



HKBBC
BEAM Affiliates
綠建通才

Candidate Handbook
考生手冊

(2019.02)

BEAM
建築環保評估協會

 HKBBC
香港綠色建築議會

Table of Contents

PART A – Introduction	Page 1
PART B – Apply for BEAM Affiliate Training and Examination.....	Page 1 – 2
PART C – BEAM Affiliate Training.....	Page 2 – 4
PART D – BEAM Affiliate Examination.....	Page 4 – 9
PART E – After Your Examination.....	Page 9 – 11
PART F – Qualification Maintenance and Prospect of BEAM Affiliate Credential.....	Page 11 – 12
PART G – Rules of Conduct.....	Page 13
PART H – Enquiry.....	Page 13
APPENDIX A – Types of CPD Activities.....	Page 14
APPENDIX B – Rules of Conducts for BEAM Practitioners.....	Page 15 – 16

Part A – Introduction

A **BEAM Affiliate** is a person accredited by the Hong Kong Green Building Council Limited (HKGBC) as being competent to support green building design, construction and operations. The BEAM Affiliate Training and Examination, organised by BEAM Society Limited (BSL), aims at equipping participants with knowledge in green building in the areas of design, construction, operation, maintenance, as well as the BEAM Plus rating tool.

The programme welcomes **practitioners working in the construction or real estate industry (including planning, design, construction, testing, commissioning, operation, maintenance, facility management, product supplies or interior design), or recent graduates** who are in the process of working towards a professional qualification.

Two major reasons to go for the BEAM Affiliate credential are:

- **Knowledge**
Preparation for the BEAM Affiliate Examination requires training and study. In the process, your knowledge in green buildings will definitely be enhanced.
- **Recognition**
BEAM Affiliate credential serves as an unbiased endorsement of your green building knowledge.

PART B – Applying for BEAM Affiliate Training and Examination

Minimum Qualification Requirements	<p>To enroll in the Training and Examination, you must fulfil one of the following:</p> <p>A diploma or above, in a subject related to the built environment</p> <p>OR</p> <p>Any person who has worked in the construction or real estate industry (including planning, design, construction, testing, commissioning, operation, maintenance, facility management, product supplies or interior design, etc.) for at least 5 years</p>
Online Registration	<p>Candidates are required to register as a member of BSL's Online Training Portal for further registration. Please click here and follow the instruction to register BEAM Society Limited's Online Training Portal Member and BEAM Affiliate Training and Examination.</p> <p>Candidates are required to submit the completed registration form and all relevant supporting documents:</p> <ol style="list-style-type: none">1) Curriculum Vitae2) Certificate(s) of Education (if any)3) Certificate(s) of Professional Institute (if any)4) Proof of Supporting Organisation (if any – please refer to course flyer) <p>Applicants will receive an email notifying them if their applications are received by BSL within 1 calendar day. Applicants will receive another email if the application is successful or unsuccessful within 7 business days. Candidates must complete their payments in order to confirm their enrollment.</p>

