



Project Assessment Procedures Manual

Version 1.4 (12.03.2012)

Building Environmental Assessment Method

DOCUMENT CONTROL

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Amendments

Version Number	Date of Issue	Page Number	Amendment Details
1.4	12.03.2012	8	Process Flow Chart is updated.
1.4	12.03.2012	8	Updated the payee of the Registration Fee.
1.4	12.03.2012	8	3.1 Project Registration is updated.

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1. DEFINITIONS

The expressions and terms that appear in this document are defined as follows:-

Terms	Refer to
Applicant	Clients, project team members of BEAM Professionals
BAS	BEAM Assessor(s)
BEAM Plus	Building Environmental Assessment Method upgraded version
BEAM Pro	BEAM Professional(s)
BSL	BEAM Society
Contract	The Agreement between BSL and the Applicant to conduct the BEAM Plus assessment
CIR	Credit Interpretation Request
EB	Existing Buildings
FA	Final Assessment
HKGBC	Hong Kong Green Building Council
NB	New Buildings
PA	Provisional Assessment
TRC	Technical Review Committee

2. INTRODUCTION

2.1 Purpose of this Manual

- [1] This manual defines and describes the assessment procedure and responsibilities for conducting a BEAM Plus assessment.
- [2] To allow applicant, project teams and BEAM Pro to execute an assessment quickly and easily.

2.2 BEAM Plus Certification

- [1] Stimulate demand for more sustainable buildings in Hong Kong and other regions, giving recognition for improved performance and minimising false claims.
- [2] Provide a common set of transparent building performance criteria that can be pursued by owners, developers, designers, architects, engineers, contractors and operators.
- [3] Reduce the environmental impacts of buildings throughout the planning, design, construction, management and demolition life cycle.
- [4] Increase awareness in the building community, and ensure that environmental considerations are integrated right from the start rather than retrospectively.
- [5] Lead the sustainable built environment in Hong Kong and for the region.

2.2.1 BEAM Plus Assessment Processes

- [1] **Registration** – The Applicant should fill out the BEAM Plus Online Registration Form (http://www.hkgbc.org.hk/eng/beamplus_regis.aspx) and make registration to HKGBC to confirm undertake a formal BEAM Plus assessment for respective projects. Please refer to the Fee Scale for Registration Fees (<http://www.hkgbc.org.hk/eng/beamplusmain.aspx>) for New Buildings and Existing Buildings.
- [2] **Discrepancies** – Should there be any discrepancies or additional request by the Applicant, the Applicant should contact BSL direct upon submitting the Registration and paying the Registration Fee for further liaison.

2.2.1.1 Assessment for New Buildings

To conduct a BEAM Plus Certification for **New Buildings (NB)**; that is, for a new development or major renovation premises, the Applicant should follow the “**Two-step Process**” stated below.

- **Provisional Assessment Review** – Applicant shall make the submission with templates and the relevant materials to BSL for review and approval. Fee shall be paid to BSL according to the payment schedule specified in the Contract to be signed with BSL.
- **Final Assessment Review** – Applicant shall make the submission with templates and the relevant materials to BSL for review and approval. Fee shall be paid to BSL according to the payment schedule specified in the Contract to be signed with BSL.

2.2.1.2 Assessment for Existing Buildings

To conduct a BEAM Plus Certification for **Existing Buildings (EB)**, a “**One-step process**” should be applied by the Applicants.

- **Final Assessment Review** – Applicant shall make the submission with templates and the relevant materials to BSL for review and approval. Fee shall be paid to BSL according to the payment schedule specified in the Contract to be signed with BSL.
- **If Provisional Assessment Review and Certification is requested** – Applicant shall follow the step for the Assessment for New Buildings as stated in the above 2.2.1.1. The Fee will be varied. Please refer to the Fee Structure for details or contact BSL direct for further liaison.

2.3 Fee Structure

The fee structure of applying BEAM Plus Certification can be found on the HKGBC website. (<http://www.hkgbc.org.hk/eng/beamplusmain.aspx>)

To carry out the BEAM Plus Certification Assessment, there are different levels of fee to be charged.

