



ESG READINESS CHECKLIST

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For Manufacturers · Infrastructure Companies · Real Estate & FM Teams · B2B Organisations

Australia · India · Asia Pacific · UAE · MENA

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► PURPOSE & HOW TO USE

Purpose: Use this practical checklist to assess whether your organisation is ready for ESG advisory, BRSR improvement, ISO systems, energy efficiency projects, green building programmes and investor-facing disclosure preparation. Designed for manufacturers, infrastructure companies, real estate developers, FM teams and B2B organisations in India, Australia and the UAE.

How to use: Mark each item as Ready, In Progress or Not Started. Total your score and use the action plan on the final page. Focus first on items affecting compliance, data credibility and leadership accountability.

◆ QUICK SCORING GUIDE

Status	Score	Interpretation	Suggested Action
● Ready	2 pts	Documented, owned and in active use.	Use as evidence in ESG, ISO or client reviews.
● In Progress	1 pt	Started but incomplete, inconsistent or not deployed.	Assign owner, deadline and evidence pack.
○ Not Started	0 pts	No documented process or evidence available.	Prioritise in the 30–90 day action plan.

★ **TIP** If more than 6 items are marked 'Not Started', begin with Governance, Data Collection and one quick Operational Improvement project.

✓ CORE ESG READINESS CHECKLIST — 21 ITEMS

Theme	Checklist Item	Status (Ready / In Progress / Not Started)	Owner / Evidence
Leadership & Governance	Board, CEO or promoter-level sponsorship is clearly defined for ESG, compliance and sustainability initiatives.	Ready / In Progress / Not Started	
	A cross-functional ESG working team exists covering operations, finance, HR, EHS, projects, procurement and reporting.	Ready / In Progress / Not Started	
	ESG roles and responsibilities are documented, assigned and communicated across functions.	Ready / In Progress / Not Started	
Strategy & Materiality	The organisation has identified priority ESG themes: energy, emissions, water, safety, waste, ethics and supply chain.	Ready / In Progress / Not Started	
	A documented business case links ESG improvements to cost reduction, compliance, market access or ratings improvement.	Ready / In Progress / Not Started	
	Short- and medium-term ESG targets are set and endorsed by leadership with a clear review cycle.	Ready / In Progress / Not Started	
Data & Evidence	Utility, fuel, waste and water data can be collected monthly from all sites or facilities.	Ready / In Progress / Not Started	
	At least one person is responsible for validating data quality before reporting, dashboard publication or disclosure.	Ready / In Progress / Not Started	
	Baseline GHG emissions (Scope 1 and Scope 2) have been calculated or a calculation is underway.	Ready / In Progress / Not Started	
Policies & Systems	Core policies exist or are being drafted: environment, energy, HSE, anti-bribery, grievance and supplier expectations.	Ready / In Progress / Not Started	
	The organisation has a document control method for SOPs, records, templates and approvals.	Ready / In Progress / Not Started	
	An action tracker or CAPEX pipeline tool is in use to monitor ESG and energy improvement commitments.	Ready / In Progress / Not Started	
Operations & Projects	Major energy-consuming equipment, HVAC systems, utilities and process assets are inventoried and prioritised for improvement.	Ready / In Progress / Not Started	
	An energy audit, green building assessment or decarbonisation roadmap has been completed or is planned within 12 months.	Ready / In Progress / Not Started	
	Project-level sustainability requirements — water, waste, embodied carbon, certifications — are tracked for works.	Ready / In Progress / Not Started	
Reporting & Disclosure	The organisation is aware of BRSR requirements (if listed in India) or equivalent ESG disclosure expectations from clients or investors.	Ready / In Progress / Not Started	
	ESG data is presented in a consistent format to leadership quarterly or annually, with trend analysis.	Ready / In Progress / Not Started	
	Supply chain sustainability expectations are communicated to key vendors and sub-contractors.	Ready / In Progress / Not Started	
People & Capability	Relevant teams have received at least basic awareness training on ESG, ISO systems, sustainability or energy responsibilities.	Ready / In Progress / Not Started	
	External consultants, auditors or software partners can be engaged with a defined scope, assigned owner and agreed timeline.	Ready / In Progress / Not Started	
	A skills gap or training needs assessment has been carried out for ESG-related roles.	Ready / In Progress / Not Started	

RECOMMENDED EVIDENCE PACK

GOVERNANCE	DATA	POLICIES
<ul style="list-style-type: none"> • Organisation chart • ESG/energy committee note • Leadership nomination • Roles & responsibilities matrix 	<ul style="list-style-type: none"> • Electricity & fuel bills • Water and diesel records • Waste trackers & site utility logs • Scope 1 & 2 emissions workbook 	<ul style="list-style-type: none"> • Environment & energy policy • HSE policy • Code of conduct • Supplier expectations document
SYSTEMS	TRAINING	PROJECTS
<ul style="list-style-type: none"> • Action & CAPEX tracker • Audit schedule • Document register • Incident / grievance log 	<ul style="list-style-type: none"> • Attendance sheets • Toolbox-talk records • Awareness presentations • SOP briefings & induction 	<ul style="list-style-type: none"> • Energy audit findings • Decarbonisation roadmap • Green building scope • ISO gap assessment / dashboard samples

30–60–90 DAY ACTION PLAN

Timeframe	Priority Actions
First 30 Days	Assign ESG sponsor and working team. Collect baseline utility data, policy documents and site inventories. Shortlist material risks, compliance gaps and top 3 quick-win opportunities.
Days 31–60	Complete gap assessment against BRSR, ISO 14001/50001 or investor disclosure requirements. Finalise action tracker, begin policy updates, initiate data-quality controls and first training session.
Days 61–90	Launch selected improvement workstreams: energy audit follow-up, dashboarding, ISO preparation, ESG reporting framework, green building scoping or decarbonisation roadmap milestone.

SCORE INTERPRETATION

Score	Readiness Level	Recommended Next Step
34–42	Strong Foundation	Enhance reporting, pursue certification or investor disclosure.
22–33	Developing Capability	Systematic gap closure across data, policy and operations.
0–21	Early Stage	Begin with governance, data baseline and one quick-win project.

Ready to convert this checklist into a working ESG programme?

Dhalia Engineering provides ESG advisory, BRSR readiness, ISO 14001/50001 systems, energy efficiency, green buildings, decarbonisation and implementation planning for clients across Australia · India · Asia Pacific · UAE · MENA

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