

Double materiality assessment matrix

A worksheet for recording a sustainability materiality assessment. For each sustainability matter you consider, it records who was consulted, an impact assessment and a financial assessment (each scored on a scale that you define), the threshold you chose, the result (material or not, and for which of the two views), the reasoning and the evidence, with a stakeholder log and a review sign-off. **What this form is not:** it is not a reporting-ready materiality conclusion, it gives no scale, threshold or score, and it does not show that you meet the CSRD, the ESRS or any other standard. Whether you must report, from which financial year, and which version of the ESRS applies to you are for you to confirm from the sources named on page 4 (read on 20 October 2026; the position was changing). The ten topic names printed on page 2 are a prompt taken from the topical ESRS, not a checklist: the standard says that using its list is not a substitute for determining material matters.

1 Assessment details

Entity or group assessed	Level of the assessment ☐ Entity ☐ Group ☐ Site ☐ Other	Reporting period or date of the assessment
Standard or framework used, with the version and the date you read it (write the source)		Approach used ☐ Top-down (topic level) ☐ Bottom-up (each impact, risk, opportunity) ☐ Both
Prepared by (name, role)	Assessment dates (from, to)	Form version

2 Your scales, scoring rules and thresholds (write your own; this form gives none)

Level	Impact: scale (how grave), in your words	Impact: scope (how widespread)	Impact: irremediable character	Likelihood of a potential impact	Financial: magnitude of effect (amount or share of a line item you name)	Financial: likelihood
1 low						
2						
3						
4						
5 high						

Under the ESRS as first adopted, the severity of a negative impact is judged by scale, scope and irremediable character (and, for a potential impact, likelihood); a positive impact by scale and scope (and likelihood, if potential); a risk or opportunity by likelihood and the potential magnitude of its financial effect. The standard calls for appropriate quantitative or qualitative thresholds but does not set them, so the levels, words, amounts and cut-offs are yours: do not copy another organisation's numbers, and write the line item you measure against and why.

Impact scoring rule (how scale, scope, irremediable character and likelihood become one impact score)	Impact threshold: the score or rule at which an impact is treated as material
Financial scoring rule (how likelihood and magnitude become one financial score)	Financial threshold: the score, amount or share, or rule, at which a risk or opportunity is treated as material
Time horizons used (your definitions of short, medium and long term)	Why these thresholds, who set them, the source and the date

3 Matter worksheet: one row for each sustainability matter you considered

Score each matter on your scales (section 2) and say whether each score reaches your threshold. A matter is material if it meets the impact criteria, the financial criteria, or both: record which. Sub-topics shown are from ESRS 1 AR 16 (Delegated Regulation (EU) 2023/2772), as a prompt only; use the blank lines for sub-topics or entity-specific matters.

Ref	Matter or topic considered	Who was consulted (log no.)	Impact assessment (your scale, section 2)						Financial assessment (your scale, section 2)					Result		
			Type and where	Scale	Scope	Irrem.	Likelihood	Impact score	Risk or opp. and source	Likelihood	Magnitude	Horizon	Fin. score	Impact over threshold? Y/N	Financial over threshold? Y/N	Material for (see key)
M1	E1 Climate change <i>Climate change adaptation; climate change mitigation; energy</i>															
M2	E2 Pollution <i>Pollution of air, water, soil, living organisms and food; substances of concern; microplastics</i>															
M3	E3 Water and marine resources <i>Water; marine resources</i>															
M4	E4 Biodiversity and ecosystems <i>Drivers of biodiversity loss; state of species; condition of ecosystems; ecosystem services</i>															
M5	E5 Circular economy <i>Resource inflows and use; resource outflows (products, services); waste</i>															
M6	S1 Own workforce <i>Working conditions, incl. health and safety; equal treatment; other work-related rights</i>															
M7	S2 Workers in the value chain <i>Working conditions; equal treatment; other work-related rights</i>															
M8	S3 Affected communities <i>Economic, social and cultural rights; civil and political rights; rights of indigenous peoples</i>															
M9	S4 Consumers and end-users <i>Information-related impacts; personal safety; social inclusion</i>															
M10	G1 Business conduct <i>Corporate culture; whistle-blowers; animal welfare; lobbying; supplier relationships; corruption and bribery</i>															
M11	<i>Sub-topic or entity-specific matter:</i>															
M12	<i>Sub-topic or entity-specific matter:</i>															
M13	<i>Sub-topic or entity-specific matter:</i>															
M14	<i>Sub-topic or entity-specific matter:</i>															