- **Registration Fee** – This applies for both the assessment for New Buildings and Existing Buildings, details of which shall be referred to the Fee Structure on HKGBC Website.
- **Provisional Assessment Fee** – This applies to the Provisional Assessment for New Buildings. Assessments of Existing Buildings are usually undertaken in one stage; however, Applicants can choose to undergo a provisional assessment of their Existing Building at an additional cost (provisional assessment fees for EB are charged at the same standard charge shown in the Fee Scale).
- **Final Assessment Fee** – This applies to both the Assessment for New Buildings (NB) and Existing Buildings (EB).

All fees are non-refundable. When the Applicant has confirmed the PA / FA submission schedule, the assessment fee shall be paid to BSL at least 30 day before the commencement of official assessment.

Apart from the assessment fee, there are other charges including:

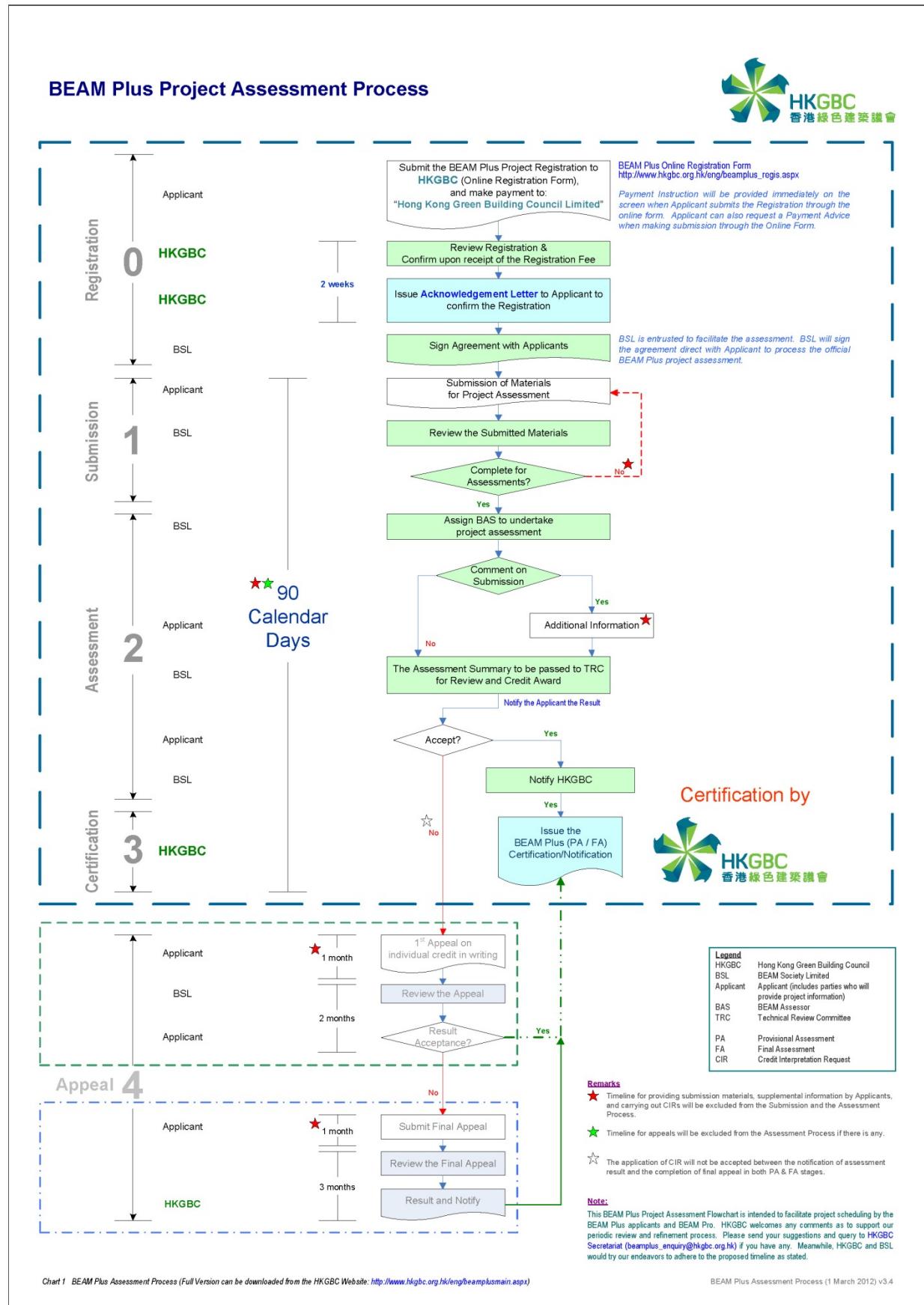
- **Credit Interpretation Request (CIR)** – Should the Applicant request formal clarification for specific BEAM Plus criteria, a charge will be levied for each CIR. The fee has to be paid upon the Applicant submits the request to BSL. Details can be referred to section 3.2 hereinafter.
- **Appeal** – Should the Applicant not satisfy with the assessment result, the applicant is entitled to submit a Credit appeal – for each Credit. A fee will be charged on Credit basis, and the fee will be paid by the Applicant to BSL when making submission within one month of receiving the assessment result. Details can be referred to section 3.3 hereinafter.

