

BEAM Society Limited

1st Stakeholder Engagement Workshop of the Assessment Automation System

10th June 2020

Rundown of the Workshop

1. An introduction of the BSL's future Assessment Automation System
2. A high-level development storyboard presentation
3. A demonstration on top of a similar existing e-submission platform
4. Q&A

Introduction of the BSL's future Assessment Automation System

Background

Some criticism from the industry regarding current BEAM Plus Project Submission

Long assessment period

Primitive submission process

Occasionally **inconsistent ruling**

Unpredictable assessment results

Lack of dialogue between concerned parties

Our Solution – Assessment Automation System

BSL has procured an Assessment Automation System at >HKD 20M in March 2020.

Objectives to automate the business workflow

Drive efficiency	Reduce human dependence	Enhance consistency	Mitigate risks of bribery and other irregular practices
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Cloud-based platform

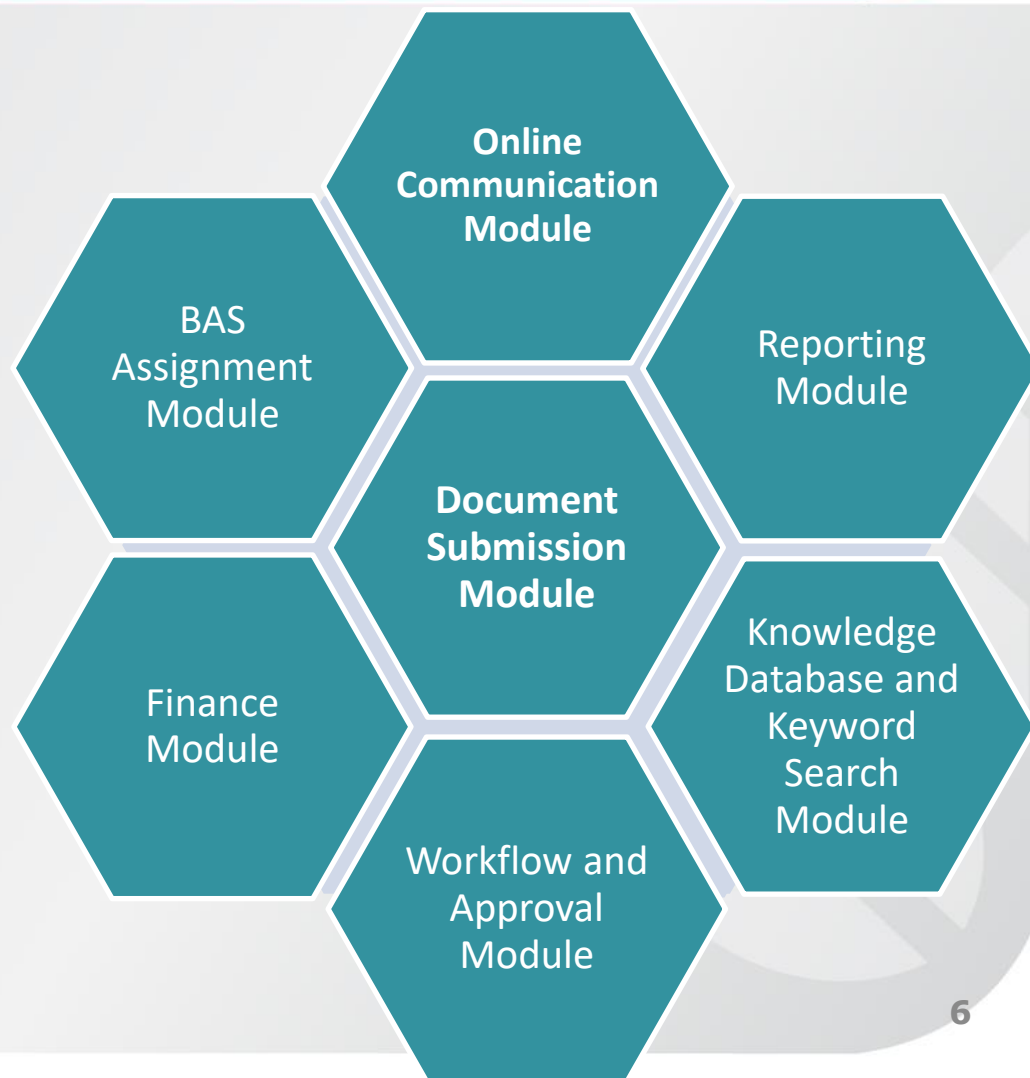
- Hosted at Microsoft Azure

