

Factory Floor CBAM Monthly Data Collection Log

Standard Operating Procedure (SOP) Template for Indian Exporters & Plant Managers

EU CBAM 2026 AUDIT-READY

Facility Name:

Reporting
Month/Year:

Plant Location:

Primary CN/HS
Code(s):

1. Facility Mass Balance & Production Output

Responsibility: Production & Quality Control

PARAMETER / METRIC	UNIT	MONTHLY LOGGED VALUE	SOURCE DOCUMENT / RECORD
Total Facility Gross Output (All Lines)	Metric Tonne (t)		Weighbridge Slips / Daily Registers
Net Production Exported to EU (CBAM Goods)	Metric Tonne (t)		Shipping Bills / EU Packing Lists
Internal Scrap Generated & Re-melted	Metric Tonne (t)		Scrap Log / QC Yield Report

2. Scope 1: On-Site Fuel & Direct Energy Consumption

Responsibility: Maintenance & Store Department

FUEL TYPE / ENERGY SOURCE	UNIT	MONTHLY LOGGED VALUE	PROOF DOCUMENT RETAINED
Furnace Oil (FO) / LDO / HSD (Furnace/Boiler)	Liters / Tonnes		Fuel Purchase Invoice & Tank Meter Log
Diesel Consumed in DG Sets (Backup Power)	Liters		DG Set Logbook & Fuel Register
Natural Gas (PNG / LNG) / LPG / Propane	Nm³ / Kg		Monthly Gas Bill / Meter Photo
Coal / Petcoke / Solid Fuels	Metric Tonne (t)		Store Invoices & Weighment Receipts

3. Scope 2: Purchased & Captive Electricity

Responsibility: Accounts & Electrical Maintenance

ELECTRICITY SOURCE	UNIT	MONTHLY LOGGED VALUE	PROOF DOCUMENT RETAINED
State Grid Electricity (DISCOM Consumption)	kWh / MWh		Paid DISCOM Bill & Sub-meter Logs
Captive Solar / Wind Power Consumed	kWh / MWh		Generation Meter Log / Solar Portal
Open-Access Renewable PPA Power	kWh / MWh		Wheeling Settlement Statement

4. Upstream Precursor Raw Materials

Responsibility: Procurement & Raw Material Stores

PRECURSOR INPUT MATERIAL	SUPPLIER NAME	QUANTITY (T)	MTC / CBAM SHEET?	ORIGIN COUNTRY
Steel Billet / Wire Rod / Scrap				
Aluminum Ingot / Alloy Rod				
Other Raw Material Input				

Compiled By (Shop Floor Lead)

Verified By (Plant Head / QA)

Approved By (Director / Mgmt)

Name, Sign & Date

Name, Sign & Date

Name, Sign & Date

Mandatory Compliance Notice: Under EU Regulation 2023/956 (Definitive Phase), all supporting fuel bills, meter logs, MTCs, and weighbridge slips referenced above must be securely archived for a minimum of **4 years** for mandatory third-party verification audits.