Training and Examination Fee	Members of BEAM Society Limited Associate / Ordinary membership from 1 April 2015 onwards		HK\$1,500 for Training and Examination
	Hong Kong Green Building Council Associate / Institutional / Patron membership		
	Supporting Organisations (please refer to event flyer)		HK\$1,800 for Training and Examination
	Others		HK\$2,000 for Training and Examination
	Payment can be made by either credit card or cheque payable to “BEAM Society Limited” and send to the following address: <div>BEAM Society Limited 1/F Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong Reference: BEAM Affiliate Training and Examination</div> <i>* Please ensure your name, contact number and payment details (BEAM Affiliate Training & Examination) are written on the back of the cheque</i>		
Collection of Personal Data	Your personal data will be collected through BSL and the HKGBC for purposes in connection with BEAM Affiliate Training and Examination. For details of Privacy Policy of BSL and the HKGBC, please visit: www.beamsociety.org.hk/en_privacy.php www.hkgbc.org.hk/eng/privacypolicy.aspx		
PART C – BEAM Affiliate Training			
Training Outline (For Reference ONLY)	The BEAM Affiliate Training includes the general concepts of BEAM Plus New Buildings, BEAM Plus Existing Buildings, BEAM Plus Interiors and BEAM Plus Neighbourhood rating tools. Instructors are invited from the Green Building Faculty, which consist of a group of experts and professionals that supports the initiatives of green building and sustainable environment in Hong Kong.		
	(A)	Framework and Innovations (IA)	框架與創新 (IA)
	1	Building Environmental Assessment Method (BEAM)	建築環境評估法
	2	BEAM Plus	綠建環評
	3	BEAM Affiliate (BA)	綠建通才
	4	BEAM Professional (BEAM Pro)	綠建專才
	5	BEAM Assessor (BAS)	綠建評委
	6	Provisional Assessment (PA)	暫定評估
	7	Final Assessment (FA)	最終評估
	8	Credit Interpretation Request (CIR)	評分演譯要求
	9	Appeal	上訴
	10	Bonus	獎勵分
	11	Innovative Techniques	創新技術
	12	Performance Enhancement	性能提升

	(B) Site Aspects (SA)		用地與室外環境 (SA)
	1	Microclimate	微氣候
	2	Urban Heat Island	城市熱島效應
	3	Building Permeability	建築物通透度
	4	Air Ventilation Assessment	空氣流通評估
	5	Cool Materials	降溫材料
	6	Vertical Daylight Factor	垂直採光系數
	7	Ecological Value / Biodiversity	生態價值 / 生物多樣性
	8	Pervious / Impervious Hard Landscape	透水 / 不透水地面
	(C) Materials Aspects (MA)		用材 (MA)
	1	Construction Waste	建築廢物
	2	Waste Minimization	減廢 / 廢物減量
	3	Waste Recycling	廢物回收 / 廢物循環再造
	4	Ozone Depletion	臭氧層耗蝕 / 臭氧層損耗
	5	Waste Management Plan	廢物管理計劃
	6	Prefabrication	預製
	7	Modular Design	模組化設計
	8	Sustainable Timber	可持續木材
	9	CFC	氟氯化碳
	10	Structural Adaptability	結構可適應性
	(D) Energy Use (EU)		能源使用 (EU)
	1	Building Energy Codes	建築物能源效益守則
	2	Carbon Emission Reduction	減少碳排放
	3	Building Simulation and Exceptional Calculation Method	建築物模擬和特殊計算方法
	4	Embodied Energy	內含能源
	5	Renewable Energy	可再生能源
	6	Energy Management	能源管理
	7	Testing and Commissioning	測試及調試
	8	Operation and Maintenance	操作及維修
	9	Passive Design	被動式設計
	(E) Water Use (WU)		用水 (WU)
	1	Quality Water Recognition Scheme (QWRS)	優質食水認可計劃
	2	Water Efficiency Labelling Scheme (WELS)	用水效益標籤計劃
	3	Harbour Area Treatment Scheme (HATS)	淨化海港計劃
	4	Legionella	退伍軍人病桿菌
	5	Potable Water Storage Tanks	食水缸
	6	Rainwater Harvesting	雨水收集
	7	Flushing Water / Sea water	沖廁水 / 海水
	8	Greywater	中水
	9	Irrigation	灌溉
	10	Periodic Inspection	定期檢查