Anticipated to launch in April 2021



Our Solution – Assessment Automation System

THE AGILE PROCESS



Our Solution – Assessment Automation System

- Project Registration



- e-Forms/ Documents Submission
- Assessment



- Report
- Certification

Our Solution – Assessment Automation System

System Features and Benefits

7x24 Service

10%+ Efficiency

99.9% Availability

**Anti-bribery and
Corruption**

Knowledge Database

**Achieving
Transparency**

0 Latency

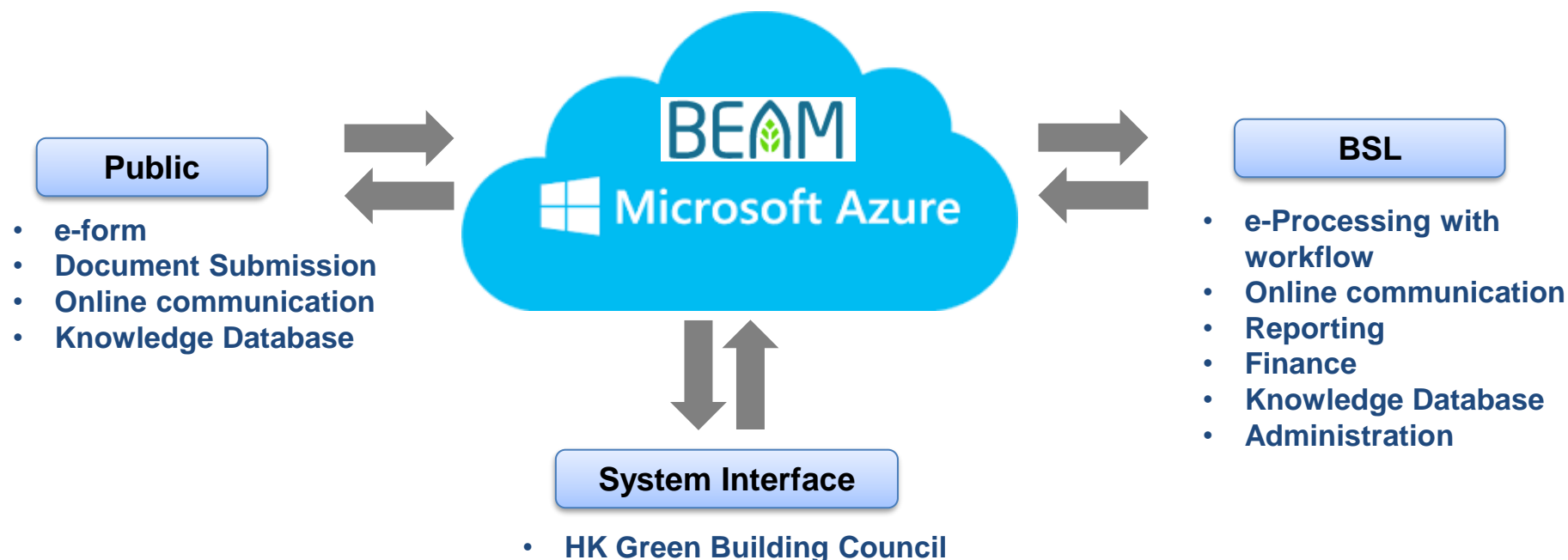
in synchronizing project information

**100% Standardized
e-Forms**

**Enhanced
Communications**

High-level Development Storyboard Presentation

Overview of the proposed system



Overview of the proposed system

- Project Registration



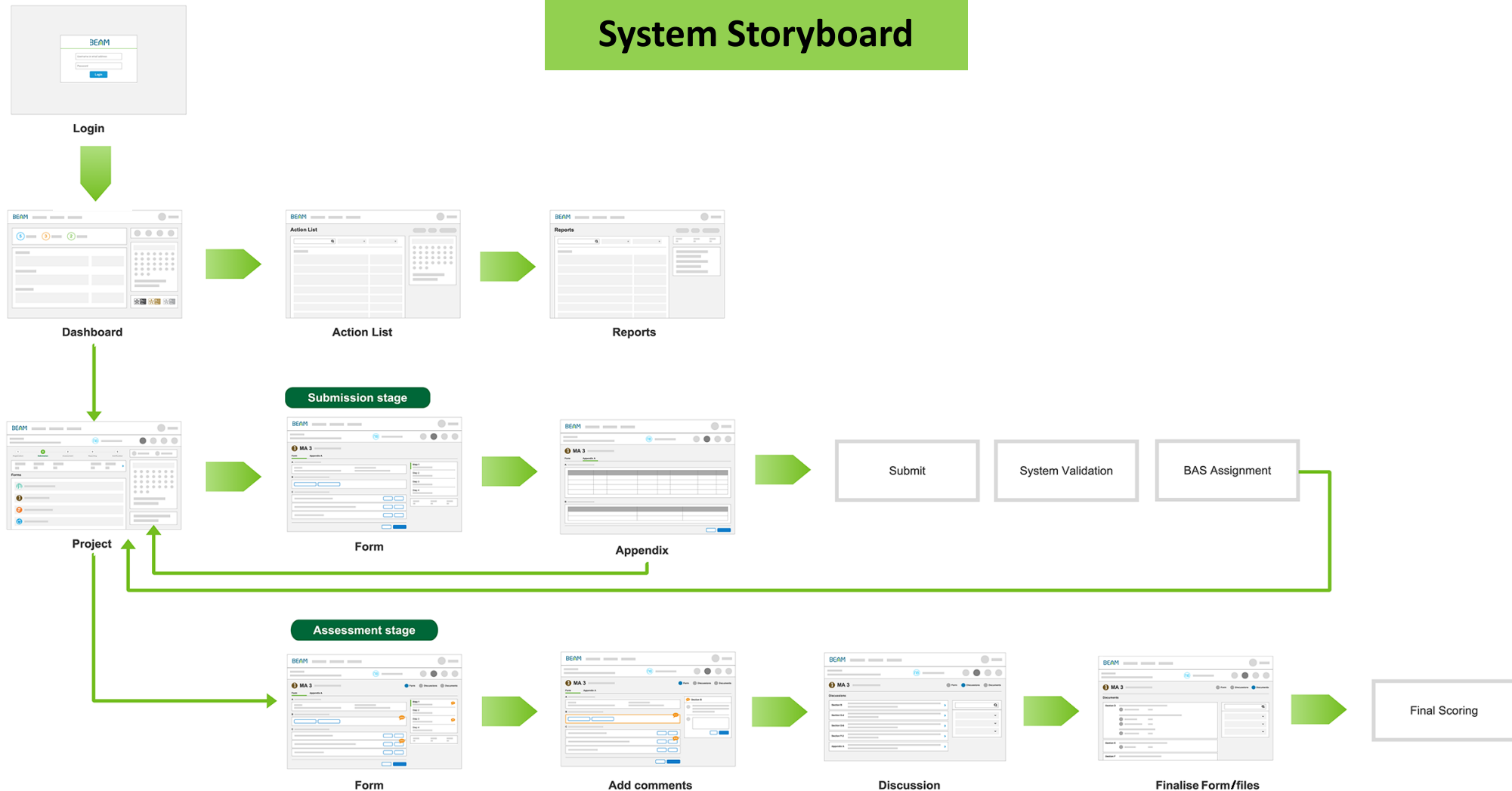
- e-Forms/ Documents Submission
- Assessment



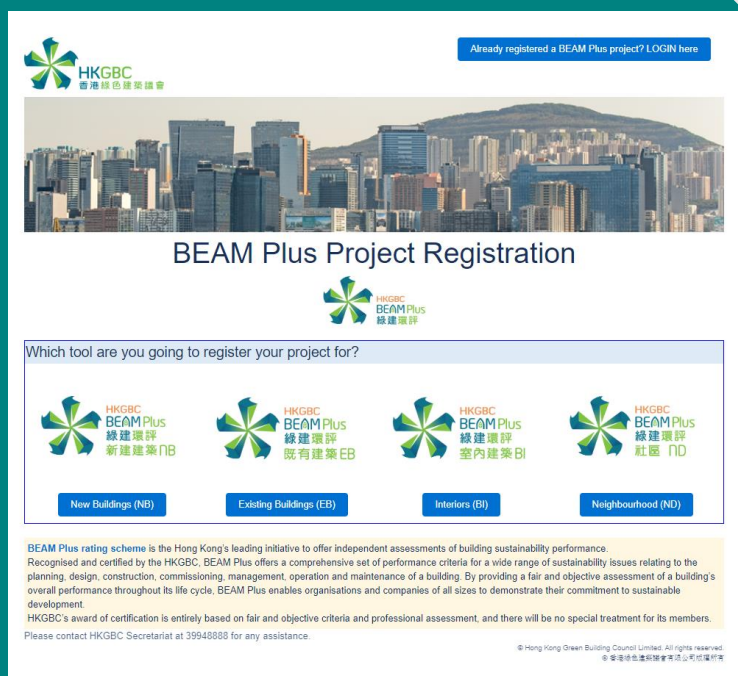
- Report
- Certification

Overview of the proposed system

System Storyboard



Stage 1: Project Registration



Go to the HKGBC website and register for a **BEAM Plus Project**
<https://beamplus.secure.force.com/>