2.4 General Notes

- [1] BSL will assign a maximum of 2 BAS to administer the review of each project's submission.
- [2] The result of PA / FA will be posted / announced on the HKGBC website at the discretion of HKGBC.
- [3] It is important to ensure that all submission materials would satisfy the credit requirement as there are only ONE (1) chance of assessment and ONE (1) opportunity for resubmission for each PA and FA stages.
- [4] The BAS appointed by BSL shall have no conflict of interest to the project.
- [5] The validity period for all BEAM Plus Certificates is five years from the date of issuance.
- [6] Name of BAS will not be disclosed.

3. BEAM PLUS ASSESSMENT PROCEDURE

A BEAM Plus Assessment Process Flow Chart (Chart 1) is available on the HKGBC website: <http://www.hkgbc.org.hk/eng/beamplusmain.aspx> which may be subject to update from time to time.



The following supplement the detail procedures of each step in respect of:-

- 3.1 Project Registration;
- 3.2 Credit Interpretation Request;
- 3.3 Appeal Procedures.

3.1 Project Registration

The Applicant should make the Project Registration through the HKGBC Website by filling in the BEAM Plus Online Registration Form (http://www.hkgbc.org.hk/eng/beamplus_regis.aspx).

Upon the Applicant submits the Online Registration Form, a Payment Instruction (PI) will be provided immediately on the screen for payment arrangement. The Applicant can print the PI and make payment to **“Hong Kong Green Building Council Limited”** within two weeks in order to obtain the Acknowledgement Letter of confirmation of registration application.

Should the Applicant need a *Payment Advice* to process the Registration Fee, please email to beamplus@hkgbc.org.hk. HKGBC will issue the electronic copy to the Applicant in about three working days.

In line with the request by the Buildings Department concerning the PNAP APP-151 with effect since 1st April 2011, the Applicants are advised to submit the following project data for accurate process; otherwise, this may affect the issuance of the Acknowledgement Letter that would be required for the submission to the Buildings Department.

- Project Name
- Lot Number
- Site Address
- Project Type
- Total Site Area (sq.m.)
- No. of Towers / Blocks
- No. of Floors
- Total GFA (sq.m.) – Tentative

Throughout the applications process, the Applicants can update the project information through the Online Project Update Form and made the submission to HKGBC.
(<http://www.hkgbc.org.hk/eng/BEAMPlusProjectDirectoryInformationUpdateform.aspx>.)