	<table><tr><th>(F)</th><th>Indoor Environmental Quality (IEQ)</th><th>室內環境質素 (IEQ)</th></tr><tr><td>1</td><td>Minimum Ventilation</td><td>最低限度通風</td></tr><tr><td>2</td><td>Plumbing and Drainage Systems</td><td>給排水系統</td></tr><tr><td>3</td><td>Biological Contamination</td><td>生物污染</td></tr><tr><td>4</td><td>Waste Disposal</td><td>廢物棄置</td></tr><tr><td>5</td><td>Indoor Environmental Quality</td><td>室內環境質素</td></tr><tr><td>6</td><td>Outdoor Air Quality</td><td>室外空氣質素</td></tr><tr><td>7</td><td>Acceptable Indoor Air Quality</td><td>合格室內空氣質素</td></tr><tr><td>8</td><td>Thermal Quality</td><td>室溫質量</td></tr><tr><td>9</td><td>Visual Quality</td><td>照明質量</td></tr><tr><td>10</td><td>Aural Quality</td><td>聲音質量</td></tr><tr><th>(G)</th><th>Supplementary Session of BEAM Plus ND</th><th>綠建環評社區附加環節 (ND)</th></tr></table>	(F)	Indoor Environmental Quality (IEQ)	室內環境質素 (IEQ)	1	Minimum Ventilation	最低限度通風	2	Plumbing and Drainage Systems	給排水系統	3	Biological Contamination	生物污染	4	Waste Disposal	廢物棄置	5	Indoor Environmental Quality	室內環境質素	6	Outdoor Air Quality	室外空氣質素	7	Acceptable Indoor Air Quality	合格室內空氣質素	8	Thermal Quality	室溫質量	9	Visual Quality	照明質量	10	Aural Quality	聲音質量	(G)	Supplementary Session of BEAM Plus ND	綠建環評社區附加環節 (ND)
(F)	Indoor Environmental Quality (IEQ)	室內環境質素 (IEQ)																																			
1	Minimum Ventilation	最低限度通風																																			
2	Plumbing and Drainage Systems	給排水系統																																			
3	Biological Contamination	生物污染																																			
4	Waste Disposal	廢物棄置																																			
5	Indoor Environmental Quality	室內環境質素																																			
6	Outdoor Air Quality	室外空氣質素																																			
7	Acceptable Indoor Air Quality	合格室內空氣質素																																			
8	Thermal Quality	室溫質量																																			
9	Visual Quality	照明質量																																			
10	Aural Quality	聲音質量																																			
(G)	Supplementary Session of BEAM Plus ND	綠建環評社區附加環節 (ND)																																			
Training Date and Venue	Please click here to view the schedule and programme rundown for the next BEAM Affiliate Training.																																				
References – BEAM Plus Manual	<ul style="list-style-type: none">• BEAM Plus for New Buildings Version 1.2• BEAM Plus for Existing Buildings Version 2.0 Comprehensive Scheme• BEAM Plus for Existing Buildings Version 2.0 Selective Scheme• BEAM Plus Interiors Version 1.0• BEAM Plus Neighbourhood Version 1.0 <p>Additional reading:</p> <ul style="list-style-type: none">• BEAM Plus Bespoke Procedures Manual v1.0• BEAM Plus Project Assessment Procedures Manual v4.0• BEAM Plus Assessment Process																																				
PART D – BEAM Affiliate Examination																																					
Examination Format and Language	<p>The purpose of BEAM Affiliate Examination is to test the core concept of the aspects under BEAM Plus assessment tools and the knowledge to support BEAM Plus projects and green buildings in the areas of design, construction, operation and maintenance.</p> <p>The Examination is computer-based test and questions are randomly generated. Candidates are required to answer 60 multiple-choice questions within 120 minutes. A score of 75% must be achieved to pass the examination.</p> <p>This is an open-booked examination; however, candidates attend the examination are ONLY allowed to bring their respective identification documents into the examination room. A hard copy of Training Materials will be provided at the examination centre.</p> <p>The language for the Examination is English only.</p>																																				
Examination Date and Venue	Candidates can choose their preferred session of Examination as shown on the registration form. Final assigned session will depend upon availability. Please refer to the latest training flyer on BSL’s website.																																				