BEAM



Settle BEAM Plus
Assessment fee with BSL

 **Main User Account**

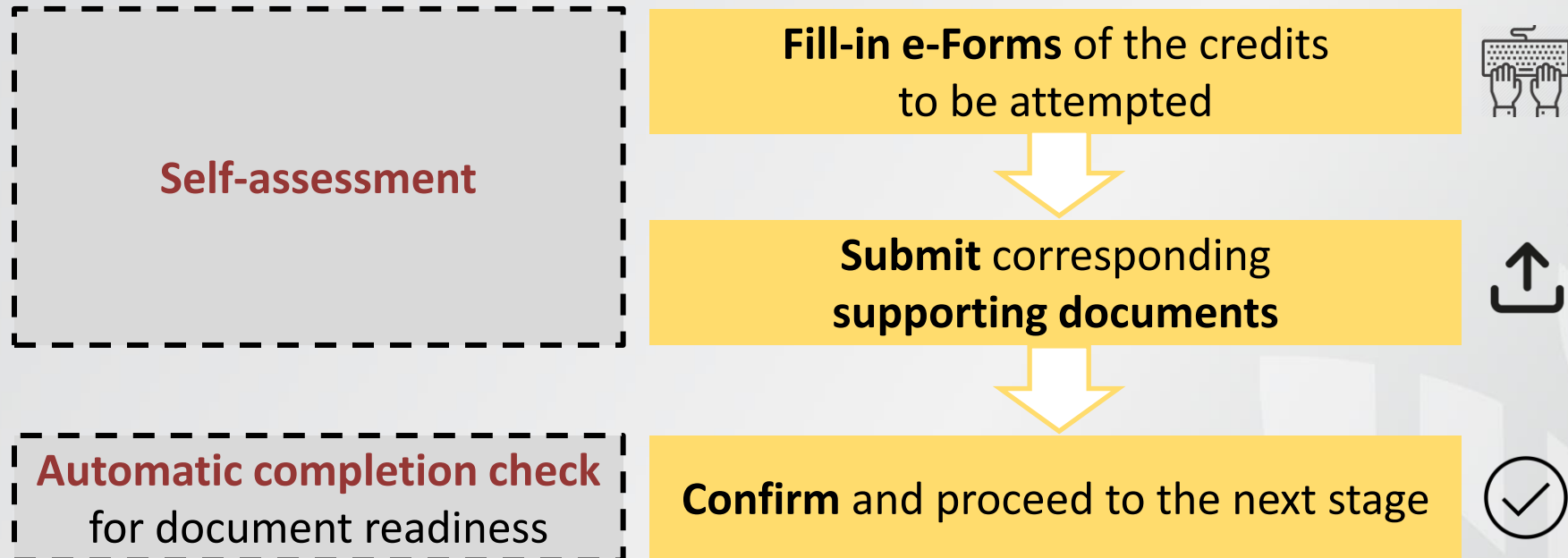
 **sub-user account**

 **sub-user account**

⋮

Obtain a Main User Account
 You may create **max. 8 sub-user accounts**

Stage 2: e-Forms/ Documents Submission



Stage 2: e-Forms/ Documents Submission

Example

[Projects](#)
[Inbox](#)
[Ask BEAM](#)

David Lee

New Building V1.2
Provisional Assessment

[Overview](#)
[Forms](#)
[Documents](#)
[Discussions](#)

2020-643NB(R)
Residential Development at T.P.T.L. 223, Tsuen Wan, New Territories

Forms

Icon	Category	Forms	Outstanding	Weighted score	Dropdown
	Site Aspects	15	2	12.2	▼
	Material Aspects	10	6	1.3	▲
MA P1	Timber Used for Temporary Works		PR credit	100% completed	▶
MA P2	Use of Non-CFC Based Refrigerants		PR credit	100% completed	▶
MA P3	Construction and Demolition Waste Management Plan		PR credit	35% completed	▶
MA P4	Waste Recycling Facilities		PR credit	42% completed	▶
MA 1	Building Reuse		NA credit	100% completed	▶
MA 2	Modular and Standardised Design		1 credit	0% completed	▶
MA 3	Prefabrication		2 credits	0% completed	▶
MA 6	Sustainable Forest Products		1 credit	12% completed	▶
MA 8a	Ozone Depleting Substances - Refrigerants		1 credit	100% completed	▶
MA 8b	Ozone Depleting Substances - Ozone Depleting Materials		1 credit	0% completed	▶
	Energy Use	29	12	22.0	▼
	Water Use	5	0	3.0	▼
	Indoor Environmental Quality	31	18	10.6	▼
	Innovations and Additions	2	0	3.0	▼

Submit by

29 Jun 2020

Total forms	Outstanding	Completed
92	38	41.3%

Target score

68.5

Achieved weighted score

52.1

Stage 2: e-Forms/ Documents Submission

Example

BEAM

News | BEAM Assessment Tool | BEAM Practitioners | Membership | About Us | Home | Contact Us

Site Aspects (SA) | Materials Aspects (MA) | Energy Use (EU) | **Water Use (WU)** | Indoor Environmental Quality (IEQ) | Innovation and Additions (IA)

Wu P1 Water Quality Survey

Wu P2 Minimum Water Saving Performance

Wu 1 Annual Water Use

Wu 2 Monitoring and Control

Wu 3 Water Efficient Irrigation

Wu 4 Water Recycling

Wu 5 Water Efficient Appliances

Wu 6 Effluent Discharge to Foul Sewers

Form WU 1-S: Submission Template

Credit Requirements:

- 1 credit for demonstrating that the use of water efficient devices leads to an estimated aggregate annual saving of 20%.
- 2 credits for demonstrating an estimated annual saving of 25%.
- 3 credits for demonstrating an estimated annual saving of 30%.

Project Name: (Retrieved from General Form)

Credit Attainable:	3
Credit Attempted:	(To be filled-in by Applicant)
	3

Please provide a **declaration letter** signed by the project owner to confirm that the project has complied to the requirements specified in **Technical Circular Letter No. 2016.130**, in particular the compliance with governing utility requirements including but not limited to the Waterworks Ordinance, Plumbing Regulations, Water Services Application procedures and Circular Letter.

**Note: The declaration letter being uploaded below will be linked to Form WU P1 (Water Quality Survey).*

UPLOAD

File Designation: (WU_P1_C01)

Step 1: Select the aspect to be attempted

Step 2:
Select the credit to be attempted

Step 3:
Fill-in the required information

Some of the data will be retrieved automatically from other forms

Step 4:
Upload supporting document

*Sample screen only

Stage 2: e-Forms/ Documents Submission

Example

BEAM

ProjectsInbox 3Ask BEAM

Search

David Lee

2020-643NB(R)
Residential Development at T.P.T.L. 223, Tsuen Wan, New Territories

NB

New Building V1.2
Provisional Assessment

Overview

Forms

Documents

Discussions

MA 3 Prefabrication

MA 3
Prefabrication

Appendix A
MA 3-S-A

A - Stages of Assessment

The project is undergoing **Provisional Assessment**.

B - Reporting Unit

Metric tonnes (by weight)

Cubic meters (by volume)

C - Applicability of Building Elements

Type of Building Elements

1. Facade

YesNo

Please provide explanation why the building is not applicable for the project. (less than 200 words)

2. Staircases

YesNo

3. Slab

YesNo

Section A-C
Credits, Reporting Unit, Applicability of Building Elements

Section D
General Compliance


Section E
Summary of Prefabricated Building Elements, Additional Information (Optional)

Credit attainable
2

Credit attempted
1

Stage 2: e-Forms/ Documents Submission

Example

 **MA 3 Prefabrication**

MA 3
Prefabrication

Appendix A
MA 3-S-A

Upload supporting document

D - General ComplianceStep 2 of 3

Please submit the relevant supporting documents based on the requirement specified below and indicate the details.

1. Contract specification requiring the **target percentage** (i.e. at least 20% or 40%) of the **listed building elements** to be prefabricated off-site.

File 1:	contract-spec1.pdf	2.3MB	Replace	Delete
---------	--------------------	-------	---------	--------

Add file

2. Summary table to show the **quantity** of each of the **applicable building elements** to be fabricated off-site and/or cast in-situ.


File 1:	quantity-element1.xlsx	1.3MB	Replace	Delete
File 2:	quantity-element2.xlsx	557KB	Replace	Delete

Add file

3. Structural drawings with **clear demarcation** on the prefabricated building element to demonstrate the adoption of prefabrication.

