



Circular Letter No.: 2019.154 (Revision 1)

Issue Date: 21 January 2019

Revision Date: 3 May 2019

Application: BEAM Plus NB Version 1.1 & 1.2

Effective Date: 3 May 2019

**EU 10 Testing and Commissioning**

1. The Circular Letter provides a further interpretation on the requirement of Commissioning Authority (CxA) and Independent Commissioning Authority (iCxA) under the captioned credit.
2. The qualification and responsibilities of the CxA and iCxA are outlined in the table below:

	<b>Qualifications</b>	<b>Responsibilities<sup>1</sup></b>
<b>Commissioning Authority (CxA)</b>	<ul style="list-style-type: none"> <li>• Have the experience in testing &amp; commissioning for at least 2 building projects;</li> <li>• Have adequate expertise in the commissioning of electrical and mechanical systems, equipment and components;</li> <li>• Cannot be responsible for the construction or installation of any building services installations of the project<sup>2</sup>;</li> <li>• May be the project owner<sup>3,4</sup> or his/her employee; and</li> <li>• Possesses the qualification of a Registered Professional Engineer or MHKIE under the discipline of building services, mechanical, electrical, energy or environmental at the time of the assessment submission<sup>5</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• Review project design to meet owner’s requirement;</li> <li>• Incorporate all testing and commissioning requirements into the tender documents (i.e. commissioning specifications);</li> <li>• Develop and endorse the Commissioning Plan;</li> <li>• Supervise the Contractors to implement the Commissioning Plan;</li> <li>• Develop the procedures and checklists of the functional test;</li> <li>• Witness the functional test;</li> <li>• Document and endorse the result of functional test;</li> <li>• Confirm that the systems, equipment and components are functioning in accordance with the design intent and in accordance with the construction documents;</li> <li>• Verify that all findings are documented into the Commissioning Report; and</li> </ul>

<sup>1</sup> The responsibilities listed under this table is a general summary of Appendices 8.5.1 to 8.5.4 of the BEAM Plus Manual. Should the Applicant decide to attempt credit EU 10, the Applicant should observe the testing and commissioning requirements specified under Appendices 8.5.1 to 8.5.4 of the BEAM Plus Manual.

<sup>2</sup> The wording of this paragraph has been updated on 3 May 2019.

<sup>3</sup> Project owner refers to the party that oversees the overall management of the project. For a design-bid-build project, this could be the project manager acting on behalf of the building owner or the building owner him/herself. For a design and build project, this could be the project manager acting on behalf of the building owner.

<sup>4</sup> Project proponent shall be classified as a project owner.

<sup>5</sup> Assessment submission refers to the date when the assessment package is formally accepted by BSL.

	<b>Qualifications</b>	<b>Responsibilities<sup>1</sup></b>
		<ul style="list-style-type: none"> <li>Report all findings directly to project owner, if the commissioning works are not conducted by the project owner<sup>6</sup>.</li> </ul>
<b>Independent Commissioning Authority (iCxA)<sup>7</sup></b>	<ul style="list-style-type: none"> <li>Have the experience in testing &amp; commissioning for at least 2 building projects;</li> <li>Have adequate expertise in the commissioning of electrical and mechanical systems, equipment and components;</li> <li>Cannot be responsible for the design process;</li> <li>Cannot be responsible for the construction or installation of any building services installations of the project<sup>8</sup>;</li> <li>Cannot be appointed as a design consultant or contractor for the project;</li> <li>May be the project owner or his/her employee;</li> <li>Maybe an independent consultant appointed by the project owner; and</li> <li>Possesses the qualification of a Registered Professional Engineer or MHKIE under the discipline of building services, mechanical, electrical, energy or environmental at the time of the assessment submission.</li> </ul>	<ul style="list-style-type: none"> <li>Verify that all testing and commissioning requirements are fully incorporated into the tender documents (i.e. commissioning specifications)</li> <li>Verify that the Commissioning Plan has included the owner's requirement;</li> <li>Endorse the Commissioning Plan;</li> <li>Review the functional test procedures and verify the result of the functional test;</li> <li>Verify and endorse all findings in the Commissioning Report; and</li> <li>Report all findings directly to project owner, if the commissioning works are not conducted by the project owner<sup>9</sup>.</li> </ul>

3. To ensure the due diligence within the testing and commissioning process, the Applicant should take note of the following requirement when appointing the CxA and iCxA:
- i. The same personnel or entity could not be qualified for the dual role of CxA and iCxA. For example, if a project owner has assigned the design consultant as the CxA, then the project owner should assign someone else other than the design consultant as the iCxA.
  - ii. A single design consultancy firm could not be appointed for the dual role of CxA and iCxA. For example, if a project owner has appointed design consultancy firm A as the CxA, then the project owner should assign the role of iCxA to a different firm, vice-versa<sup>10</sup>.
  - iii. There can only be one CxA and one iCxA responsible for the testing and commissioning works for each project. If there are changes in CxA and/or iCxA during the design and construction timeline, the Applicant should make reasonable effort in ensuring that there is a seamless transfer of testing and commissioning tasks between the old and the new CxA and/or iCxA and to ensure that the new CxA and/or iCxA confirms that the project complies with all testing and commissioning requirements.
4. The Applicant is encouraged to file a Credit Interpretation Request for clarifications if he/she is in doubt whether a candidate can qualify for the role of CxA or iCxA.

<sup>6</sup> The Applicant should provide an organization chart to show that the CxA is a subordinate to the project owner.

