CDP & ESG Questionnaire Readiness Checklist

A practical checklist for answering CDP, investor and customer ESG questionnaires consistently from one governed data set

CDP · GRI · IFRS S2 · TCFD · UN SDGs

Most ESG questionnaires ask overlapping questions in different words. This checklist sets up the register, data owners and approved answers that let you answer each one consistently, on time and with evidence.

A Questionnaire Register

- [ ] Every ESG questionnaire received is logged: requester, platform, deadline and contact
- [ ] Requests are prioritised by commercial importance, such as key customers, lenders and investors
- [ ] One person coordinates each response and tracks progress against the deadline
- [ ] Previous submissions, scores and feedback are kept for each requester

B Question Mapping

- [ ] Recurring questions across CDP, investor and customer questionnaires are identified
- [ ] Each recurring question is mapped to the ESG data points and policies that answer it
- [ ] Questions you cannot yet answer are listed as gaps with an owner
- [ ] Mappings are updated when questionnaire formats change each cycle

C Data Ownership & Collection

- [ ] Every data point has a named owner and a deadline aligned to your questionnaire calendar
- [ ] Data is collected through a workflow, not by email
- [ ] Definitions are consistent across sites so figures can be added together
- [ ] Data is collected through the year, not only when a questionnaire arrives

D Climate & Environment

- [ ] Scope 1, 2 and 3 emissions are calculated to the GHG Protocol and ready to report
- [ ] Energy, water and waste figures are available by site and period
- [ ] Climate-related risks and opportunities are documented, including governance and strategy
- [ ] Emissions targets, progress and reduction initiatives are documented

E Social & Governance

- [ ] Health and safety data, including injuries and lost time, is available and consistent with other reports
- [ ] Workforce data such as training, diversity and turnover is maintained
- [ ] Board composition, ethics, anti-corruption and supplier conduct policies are current and approved
- [ ] Human rights and supply chain due diligence processes are documented

F Review & Approval

- [ ] Each answer is reviewed by the data owner and approved before submission
- [ ] Figures are checked against the annual report and previous submissions for consistency
- [ ] Senior sign-off is obtained for responses that will be public or scored
- [ ] The final submitted version is stored with its approval record

G Evidence

- [ ] Supporting evidence is attached to each figure and policy cited
- [ ] Evidence is kept in one repository, not in individual inboxes
- [ ] Evidence can be produced quickly when a requester or assurance provider asks
- [ ] Evidence validity dates are tracked so out-of-date documents are replaced

H Scores & Improvement

- [ ] Scores and feedback are reviewed after each cycle
- [ ] Low-scoring areas become improvement actions with owners
- [ ] Targets are set where requesters expect them and they are missing
- [ ] Approved answers are updated and reused for the next cycle

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