File 1:	▲ Fail to upload, please try again	Delete
---------	------------------------------------	--------

Add file

Section A-C
Credits, Reporting Unit, Applicability of Building Elements 

Section D
General Compliance

Section E
Summary of Prefabricated Building Elements, Additional Information (Optional)

Credit attainable	Credit attempted
2	1

Last saved: 10 Jun 2020 11:15

Save

Continue

Stage 2: e-Forms/ Documents Submission

BEAM

Home | Contact Us | Site Map | RSS | Login Area

News | BEAM Assessment Tool | BEAM Practitioners | Membership | About BEAM | Resources

Site Aspects (SA) | Materials Aspects (MA) | Energy Use (EU) | **Water Use (WU)** | Indoor Environmental Quality (IEQ) | Innovation and Additions (IA)

Wu P1 Water Quality Survey

Wu P2 Minimum Water Saving Performance

Form WU 1-S: Submission Template

Credit Requirements: 1 credit for demonstrating that the use of water efficient devices leads to an estimated aggregate annual saving of 20%.

2 credits for demonstrating an estimated annual saving of 25%.

BIM capability will be incorporated in next phase of System development.

- Tentatively to **develop in around mid-2021**.
- **Targeting at >70% of existing e-Form data** can be **retrieved from the BIM model**.

Wu 5 Water Efficient Appliances

Wu 6 Effluent Discharge to Foul Sewers

Section A. Data from Form WU P2 (Minimum Water Saving Performance)

(1) Overall Water Consumption Calculation: The following data are extracted from Form WU P2 (Minimum Water Saving Performance).

***Note: ALL data will be automatically updated based on the input in Form WU P2 (Minimum Water Saving Performance).**

1	Estimated Total Annual Water Consumption (litres) - Baseline Case	(Retrieved from WU P2)
2	Estimated Total Annual Water Consumption (litres) - Design Case	(Retrieved from WU P2)
3	Estimated Annual Saving in Water Consumption	(Retrieved from WU P2)
4	No. of Credits Anticipated for WU 1	(Retrieved from WU P2)

(2) Compliance of Documents under Form WU P2: (Retrieved from WU P2)

***Note: The submission template for this credit will be deemed INVALID if 'N' is indicated above. Please ensure that all data and supporting documents have been input into Form WU P2 (Minimum Water Saving Performance).**

Section B. Compliance with Waterwork Regulation (Final Assessment ONLY)

Please provide a declaration letter signed by the project owner to confirm that the project has complied to the requirements specified in Technical Circular Letter No. 2016.130, in particular the compliance with governing utility requirements including but not limited to the Waterworks Ordinance, Plumbing Regulations, Water Services Application Procedures and Circular Letter.

***Note: The declaration letter being uploaded below will be linked to Form WU P1 (Water Quality Survey).**

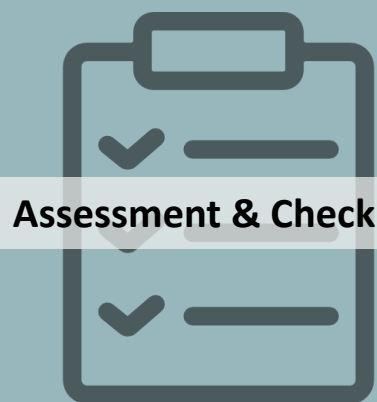
File Designation: (WU_P1_C01)

Stage 2: e-Forms/ Documents Submission

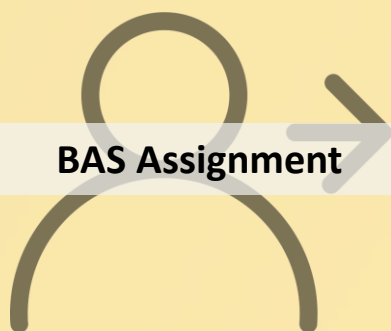
Example – Credit Summary for PA (NB v2.0)

Site Aspects	Credits Attainable	Site Audit Required	Credits Attempted (self assessment)	Credit Submitted	Approved Result
SA P1	PR	×	PR	PR	
SA 1 Bonus	BONUS	×	1B	1B	
SA 2a	2	✓	2	2	
SA 2b	1	✓	1	1	
...
Rating			Platinum (target)	Platinum (target)	

Stage 3: Project Assessment



Assessment & Checking



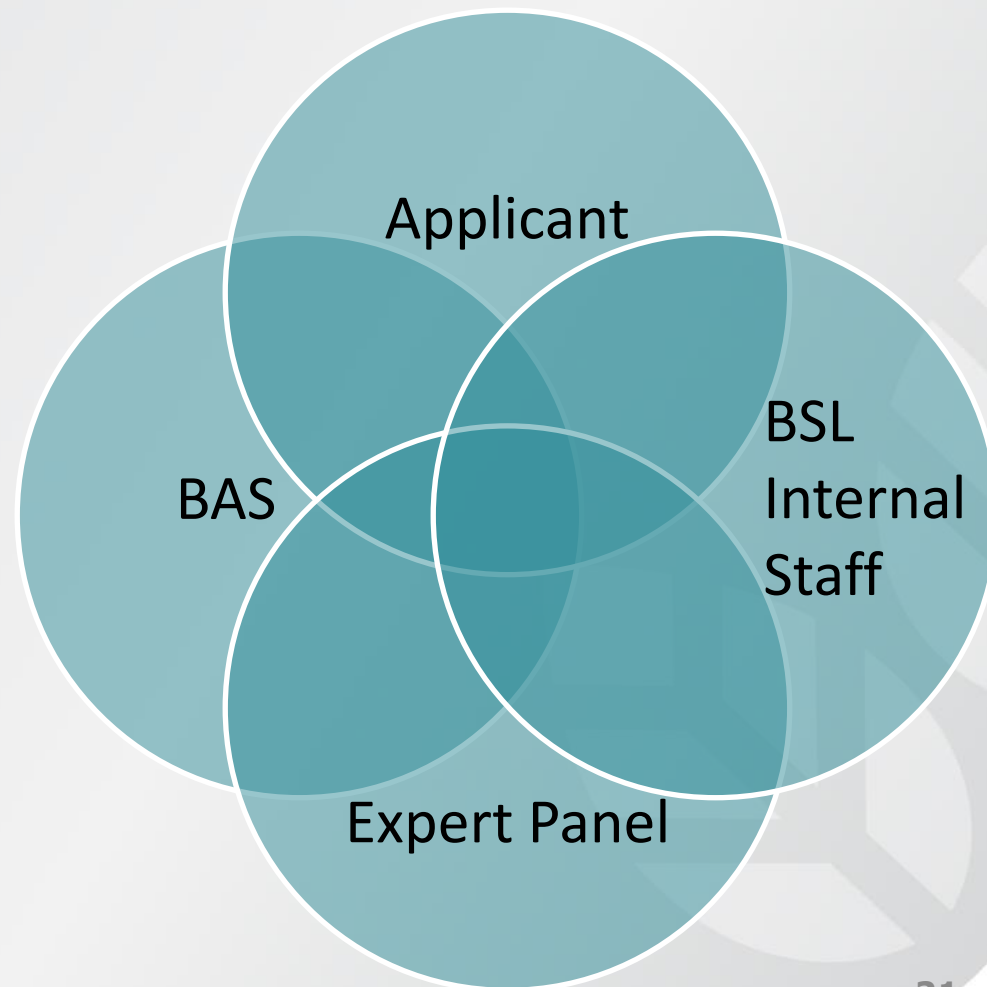
BAS Assignment



Online Communication



Knowledge Database
and Keyword Search



Stage 3: Project Assessment

Assessment & Checking



Stage 3: Project Assessment



Online Communication

Leave a message **at any time**



Avoid disclosing **sensitive information**

Participants will **remain anonymous** with a **designated code** assigned

Chatroom

Participants: 999NB/ME1, BSL/TCT2



08/06/2020 10:31



09/06/2020 19:27



10/06/2020 19:58

08/06/2020 12:45



10/06/2020 09:56

10/06/2020 14:41



Enter your text here

Send

Stage 3: Project Assessment



Knowledge Database
and Keyword Search

Rulings from **previous ASC meetings, FAQs, and Technical Circulars**, etc. **will be available**

A “pop-up” data
dictionary available

Section A. Programme

Please **specify** the date for EACH of the **milestones** indicated.