	<p>Candidates must arrive the examination centre 20 minutes before the Examination.</p> <p><u>Address of the examination centre:</u> Hong Kong Examinations and Assessment Authority 17 Tseuk Luk Street San Po Kong Kowloon Hong Kong</p>
Identification Requirements	<p>Candidates must ensure their English Name and HKID/Passport No. are identical to those shown on their HKID/Passport presented at the examination centre.</p>
Examination Rescheduling	<p>Rescheduling of the Examination is permitted; and candidate is allowed to submit an application ONCE, if he/she cannot attend the original scheduled date of examination. The application must be submitted to the BSL at least 10 business days before the original scheduled date of examination. An Administration Fee of HK\$600 will be charged per application after the first confirmation email is sent out to the Applicant. The Applicant will then be advised to choose 3 more options for the new schedule (subject to seating availability).</p> <p>If the candidate fails to attend the examination per the new schedule, he/she is required to apply for re-sitting the examination.</p> <p>Payment can ONLY be made by cheque payable to “BEAM Society Limited” and send to the following address:</p> <div style="background-color: #e6f2ff; padding: 10px; margin: 10px 0;"> <p>BEAM Society Limited Rm 105, 1/F Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong Reference: BEAM Affiliate Training and Examination - Rescheduling</p> </div> <p><i>* Please ensure your name, contact number, originally assigned examination session, requested examination session and payment details (Examination Rescheduling) are written on the back of the cheque.</i></p>
Failing to Appear for a Scheduled Examination	<p>Any candidate who is absent from the examination due to medical reason or personal issue is eligible to re-sit the examination subject to the same additional payment.</p> <p>Please refer to “Failing the Examination” section in Part E.</p>
Examination Centre Regulations	<p>Candidates attending the examination are only allowed to bring their respective identification documents into the examination room. Papers, books, bags (including pocketbooks and purses), writing or drawing instruments or electronic devices (including calculators, computers, cellular phones and any other communication devices) are required to be kept in a locker throughout the examination.</p> <p>Hard copies of Training Materials, scratch papers, pencils and erasers will be provided by the examination centre. Candidates are not allowed to write on, tear down, rearrange the training materials or take away anything from the examination centre after they finish the examination.</p>
Breach of Examination	<p>Candidates are warned that any of the following offences may lead to disqualification from the examination:</p>

Regulations	<ul style="list-style-type: none"> • Obtaining knowledge of contents of questions prior to the examination. • Copying from notes, books or electronic devices brought into the examination room or from the work of other candidates. (Note: Possession of unauthorised material / devices found on / in the examination desk or on the candidate will be considered sufficient grounds for a charge of premeditated cheating and this will lead to disqualification.) • Communicating or attempting to communicate in any form with persons inside or outside the examination centre during an examination session. • Attempting to take away any examination material from the examination centre. • Attempting to tamper with a computer. • Attempting to copy or record examination questions (in any format) from the examination centre. • Impersonation or requesting others to impersonate. • Deliberately disturbing or causing a nuisance to other candidates. • Disobeying the instructions of the Centre Supervisor and/or being excessively rude to the Centre Supervisor. • Leaving the examination room before the end of the session without authorisation.
Arrangement of BEAM Affiliate Examination during Bad Weather	Please refer to our memo .
Services to Special Needs Candidates	The Hong Kong Examinations and Assessment Authority (HKEAA) provides special examination arrangements for candidates with special needs and disabilities. Please click here for details.
Sample Q&A (English version only)	<p>1. Negative impact on microclimate will be resulted by using:</p> <p>A. non-renewable energy sources. B. materials of high Volatile Organic Compound level. C. water inefficient planting. D. impervious paving surfaces on the ground.</p> <p><u>Answer: D</u></p> <p>2. Which of the following features will likely improve the microclimate near the ground around a high-rise office building?</p> <p>A. roof gardens. B. photovoltaic panels. C. vertical greenery on podium facades (less than 15m above ground). D. water features on podium gardens (over 15m above ground).</p> <p><u>Answer: C</u></p> <p>3. The use of indigenous / native plant species will enhance the ecological value of a site because they are likely to:</p> <p>A. create a better microclimate. B. require less maintenance. C. support a diverse assemblage of local animal species. D. consume less water.</p> <p><u>Answer: C</u></p>

4. The primary objective of the Air Ventilation Assessment method is to evaluate the impact of:
- A. wind on structural design of buildings.
 - B. natural ventilation design of buildings on energy use.
 - C. building separation on risk of fire spread.
 - D. building design on the wind environment.