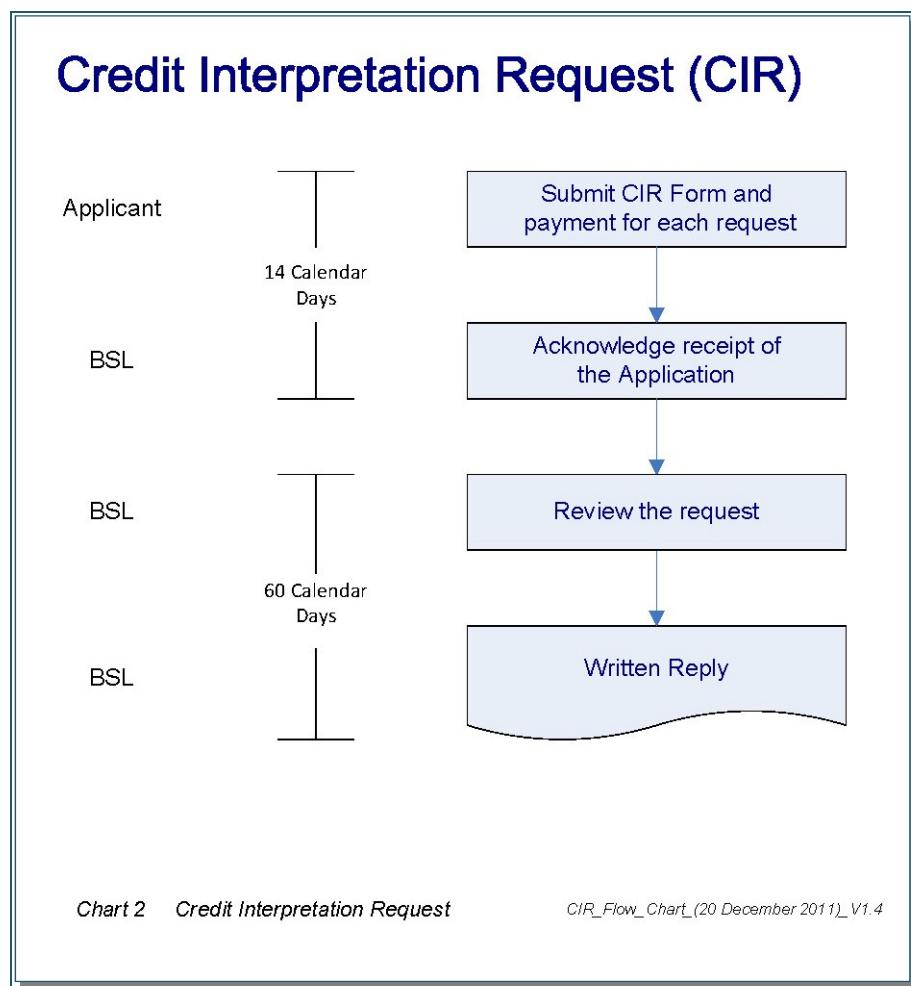
While the Applicant has provided the tentative PA schedule when submitting the Online Registration Form, the Applicant should contact BSL to reconfirm the actual target date for PA and arrange signing the Agreement of PA and make payment to BSL for the Assessment. The same process applies to FA process.

3.2 Credit Interpretation Request (CIR)

Additional charge will be required for each clarification request. However, the application of CIR will not be accepted during the period between the notification of assessment result and the completion of final appeal in both Provisional and Final Assessment stages.

Each clarification request can only be submitted for one individual Credit or sub-Credit, and such a clarification is not used for adjusting the assessment system, but advocating for an alternative yet equivalent method of meeting the aim of Credit. The BEAM Plus Operation Manual outlines a number of options for meeting the aim of Credit. However, if the project team has developed an alternative design solution or an alternative form of documentation, it may wish to submit a CIR. Any argument on the applicability of the credits for particular project will therefore not be entertained.

The Applicant can check the latest update on “Credit Interpretation Request” on website, which may answer some of the queries that have been responded by BSL.