- a. Start Date of Foundation Works (dd-mmm-yyyy):
- b. Date in Which The Embodied Energy Analysis for **Foundation Components** is Conducted (dd-mmm-yyyy):
- c. Start Date of Superstructure Works (dd-mmm-yyyy):
- d. Date in Which The Embodied Energy Analysis for **Superstructure** is Conducted (dd-mmm-yyyy):



The date of **EEA** shall be
should be carried out
before the commencement
of foundation work.

Stage 3: Project Assessment

Example – Credit Summary for PA (NB v2.0)

Site Aspects	Credits Attainable	Site Audit Required	Credits Attempted (self assessment)	Credit Submitted	Approved Result
SA P1	PR	×	PR	PR	PR
SA 1 Bonus	BONUS	×	1B	1B	1B
SA 2a	2	✓	2	2	1
SA 2b	1	✓	1	1	1
...
Rating			Platinum (target)	Platinum (target)	Platinum (Actual)

➤ Contested Scoring evaluation

Stage 3: Project Assessment

Example – Credit Summary for Site Audit

Site Aspects	Credits Attainable	PA Result	Site Audit Required	Site Audit Attempted	Site Audit Result
SA P1	PR	PR	N/A	N/A	N/A
SA 1 Bonus	BONUS	1B	N/A	N/A	N/A
SA 2a	2	2	✓	✓	×
SA 2b	1	1	✓	✓	✓
...
Rating		Platinum (Actual)		Platinum (Target)	Gold (Actual)

Stage 3: Project Assessment

Example – Credit Summary for FA (NB v2.0)

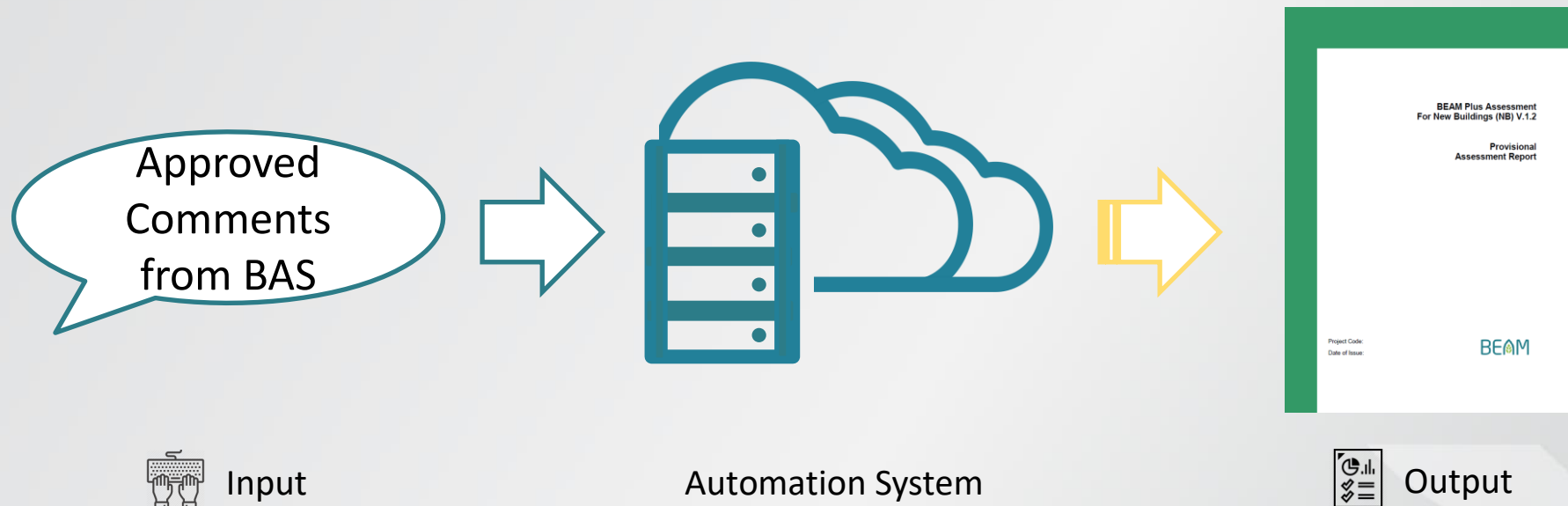
Site Aspects	Credits Attainable	PA Result	Site Audit Result	Credit Submitted	Approved Result
SA P1	PR	PR	N/A	PR	PR
SA 1 Bonus	BONUS	1B	N/A	1B	1B
SA 2a	2	2	×	2	1
SA 2b	1	1	✓	1	1
...
Rating		Platinum (Actual)	Gold (Actual)	Platinum (Target)	Gold (Actual)

Stage 4: Reporting

Reports will be **generated automatically** by retrieving comments raised during assessment stage.

The **related documents** will include:

1. BAS Comment
2. BAS Report
3. Post-TRC Clarification (Optional)



Stage 5: Certification

Obtain a **BEAM Plus Certification** from HKGBC

Assessment results will be **synchronized** with HKGBC's Customer Relationship Management (CRM) System **automatically**



PLATINUM
鉑金級 HB 新建建築 V2.0 2019
HKGBC
BEAM Plus
綠建環評



GOLD
金級 HB 新建建築 V2.0 2019
HKGBC
BEAM Plus
綠建環評

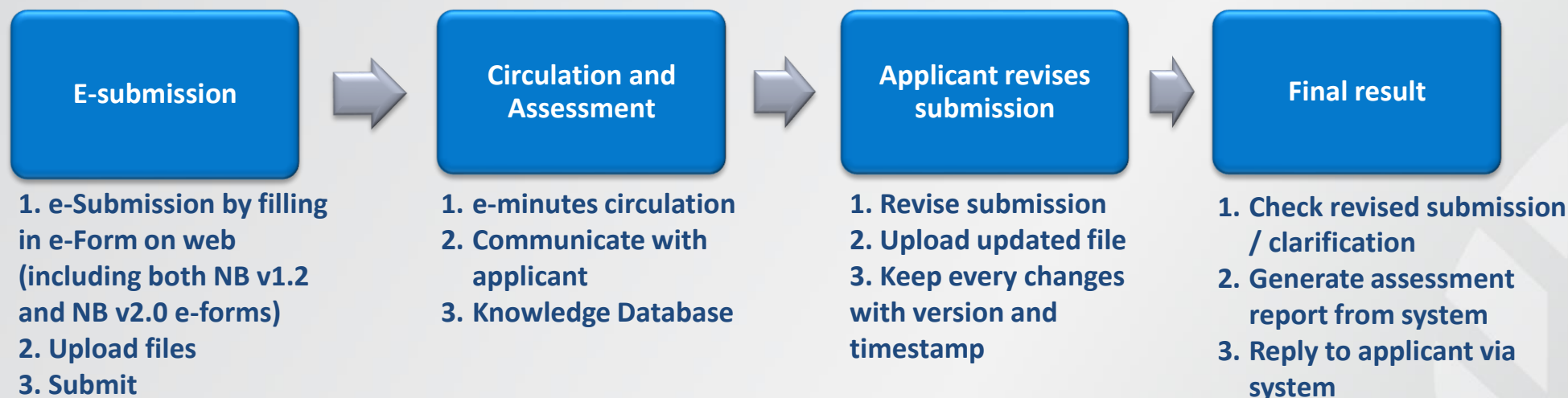


SILVER
銀級 HB 新建建築 V2.0 2019
HKGBC
BEAM Plus
綠建環評



BRONZE
銅級 HB 新建建築 V2.0 2019
HKGBC
BEAM Plus
綠建環評

Overview of the proposed system



User management

- Notification of tasks
- Reminder
- Calendar
- User registration
- User account management
- e-leave management
- Notice board

Supporting functions

- HKGBC interface
- Search
- Online Dictionary
- Reports
- Discussion Forum

Administration functions

- e-form maintenance
- BAS Module
- Finance Module
- Pre-define workflow
- System settings

Expected Benefits using the System

Expected Benefits using the System



Drive **10%+ Efficiency**

- Compared with the current assessment process.