Answer: D

5. According to Environmental Protection Department, in how many years will all Hong Kong's landfills be full?
- A. 1-5 years.
 - B. 6-10 years.
 - C. 10-15 years.
 - D. 15-20 years.

Answer: B

6. Which of the following refrigerant shall not be used in HVAC&R or other equipment in BEAM Plus?
- A. CFC
 - B. Ethane
 - C. Dimethyl ether
 - D. Propane

Answer: A

7. How many assessment tools are currently available to be registered under BEAM Plus?
- A. 1
 - B. 2
 - C. 3
 - D. 4

Answer: D

8. Which of the following development project cannot be assessed by BEAM Plus NB?
- A. Commercial building
 - B. Residential building
 - C. Complex building with shopping mall on the ground floor and residential tower on top
 - D. Open garden with no building

Answer: D

9. What kind of "Innovative Technology" can be considered under BEAM Plus?
- A. Advance technique which has not yet been widely adopted in HK or even elsewhere with environmental benefit.
 - B. LED lighting in office area
 - C. Solar panel for hot water system
 - D. Natural ventilation in residential unit

Answer: A

10. 70% of Hong Kong's raw water is provided from:

- A. Dongjiang.
- B. Shenzhen.
- C. Huangpu.
- D. Dongguan.

Answer: A

11. Under BEAM Plus NB WU 2 Water monitoring, which of the following areas can be omitted?

- A. Plant room areas.
- B. Concealed areas.
- C. Toilet areas.
- D. Pipe ducts.

Answer: C

12. Ventilation protects indoor users against poor indoor air quality by limiting pollutant levels. What is the document be referred to as assessment criteria for pollutant levels?

- A. ASHRAE Standard 62 for minimum ventilation rate.
- B. IAQ Certification Scheme of EPD.
- C. BEAM Plus NB Version 1.2.
- D. CIBSE Handbook.

Answer: B

13. Objective of IEQ assessment is to engender a feeling of well-being amongst building users. Which of the following is not considered as 'well-being' under BEAM Plus NB and EB:

- A. Indoor air quality.
- B. Health and safety.
- C. Social interaction.
- D. Security.

Answer: C

14. Assessment of biological contamination in BEAM Plus refers to prevention of:

- A. Avian flu.
- B. Infection due to virus and fungi.
- C. Legionnaires' disease.
- D. Pneumonia.

Answer: C

15. Which of the following is a common energy saving method used in car park ventilation?

- A. CO monitoring
- B. Decoupler system
- C. Occupancy sensor
- D. Free air cooling

Answer: A

	<p>16. Which of the following systems carries the highest electricity load in commercial buildings?</p> <p>A. Electrical lighting. B. Air-conditioning and refrigeration plant. C. Lift and escalators. D. Building management system.</p> <p><u>Answer: B</u></p> <p>17. Which of the following electrical appliances is currently not included under MEELS of the EMSD energy label certification list?</p> <p>A. Washing machine. B. Room air conditioner. C. Electric storage water heater. D. Microwave oven.</p> <p><u>Answer: D</u></p> <p>18. In Hong Kong, what percentage of electricity is consumed by buildings?</p> <p>A. 50% B. 60% C. 70% D. 90%</p> <p><u>Answer: D</u></p> <p>19. Which type of lift driving system is the most energy efficient?</p> <p>A. AC Variable Frequency Drive B. AC Variable Voltage Drive C. AC Variable Voltage Variable Frequency Drive D. DC Thyristor Leonard Drive</p> <p><u>Answer: C</u></p>
--	---