Key (example codes, change them). Type and where: **A** actual or **P** potential; + positive or - negative; **own**, **up** (upstream) or **down** (downstream). Risk or opportunity and source: **R** risk or **O** opportunity; **I** arises from an impact, **D** a dependency, **X** other. Time: **S**, **M**, **L** as you defined them. Material for: **I** impact view only, **F** financial view only, **IF** both, **N** neither, **?** undecided. Score a positive impact on its own: do not net it against a negative one.

4 Reasoning and evidence for each result

One line for each matter in the worksheet, same ref. Say why the score and the conclusion are what they are, what you relied on, and what you did not assess and why. A conclusion with no reasoning or evidence cannot be checked by a reviewer or an assurance provider.

Ref	Reasoning: why this impact score and impact conclusion	Reasoning: why this financial score and financial conclusion	Evidence used and where it is kept (document, data, date)	Assessed by, date	Checked by

5 Stakeholder engagement log

No.	Stakeholder group (for nature, the data used to speak for it)	Affected, user or both	Method (interview, survey, workshop, document)	Date	Matters raised (refs)	Input to which matter and which score	Recorded by

Affected stakeholders are people or groups whose interests are, or could be, affected by the activities and business relationships; users are the readers of the reports. Some belong to both groups. Not every stakeholder needs to be asked about every matter.

6 Summary of results

Matters material for the impact view (refs)	Matters material for the financial view (refs)	Material for both (refs)
Matters judged not material, and the main reason for each	Matters undecided, or needing more evidence, and who will get it	
Matters not covered by the topical standards that you assessed as entity-specific		

7 Review and sign-off

Review date	What triggered it (change in business, value chain, market, evidence, scientific or social view)	Matters re-assessed (refs)	Any result changed?	By

Next planned review date, and how you will notice a change in the meantime

Role	Name	Signature	Date
Sustainability lead (prepared)			
CFO or finance lead (reviewed)			
Audit committee chair, or the body that oversees reporting (approved)			

Status note

What this form is not, and the legal position read on 20 October 2026 (it changes: read the sources again before relying on it)

Not a conclusion for reporting. A completed form is your internal record of judgement. A sustainability statement under the ESRS needs more: for example ESRS 2 IRO-1 asks for a description of the process, methods, assumptions and the thresholds used, and SBM-3 for the material impacts, risks and opportunities. This form is neither, it is not an assurance file, and it is not legal advice. It does not show that you comply with the Directive, the ESRS or any other standard.

Scope (EUR-Lex, Directive (EU) 2026/470 of 24 February 2026, amending Directive 2013/34/EU). The amended Article 19a(1) puts the sustainability reporting duty on undertakings that exceed a net turnover of EUR 450 000 000 and an average of 1 000 employees during the financial year. Article 5 sets 19 March 2027 for Member States to bring in the national measures for Articles 1 to 3. The Commission's explanatory memorandum records entry into force on 18 March 2026. Your national law and your reporting year decide what applies to you.

Standards (European Commission pages, last updated 3 July 2026). The ESRS are in Delegated Regulation (EU) 2023/2772. On 3 July 2026 the Commission adopted a delegated act amending them; its page says the act is not in force until it is published in the Official Journal, and its news item says the act goes to the Parliament and the Council for scrutiny of two months, which can be extended by two. The explanatory memorandum says undertakings must use the revised ESRS from financial year 2027 and may use them for 2026. No publication in the Official Journal was found when the pages were read. Sub-topic wording and criteria may differ in the revised text.

Guidance (EFRAG IG 1, May 2024). Non-authoritative, written for the ESRS as first adopted: if it contradicts the ESRS, the ESRS prevail. EFRAG's page says it will not issue new or updated implementation guidance for the draft simplified ESRS before the Commission adopts them.