99.9% System Availability

- Hosted at Microsoft Azure.



Convenient and Advanced Submission Process

- **7x24 Online Service.**



0 Latency in Synchronizing Data between BSL and HKGBC

- Project information only need to be **updated once on either platform.**

Expected Benefits using the System



Ensure **Certainty** and **Good Submission Quality**

- **100% Standardized e-Forms.**



Consistent Ruling

- **Knowledge Database.**



Enhanced Communication among Involved Parties

- **Anonymous** and an **online communication.**



Anti-bribery and Corruption

- A more **transparent communication** and **BAS assignment process.**

Demonstration on top of a Similar Existing e-Submission Platform

Our Project Experience

1st

First of its kind in
HK and Asia Pacific
building construction
industry

- Digital signing with Timestamping
- Electronic Drawing Comparison

Mar 2016

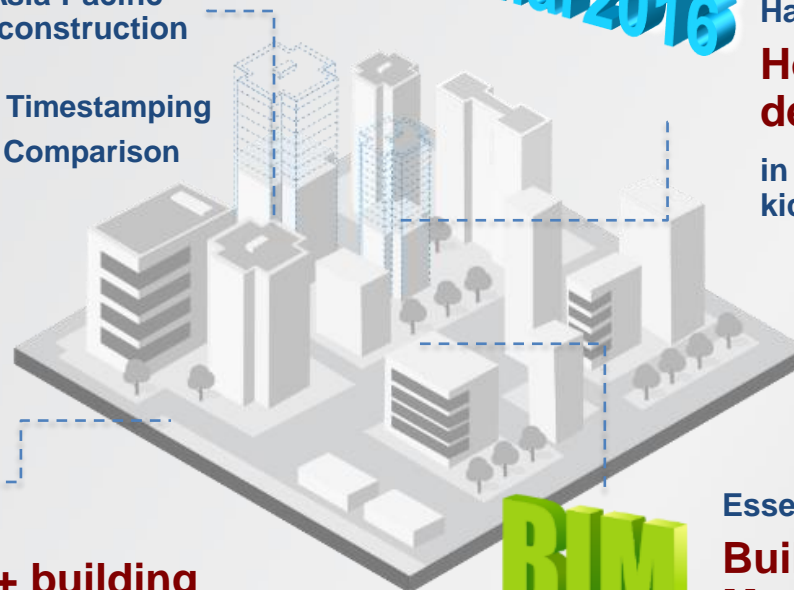
Handles development of
**Housing
development**

in Hong Kong for projects
kicked off after Mar 2016.

2,000+

**Used by 2000+ building
consultants**

- Currently 2000+ active users since
production launch in 2016
- potential 10,000+ users



**BIM
SMART CITY**

Essential platform for
**Building Information
Model (BIM)
submissions**

Cornerstone to transform to
Smart City – according to
2017 Policy Address, 2018-
19 Budget & Smart City
Blueprint

E-SUBMISSION

- *APPLICANT INPUT*

Sample screen

Fill in basic submission information

Attachment (Forms, files)

Preview, save draft..

Submission Information

Submission Status: DRAFT Action Status: CP ¹ Action User List ¹

Project Title: 12603 - BEAM Demo Project

PHCP No. A Phase 1

PSP(AP / RSE / RGE) / Contractor: Please select

Submission Nature: Building Submission

Recipient Information

To: [Redacted] [Add Remarks](#)

CC: Optional [Add Remarks](#)

BCC: Optional [Add Remarks](#)

Select to add more types to this submission:

Please select Submission Type for this application.

BEAM Form No. S129642

[Test Form](#)

Works Type: Building with Commercial facilities

Description: demo

Applicant File Reference: file_reference_ASD

Associated Submission: N/A [Add](#)

Mandatory Document Type: ASSOCIATED FILE

Document Type	Date Modified	Number of Files
Plans for Approval	11/11/2019 14:42:25	2

[File List](#) [Thumbnail](#) [View All Form and File List](#)

[Select File From Local Drive](#) [Select File From DrgMS](#)

Project Team Member

Last Update: 11/11/2019 14:43:56

[Preview all form\(s\)](#) [Download All Submission Plans](#) [Download All Finalized Forms](#) [Select recipient to forward](#)

[Back](#) [Save Draft](#)

Tips

remove or upload new version of Associated Files of the submission.

Submission History

11/11/2019 14:44

Web form for input

BEAM Form

Form IA: Submission Template

Project Name: [Redacted]

Credit Attainable: 5 BONUS credits + 1 credit for BEAM Professional

Credit Attempted:

IA 1 - Innovation Techniques	IA 2 - Performance Enhancements	IA 3 - BEAM Professional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1	1

Credit Anticipated: [Redacted]

Summary of Compliance

Compliance of Documents: [Redacted]

Declaration

I hereby declare to BEAM Society Limited that the information submitted is true and comply with requirements of BEAM Plus for NB

Endorsement: Initial of the BEAM Pro Responsible For The Submission of This Credit

[Redacted]

Sample screen

Fill in basic submission information

Submission Information

Submission Status: DRAFT Action Status: CP ¹ Action User List ¹

Project Title: 12603 - BEAM Demo Project

PHCP No. A Phase 1

PSP(AP / RSE / RGE) / Contractor: Please select

Submission Nature: Building Submission

Recipient Information

To: Add Remarks

CC: Optional Add Remarks

BCC: Optional Add Remarks

Select to add more types to this submission:

Please select Submission Type for this application.

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Test Form

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Description: demo

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Associated Submission: N/A Add

Mandatory Document Type: ASSOCIATED FILE

Document Type	Date Modified	Number of Files
Plans for Approval	11/11/2019 14:42:25	2

File List Thumbnail View All Form and File List

Select File From Local Drive Select File From DrgMS

Project Team Member

Last Update: 11/11/2019 14:43:56

Notification Mail to Receiver ☒

Select recipient to forward

Types

remove or upload new version of Associated Files of the submission.

Submission History

11/11/2019 14:44

Attachment (Forms, files)

File uploader, can upload by batch

File List

File Name	Status	Version	Type	Drawing Number	Rev.	Drawing/ Calculation/ Document Title	Block Name	Required to be Signed by CP/CSE/CCE/CCE	Paper Size	No. of Pages	Sorting	Select File
A1_PSP.pdf	0	0	Plans for Approval	A1	0	drawing1	ALL	1 0 0 0	A1	1		<input type="checkbox"/>
A0_PSP.pdf	0	0	Plans for Approval	A0	0	drawing2	ALL	1 0 0 0	A0	1		<input type="checkbox"/>

Edit Close Retry Saved files Download Files Download attribute file Upload attribute file Browse...

* Only A0, A1, A2, A3 and A4 size files can be digitally signed.
* When the status is 'Not recognized' or 'File type is invalid', please upload again.