PART E – After your Examination

Examination Result	Provisional examination result slip with the result of pass/fail will be generated immediately after the examination.
Passing the Examination	<p>Candidates who have passed the Examination will receive emails from the HKGBC within a month after the examination and receive the following:</p> <ol style="list-style-type: none"> 1. BEAM Affiliate e-certificate 2. Formal examination result notification 3. Password to login the BEAM Affiliate Individual Account
Failing the Examination	Candidates who fail the examination can re-take the examination after payment of an additional fee each time. Any candidate who is absent from the examination due to medical reason or personal issue is eligible to re-sit the examination subject to the same additional payment.

The fee for re-take the examination is as follows:

Members of BEAM Society Limited Associate / Ordinary membership from 1 April 2015 onwards	HK\$700 per examination session
Members of Hong Kong Green Building Council Institutional / Associate membership	
Members of Supporting Organisations	HK\$900 per examination session
Others	HK\$1,200 per examination session

Payment must be completed before the deadline for application via BSL Online Training Portal. Payment can be made by **credit card** or **cheque** payable to "BEAM Society Limited" and send to the following address:

BEAM Society Limited
Rm 105, 1/F Jockey Club Environmental Building
77 Tat Chee Avenue
Kowloon Tong
Hong Kong
Reference: BEAM Affiliate Training and Examination - Retake

** Please ensure your name, contact number, payment details (Examination Retake) are written on the back of the cheque.*

The validity period of examination retake shall be limited to **one year from the first Examination date** of the candidate; Candidates fail to pass the examination within the one-year period will be required to retake the BEAM Affiliate Training and to pay for the full payment of Training and Examination fee.

Appeal to Examination

Appeal to the process, procedure and questions of the examination are accepted.

Some examples of "Appeal to Process and Procedure" are the delay in allowing candidate to enter the examination centre, computer glitch, unclear instructions for the examination, etc. Candidates must provide clear and concise description of the issue under the appeal.

An administrative fee of HK\$500 will be charged per Process / Procedure.

For appeals on examination questions, the charge would be **\$500 per question**. Candidates must provide the question number and rough idea of the question to support the appeal.

If the appeal is successful, the fee shall be refunded to applicant.

Appeal Process

To facilitate our handling of your appeal in an effective manner, you are required to submit the Appeal Form (Click [here](#) to download the form) together with the cheque payable to "BEAM Society Limited" and send to the following address:

	<p>BEAM Society Limited 1/F Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong Reference: BEAM Affiliate Training and Examination - Appeal</p> <p><i>* Please ensure your name, contact number, payment details (Appeal) are written on the back of the cheque.</i></p> <p>Please note that appeal should be applied within 10 business days upon receiving the Provisional Result slip.</p> <p>An acknowledgement via email will be issued to the Appeal Applicant within 3 business days from the day the form and cheque are received.</p> <p>BSL will review the case and a reply will be issued to the Appeal applicant within 20 business days.</p>
PART F – Credential Maintenance and Prospect of BEAM Affiliate Credential	
BEAM Affiliate Individual Account	<p>Accredited BEAM Affiliate will be given an individual account online, which is managed by the HKGBC. (https://practitioner.hkgbc.org.hk/) At the Individual Account, BEAM Affiliate can:</p> <ul style="list-style-type: none"> • retrieve his/her official result documents of BEAM Affiliate Examination; • retrieve his/her BEAM Affiliate e-Certificates; • update his/her personal information; • pay for the annual qualification renewal fee; • submit his/her annual CPD records to maintain his/her qualification; <p><i>(Remarks: Functions of Individual Account will be rolled out gradually.)</i></p>
Qualification Maintenance	BEAM Affiliate maintains his/her qualification by paying \$150 qualification renewal fee and submitting 6 CPD hours every year.
Annual Qualification Renewal Fee	<p>BEAM Affiliates are required to pay a qualification renewal fee of \$150 every year. The fee will be used for supporting the operation of BEAM Affiliate accreditation and maintenance of Individual Accounts.</p> <p>The qualification renewal fee is not required for the first calendar year of accreditation. (e.g. If a BEAM Affiliate is accredited on 5 October 2018, he/she does not have to pay the qualification renewal fee for 2018.)</p> <p>After that, BEAM Affiliate can settle the qualification renewal fee on or before 31 March of every year. \$30 surcharge will be imposed for delay in settlement. Furthermore, the credential will be suspended if the fee is still not settled by 31 December of the corresponding year.</p>

