**S2 Operational performance action plan for**

**Company Name: *[insert company name]***

**Date completed: *[insert date completed]***

**Author: *[insert name of author and job title]***

**Action plan timeline**

|  |  |  |
| --- | --- | --- |
| **Date** | | **Action** |
| Year 1 | *[Insert date, e.g. 14/01/2025]* | Initial document |
| Year 2 |  | Review and update |
| Year 3 |  | Review and update |
| Year 4 |  | Review and update |
| Year 5 |  | Review and update |

This action plan outlines key performance indicators (KPIs), targets, actions to achieve them, and how you will track progress.

**Operational performance indicators and targets**

**Year:** [*enter year*]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KPI | Unit of measure | Last 12 months (Target) | Last 12 months (Achieved) | Next 12 months  (Target) |
| Fuel usage | *[e.g., MPG, litres]* | *[Enter KPI]* | *[Enter KPI]* | *[Enter KPI]* |
| Well-to-wheel emissions | *[e.g., tCO2e, kgCO2e]* | *[Enter KPI]*  Not applicable for applications in 2025 | *[Enter KPI]*  Not applicable for applications in 2025 | *[Enter KPI]* |
| RTCs and incidents | *[Count or percentage]* | *[Enter KPI]* | *[Enter KPI]* | *[Enter KPI]* |
| RIDDOR | *[Count]* | *[Enter KPI]* | *[Enter KPI]* | *[Enter KPI]* |
| Transport fines and charges | *[Count or cost (£)]* | *[Enter KPI]* | *[Enter KPI]* | *[Enter KPI]* |
| *Other*  *(if required)* | *[Specify unit]* | *[Enter KPI]* | *[Enter KPI]* | *[Enter KPI]* |

**Important notes:**

* **First-time applications\*:** Only fill out the ‘Next 12 months Target’ column
* **Re-approval applications:** Add data for the last 12 months (both target and achieved)
* **Ongoing updates:** Use last year’s ‘Next 12 Months Target’ as this year’s ‘Last 12 Months Target’

\*First-time application: This is the first Silver application. It also applies if the previous Silver accreditation was dormant for more than 12 months.

**Activities and data monitoring**

List the activities and monitoring methods you use to meet and track your KPIs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance indicator** | **Activities and Initiatives** | **Data capture methods** | **Monitoring frequency** |
| **Fuel usage**  *[Enter unit measure e.g. MPG, MPL, litres]* | *[Fuel efficiency campaigns, driver training, telematics for idling]* | *[Fleet management system, fuel reports]* | *[e.g., daily, monthly, or quarterly]* |
| **Well-to-wheel emissions**  *[Enter unit measure e.g. tCO2e, kgCO2e]* | *[Emissions reduction initiatives, optimised route planning.]* | *[FORS Emissions calculator or an approved alternative]* | *[e.g., daily, monthly, or quarterly]* |
| **RTCs and**  **incidents** | *[Road risk training, incident reviews, driver safety workshops]* | *[Insurance reports, telematics]* | *[e.g., daily, monthly, or quarterly]* |
| **RIDDOR** | *[Health and safety training, incident investigations]* | *[Internal safety logs, incident reports]* | *[e.g., daily, monthly, or quarterly]* |
| **Transport fines and charges** | *[Penalty reduction initiatives, compliance training]* | *[Digital logs, fine/charge reports]* | *[e.g., daily, monthly, or quarterly]* |
| ***Other (if required)*** | *[Any other relevant initiatives]* | *[Relevant data tracking tools]* | *[e.g., daily, monthly, or quarterly]* |

**How to use this template**

1. **Fill in the tables:** Enter your KPI’s, targets, activities and monitoring details.
2. **Review annually:** Update your plan each year, comparing achieved results against targets.
3. **Explain changes:** If KPI’s change, briefly explain why when submitting your next application.