Drop files below or click "Add files" to select files. Then press "Start upload".

Add files Start upload Clear All

Drop file(s) here

☐ Enable scanning references

Submit or forward to another user for editing

E-PROCESSING PLATFORM

-HOME

Sample screen

Home page of Vetting team

Notice board

Calendar to show the number of submission is due

Tasks to do and messages for information. Click to open corresponding e-minutes for action.

What's New

Your last login time is :

20 September 2018

Show Full News

Submission Due Dates

Feb 2020

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

Click the date to show the cases due.

Task Due Date

Urgent 0 Overdue 0 UnRead 17 Due Today 0 Others 0 All 17

showing 1-8 of 17

1.	UnRead	Action Subject	For Attention BEAM Form
	Oct	Project Title	BEAM Demo Project
	24	PHCP Code/Estate	A / 1
	Thursday	WBCIS No.	NW-EPS-20191023-0000
		Submission Date	Oct 23
		Submission Due Date	N/A
		Submission No.	S129640
		From	CA/1 ON 23/10/2019 19:00
2.	UnRead	Action Subject	FOR ATTENTION BEAM Form
	Oct	Project Title	BEAM Demo Project
	25	PHCP Code/Estate	A / 1
	Friday	WBCIS No.	NW-EPS-20191023-0000
		Submission Date	Oct 23
		Submission Due Date	N/A
		Submission No.	S129638
		From	BAS/4 ON 23/10/2019 17:19

For Your Info./C.C. List

Due Date Reminder OverDue Reminder For your information

No Data!

showing 0-0 of 0

E-PROCESSING PLATFORM

- *SUBMISSION IS RECEIVED*

Sample screen

e-minutes

M90 BEAM Form View in PDF

File reference: 20170113-3
Project Title: BEAM Demo Project
Status: Circulating
Initiated by: [Redacted]

PHCP Code/Estate: A / 1

Actions | Circulation | All Referred Docs | Chat

Standard Template: Template Download

M90-A Submission was received on 23/10/2019 19:00:01

From: CA/1 (Applicant)
Date: 23/10/2019 19:00
To: BAS/1 (For Attention)

Referred Submission

BEAM Form
No: NBT(NP)
Due Date: Drainage
Submission Date: NW-EPS-20191023-00006
Due Date: S129640
23/10/2019
SUBMITTED

Recipient

To: BAS/1
CC:
CC Remark:

Documents to ICU

Remark:

Files

Download all Files

ASSOCIATED FILE

Document Type	Date Modified	Number of Files
[Redacted]	23/10/2019 19:00:10	1
Reference Letter/Memo	23/10/2019 19:00:10	1

Your Action here.

M90- Re: M90-A
From: BAS/1 For Attention

Reminder Date: 24/10/2019 Update
Due Date: 24/10/2019 Update

Read

Submission received

Forms and files

Officer to acknowledge

View more details of the submission

Download pre-filled letter template for comment / reply

BEAM Form

Project Title: BEAM Demo Project
Category: New Works

Submission Status: Submitted
Submission Date: 23/10/2019
Due date: -
PHCP No: A
File Reference: [Redacted]
Work Type: Drainage
Description: a

WBCIS No: NW-EPS-20191023-00006
Submission No: S129640
Phase: 1
Applicant's File Reference: a

Urgent Submission: ☐

Consent Type: Letter
Permit No:
Submission Keywords: Add Submission Keyword

Standard Template

Template Download

- Create E-minutes
- Create Enquiry to Applicant
- Create Comment to Applicant
- Change Submission Type
- Create Centralized Processing
- Prepare Reply to Applicant
- Reject

History of all processes on the submission

23/10/2019
M90 Initiated by CA/1
On last updated by CA/1
23/10/2019 19:00:11
Circulated to: BAS/1, BAS/1
Display Details

23/10/2019
Submission made by CA/1
Display Details

(Draft) Initiated by BAS/1
Draft
Display Details

23/10/2019
Submitted by CA/1
Display Details

Case Submitted by CA/1

M90 BEAM Form
Initiated by CA/1
On last updated by CA/1
23/10/2019 19:00:11

Draft BEAM Form
Initiated by BAS/1
On last updated by BAS/1
11/11/2019 16:15:01

Legend: Done In progress Submission Due Date

History of all processes on the submission

E-PROCESSING PLATFORM
***- ASSIGN VETTING TEAM MEMBER TO PROCESS THE
SUBMISSION***

Sample screen

- State minutes note and assign circulation flow to process the submission
- Individual note on the e-minutes will be frozen as read-only after sending out to others
- Allow to attach referred files, minutes or submissions

Minutes Title: BEAM Form

Subject Files: []

File reference: BEAM Demo Project
Project Title: A/1
PHCP Code/Estate: A/1

Status: Draft
Initiated by: BAS/1

Actions | Circulation | All Referred Docs | Chat

Your Action Here

To: BAS/1
BAS/2 (FOR COMMENT)
BAS/3 (FOR COMMENT)

Please type your remark here.

Referred Submission

BEAM Form

No NBTPNP
Due Date: 23/10/2019
Change: NW-EPG-20191023-00008
S12940
23/10/2019
SUBMITTED

Insert an Action

After BAS/1 Action

From: BAS/1

To: BAS/2
FOR COMMENT

Then To: BAS/3

After BAS/1 Action

From: BAS/1

To: BAS/3
FOR COMMENT

Then To: BAS/4

After BAS/2, BAS/3 Action

From: BAS/2
BAS/3

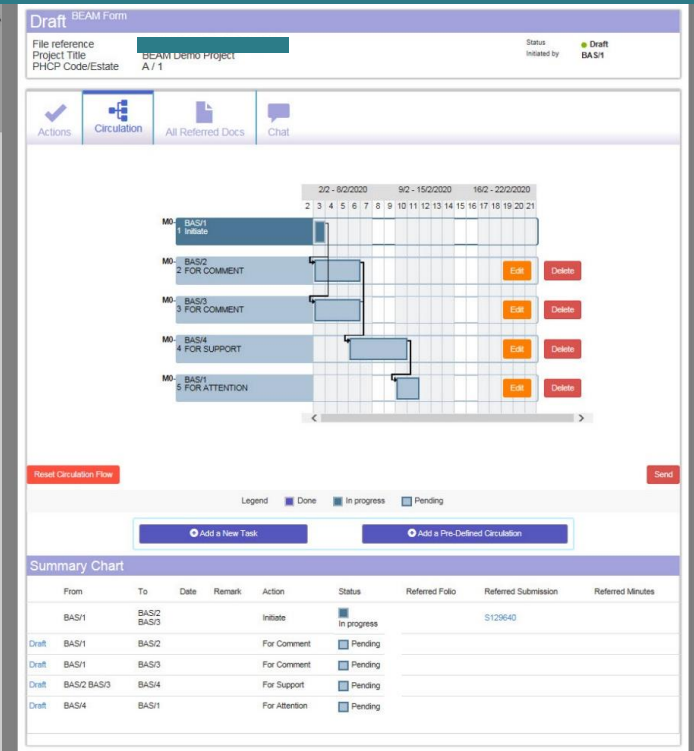
To: BAS/4
FOR SUPPORT

Then To: BAS/1

After BAS/4 Action

From: BAS/4

To: BAS/1



Circulation flow

- Allow sequential, parallel or even nested process
- Allow to set reminder for due of action
- Pre-defined circulation can be used as template to assign the flow

Sample screen

M91 BEAM Form View in PDF

File reference: [REDACTED]
Project Title: BEAM Demo Project
PHCP Code/Estate: A / 1
Status: Circulating
Initiated by: BAS1

Actions **Circulation** **All Referred Docs** **Chat**

Standard Template: [Template] Download

M91-A Please check and comment on the submission. Thanks!