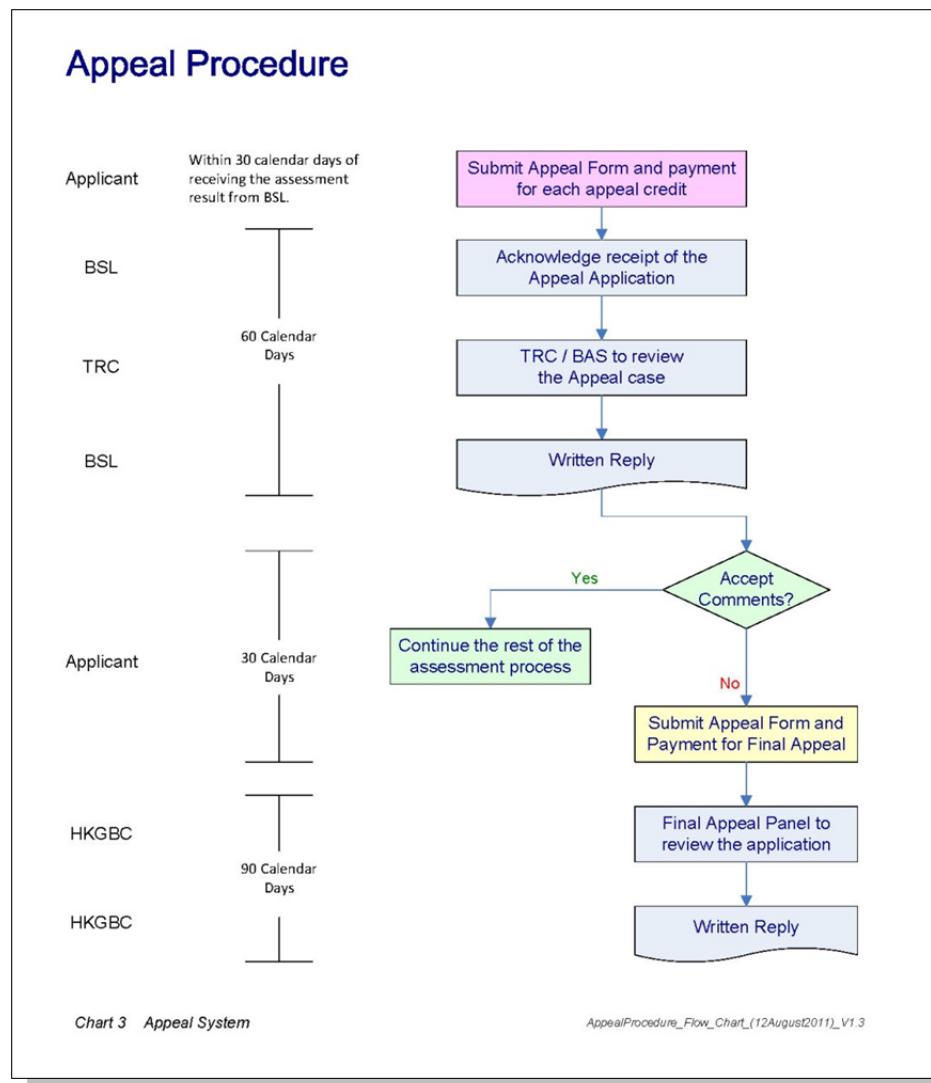
Please click the link below to download the CIR Process Flow for quick reference.
http://www.hkgbc.org.hk/upload/beamdocuments/beamplusdoc/CIR_Page_20122011_v1.1.pdf

3.3 Appeal Procedure

The Applicant may submit an appeal on individual credit should they disagree to and not accept the decision made by the BSL. Separate charge will be required for each appeal credit.

The following rules and conditions shall be addressed:

- The Appeal should be submitted in writing to BSL within 30 calendar days after receiving the result from BSL. BSL targets to respond to the Applicant in 60 calendar days.
- Only credits can be appealed.
- No change to design, contract or policy will be reviewed at this time.
- The First Appeal submission will be reviewed by the TRC of BSL and the members in the TRC shall have no conflict of interest to the project. TRC may appoint alternative BAS where necessary to support the review of the first appeal.
- Final Appeal application will be handled by HKGBC. HKGBC will appoint a Final Appeal Panel to review the appeal application. Feedback shall be issued within 90 calendar days after the formation of the Panel.
- Repeated submission of the same item will not be entertained.
- All appeal results will be announced on website for appropriate sharing.



Please click the link below to download the Appeal Process Flow for quick reference.
http://www.hkgbc.org.hk/upload/beamdocuments/beamplusdoc/Appeal_Page_12August2011_v1.0.pdf