<p>CPD Record Submission</p>	<p>BEAM Affiliates are also required to fulfil the annual CPD requirements. From 1 January to 31 December every year, he/she needs to submit 6 CPD hours. Different types of professional development activities can be counted towards CPD hours (See Appendix A). BEAM Affiliate can submit their CPD hours through their Individual Account by 31 December.</p> <p>CPD record submission is not required for the first calendar year of accreditation. (e.g. If a BEAM Affiliate is accredited on 5 October 2018, he/she does not have to fulfill the CPD requirement for 2018.)</p> <p>BEAM Affiliate who cannot attain the minimum CPD hours in the 1st year can make up the outstanding hours in the 2nd & 3rd years. However, by the 3rd year, if the total number of attained CPD hours is still less than 12, his or her BEAM Affiliate credential will be suspended, with the status shown in the Practitioners' Directory. Upon suspension, a 2-year grace period will be granted for suspended BEAM Affiliate to make up the outstanding CPD hours.</p>
<p>Prospect of BEAM Affiliate Credential</p>	<p>For BEAM Affiliate who are accredited from 2017 onwards, they must fulfill the minimum entry requirements of BEAM Professional Training as stipulated in the new scheme of BEAM Pro Training launched in 2017 (here) if they wish to gain the BEAM Pro NB/EB/BI/ND credentials.</p> <p>For enquiries, please contact us at 3610 5700 or email ba.training@beamsociety.org.hk</p>
<p>Suspension</p>	<p>Suspended BEAM Affiliate will be given a 2-year grace period. During the grace period, BEAM Affiliate can reinstate his/her credential by settling the outstanding annual qualification renewal fee and making up any outstanding CPD hours.</p> <p>However, BEAM Affiliate are reminded they are required to fulfill on-going CPD hours of the current year, and to settle the qualification renewal fee of the current year, to avoid possibility of the further suspension or termination of the credential in the future.</p>
<p>Termination</p>	<p>If the suspended BEAM Affiliate cannot make up all CPD hours due or settle outstanding qualification renewal fee within the grace period, his or her BEAM Affiliate qualification will be terminated. He or she can re-enroll the BEAM Affiliate Training and pass the Examination to attain the qualification again.</p>

PART G – Rules of Conduct

Rules of Conduct

The Rules of Conduct set out the standard of professional conduct required for every BEAM Professional and BEAM Affiliate (the Practitioner). The rules consist of five principal requirements as below (For details, please refer to Appendix B – Rules of Conduct for BEAM Practitioners)

1. A Practitioner shall uphold the value, dignity and reputation of the Profession.
2. A Practitioner shall abide by laws related to the Profession.
3. A Practitioner shall comply with the rules and regulations of the Organisations.
4. A Practitioner shall respect the intellectual property rights of the Organisations.
5. A Practitioner shall conduct his or her business in a competent, ethical and objective manner.

BEAM Affiliates are required to sign an online undertaking to comply with the Rules of Conduct at their first-time login of BEAM Affiliate Individual Account. Every year, BEAM Affiliates are also required to declare that he or she has not committed misconduct in a professional respect since last renewal, before settling the Annual Qualification Renewal Fee.

PART H – Enquiry

Enquiry

For enquiries about BEAM Affiliate Training and Examination, please contact BSL at 3610 5700 or email ba.training@beamsociety.org.hk.

