with reliable data.