<sup>7</sup> Design checker may be qualified as an iCxA for design-build projects.

<sup>8</sup> The wording of this paragraph has been updated on 3 May 2019.

<sup>9</sup> The Applicant should provide an organization chart to show that the iCxA is a direct subordinate to the project owner.

<sup>10</sup> The wording of this paragraph has been updated on 3 May 2019.

5. For the avoidance of doubt, the Applicant is requested to submit the following document on top of the standard enclosures (e.g. commissioning specification, commissioning plan, commissioning records, commissioning report, etc.) for the credit assessment:
  - i. For Provisional Assessment and all re-assessment(s) commenced before Final Assessment: Undertaking letter from the project's CxA and/or iCxA committing his/her involvement in the testing and commissioning process together with his/her CV.
  - ii. For Final Assessment and all re-assessment(s) afterward: Confirmation letter from the project's CxA and/or iCxA confirming that the electrical and mechanical systems, equipment and components have been fully tested and commissioned together with his/her CV.
6. Sample undertaking and confirmation letter demonstrating the CxA/iCxA's involvement in the project are provided in Appendix A of this Technical Circular for reference. The Applicant is encouraged to refer to these samples when preparing the undertaking or confirmation letter for submission.
7. Approved PA projects: For projects that have already completed PA where certain personnel has been approved as a CxA or iCxA, the Applicant may continue to have the same personnel as the CxA or iCxA for the subsequent assessments (FA or Re-assessment in the PA stage). For the avoidance of doubt, the Applicant shall provide PA evidences (e.g. extract of the PA report, documents submitted for assessment in PA, etc). in subsequent assessments to support the intention having the same personnel as CxA or iCxA as in PA.



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Mr KM So  
Chairperson of Standards Sub-committee



**Appendix A:**

**Sample Undertaking/Confirmation Letter on Commissioning Authority (CxA)/  
Independent Commissioning Authority (iCxA)**

1. The Applicant may refer to the sample undertaking/confirmation letter in the subsequent pages to undertake their intention/confirm their compliance to the Commissioning Authority (CxA)/Independent Commissioning Authority (iCxA) requirement under BEAM Plus New Buildings v1.1/v1.2.
2. To make use of the letter template, the Applicant shall complete all fields highlighted in yellow. Once all fields have been filled in, the letter should then be printed with the letterhead and be submitted as part of the assessment package.
3. Please note that all data specified in the letter templates will be used for the following purposes:
  - (a) Facilitate BEAM Plus applicants to undertake their intention or confirm their compliance on the CxA/iCxA requirement;
  - (b) Enable Technical Review Committee to assess the Applicant's compliance with the CxA/iCxA requirement; and
  - (c) For any other purposes related to BEAM Plus assessments ONLY.
4. All enquiries relating to the personal data of the CxA/iCxA, including making access and correction, should be submitted by post to BEAM Society Limited, 1/F Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong, or via email to [enquiry@beamsociety.org.hk](mailto:enquiry@beamsociety.org.hk)



**Appendix A1:**

**Undertaking to Act as Commissioning Authority (CxA)/Independent Commissioning Authority (iCxA)**

Our reference:

Your reference:

<Insert Date Here>

BEAM Society Limited  
1/F, Jockey Club Environmental Building,  
77 Tat Chee Avenue,  
Kowloon Tong, Hong Kong  
(Attn: Chairperson of Assessment Sub-committee)

Dear Sir/Madam,

**Undertaking to Act as** <Commissioning Authority (CxA)/Independent Commissioning Authority (iCxA)>  
**for** <Insert The Project Name>

I, <Insert The Name of The CxA/iCxA>, hereby undertake to act as the <CxA/iCxA> for the captioned project and is committed to observing all testing and commissioning requirements specified under BEAM Plus New Buildings <v1.1/v1.2>. My CV demonstrating that I possess the necessary qualification to act as <CxA/iCxA> is enclosed for your review.

Should there be any other queries, please do not hesitate to contact the undersigned (tel.: <Telephone of The CxA/iCxA> or e-mail: <E-mail of The CxA/iCxA>).

Your faithfully,

<Signature>

<RPE/MHKIE> Membership Number: <Insert Membership Number>

Encl. CV of the <CxA/iCxA>



**Appendix A2:**

**Confirmation to Act as Commissioning Authority (CxA)/Independent Commissioning Authority (iCxA)**

Our reference:

Your reference:

<Insert Date Here>

BEAM Society Limited  
1/F, Jockey Club Environmental Building,  
77 Tat Chee Avenue,  
Kowloon Tong, Hong Kong  
(Attn: Chairperson of Assessment Sub-committee)

Dear Sir/Madam,

**Confirmation to Act as** <Commissioning Authority (CxA)/Independent Commissioning Authority (iCxA)>  
**for** <Insert The Project Name>

I, <Insert The Name of The CxA/iCxA>, hereby confirms that I have acted as the <CxA/iCxA> for the captioned project. I have confirmed that the captioned project complies all testing and commissioning requirements specified under BEAM Plus New Buildings <v1.1/v1.2>. My CV demonstrating that I possess the necessary qualifications to act as <CxA/iCxA> is enclosed for your review.

Should there be have any other queries, please do not hesitate to contact the undersigned (tel.: <Telephone of The CxA/iCxA> or e-mail: <E-mail of The CxA/iCxA>).

Your faithfully,

<Signature>

<RPE/MHKIE> Membership Number: <Insert Membership Number>

Encl. CV of the <CxA/iCxA>