For enquiries about BEAM Affiliate's qualification maintenance, please contact HKGBC at 3994 8831 or email hkgbc-gljqwq@hkgbc.org.hk

Note: This Handbook has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

Appendix A – Types of CPD Activities

Type	Activities
1	Attend or be a speaker in any green building-related training/seminars/events
2	Conduct research/study OR Write papers related to green building
3	Attend HKGBC/BSL committee/working group meetings OR Act as a jury member in competitions organised by HKGBC/BSL
4	Participate in BEAM Plus projects (Maximum 3 hours per year can be claimed for Type 4)

Notes:

- a. The responsibility to judge whether CPD activities are green building related rests with the BEAM practitioners. In case of doubt, practitioners should refer to BEAM Plus or other green building rating tools.
- b. Events can include technical visits and exhibitions.
- c. Study can include formal courses such as degrees, diplomas, certificates, e-learning course, etc. as well as learning from books, CD-ROMs, journals, library, etc.
- d. Practitioners are encouraged to make CPD entry to the Individual Account immediately after the completion of CPD activity, except those HKGBC/BSL Activities with automatic entry.
- e. HKGBC may carry out CPD compliance check on selected practitioners. When asked to substantiate CPD fulfillment, practitioners should produce supporting documents such as receipts, tickets or attendance certificates, etc. For study activities, study deliverables (e.g. papers or notes of learning points) or transcript of study can be used as evidence. For projects, appointment letter, meeting minutes or project submittals may be used. In all cases, practitioners are advised to keep CPD evidence for three (3) years.

Appendix B – Rules of Conducts for BEAM Practitioners

The following rules set out the standard of professional conduct required of every BEAM Professional and BEAM Affiliate (the Practitioner). The rules consist of five principal requirements. Under each principal requirement, examples are given to illustrate how it is applied to the work of the Practitioner.

Unless the context otherwise requires, the following words shall have the following meanings:

- “Organisations” shall mean Hong Kong Green Building Council Limited and BEAM Society Limited.
- “Practitioner” shall mean a BEAM Professional / a BEAM Affiliate.
- “Profession” shall mean the profession consisting of BEAM Professionals and BEAM Affiliates.

1. A Practitioner shall uphold the value, dignity and reputation of the Profession.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) uphold the value of green building and endeavour to implement the principles of green building in his or her work;
- (b) conduct himself or herself in a manner so as to uphold the dignity, standing and reputation of the Profession; and
- (c) not carry out any act that will bring the Profession and the Organisations into disrepute.

2. A Practitioner shall abide by laws related to the Profession.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) abide by ordinances, regulations and other statutory instruments that govern his or her professional work such as those related to environmental protection; and
- (b) abide by ordinances, regulations and other statutory instruments that govern ethics and matters related to the Profession such as prevention of bribery, health and safety.

3. A Practitioner shall comply with the rules and regulations of the Organisations.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) be cooperative in his or her dealings with the Organisations, including responding to any enquiry and/or notice of hearing when inquiry into suspected misconduct has to be carried out; and

- (b) follow any rules and regulations made by the Organisations, which may be related to sitting of examination, use of logos and labels, making of BEAM Plus submissions, etc.

4. A Practitioner shall respect the intellectual property rights of the Organisations.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) protect proprietary, confidential or other classified information (e.g. training materials) provided to them by the Organisations and not misuse them;
- (b) not make or keep copies, excerpts or notes of examination materials in the BEAM Practitioner examinations, and not divulge any information learnt or obtain from such examinations; and
- (c) not infringe any trademarks, patents or copyrights possessed by the Organisations.

5. A Practitioner shall conduct his or her business in a competent, ethical and objective manner.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) ensure adequate maintenance of his or her professional competence;
- (b) not undertake responsibility that he or she is not qualified and competent to discharge;
- (c) not provide information about his or her qualifications, capacity and competency that is non-factual, misleading or fraudulent; and
- (d) disclose any real or potential conflicts of interest to his or her client and immediately refrain from participating in work involving such conflicts.