From: BAS/1
Date: 03/02/2020 18:03
To: BAS/2 (FOR COMMENT)
BAS/3 (FOR COMMENT)

Referred Submission
BEAM Form
No: NBT(NP)
Due Date: 23/10/2019
S12640
SUBMITTED

Withhold for revision
Add Remark to This Action
Copy as a New Minutes

Your Action here

M91- Re: M91-A
From: BAS/2
To: BAS/4 (FOR SUPPORT)
Reminder Date: 03/02/2020 Update
Due Date: 06/02/2020 Update

Comment: FOR COMMENT
Other Comments: [REDACTED]
Remark: Please refer to my markup as attached in folio F72

Add Microsoft Word File

Referred Folio F72-Markup
1 files
Add Referred Submission
Add Referred Folio
Upload Files to Existing Folio or Create New Folio
Add Referred Minutes
Start a New Minutes
Start a New Minutes to Process Referral

Send Instant Email Reminder
Save as Draft Require Clarification Send

M91- Re: M91-A
From: BAS/3
To: BAS/4 (FOR SUPPORT)
No Referred Documents
Add Remark to This Action

After BAS/2, BAS/3 Action
BAS/4 FOR SUPPORT
To: BAS/1 (FOR ATTENTION)
Reminder Date: 06/02/2020 Update
Due Date: 10/02/2020 Update

After BAS/4 Action
BAS/1 FOR ATTENTION
Reminder Date: 10/02/2020 Update
Due Date: 11/02/2020 Update

End Circulation

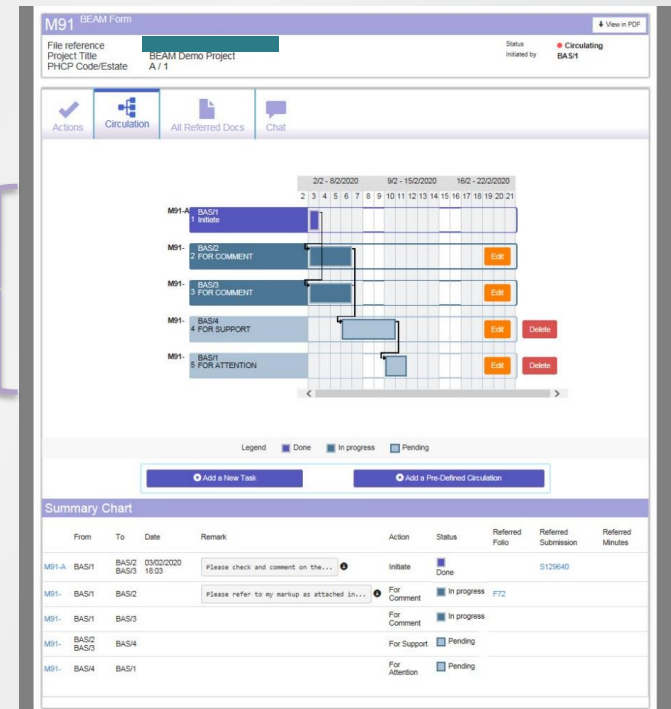
Referred submission

Colors changed according to status

Referred files

For BAS/2 to input

For BAS/3 to input



Sample screen

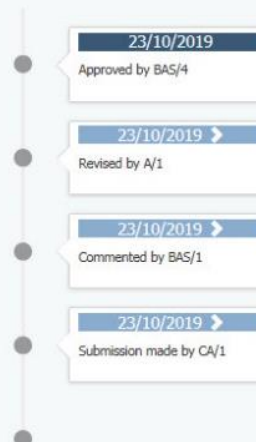
Applicant can view
vetting team's reply in
read only mode

BEAM Form

Submission No.	S129638	Action Status:	CP
Submission Status	Approved	Reply Date	23/10/2019
PHCP No.	A	Phase	1
Project Title	BEAM Demo Project		
Description	test		
Applicant File Reference	test		

[Edit PSP / Contractor](#)

Timeline



Submission Detail Approved by BAS/4 on 23/10/2019

Recipient

To SA/1 , CA/1 , STO(A)/1 , A/1

BEAM Form No. S129638

Works Type Drainage
Associated Submission N/A

ASSOCIATED FILE

Document Type	Date Modified	Number of Files
Memo	23/10/2019 17:19:25	1

[File List](#)

[Thumbnail](#)

[View All Form and File List](#)

E-PROCESSING PLATFORM

- *ELECTRONIC PROJECT FOLDER*

Sample screen

- Electronic Project Folder

Tabs for Project summary

Filter for different types of submissions

A comprehensive view of all submissions, minutes and folio of the project

Submission, minutes and folio are shortlisted according to select submission

Project Title: BEAM Demo Project

File Reference: 10113-3
Project File type: New Works
Works Category: Building Works

PHCP Code: A
Phase Code: 1
Brief Description of Proposed Works: 123

Status: Active

Content | Consent & Completion | Master Drawing List | Associated Project File | User & Project Maintenance | Split/Combined Project Family

Y Filters

Subject File: Select from below
Team: All
Senior Group: All
Post: All

Submission Type: All
Works Type: All
Submission Date: From To

Full-Text Search: Please check Minute/Folio on the right side. Minutes Folio

Filtered Results

Submissions 66 out of 66 matching all above filters

Completed Processing Outstanding

Sort by Submission Date

1 2 3 4 5 6 7

Create New e-Minutes [Click to Submission details](#)

Create Enquiry to Applicant

BEAM Form

Due Date: N/A
Submission No: NW-EPS-20191023-00008
S129640
23/10/2019 16:58
SUBMITTED

123
Drainage
a

BEAM Form

Due Date: N/A
Submission No: NW-EPS-20191023-00007
S129638
23/10/2019 16:50
COMPLETED

123
Drainage
test

BEAM Form

Due Date: N/A
Submission No: NW-EPS-20191023-00006
S129636
23/10/2019 16:30
COMPLETED

123
Drainage
a

BEAM Form

Due Date: N/A
Submission No: NW-EPS-20191023-00005
S129635
23/10/2019 15:35
COMPLETED

123
Site Formation
a

BEAM Form

Due Date: N/A
Submission No: NW-EPS-20191023-00003
S129633
23/10/2019 12:44
COMPLETED

123
Drainage
dsada

BEAM Form

Due Date: N/A
Submission No: NW-EPS-20191023-00004
S129633
23/10/2019 12:44
SUBMITTED

Minutes 89 out of 103 matching all above filters

Draft Circulation Completed Circulating

Sort by Minutes No

1 2 3 4 5 6 7 8 9

Create New e-Minutes [Click to Submission details](#)

Create Enquiry to Applicant

M60 BEAM Form

Submission No: S129640
Circulating View PDF

Initiated by: CA1
Last updated by: CA1
Last checked-in on: 23/10/2019 19:00

M89 BEAM Form

Submission No: S129639
Circulating View PDF

Initiated by: BAS1
Last updated by: BAS1
Last checked-in on: 23/10/2019 17:19

M88 BEAM Form

Submission No: S129638
Circulating View PDF

Initiated by: BAS1
Last updated by: BAS1
Last checked-in on: 23/10/2019 17:00

M87 BEAM Form

Submission No: S129638
Completed View PDF

Initiated by: CA1
Last updated by: BAS1
Last checked-in on: 23/10/2019 17:13

M86 BEAM Form

Submission No: S129637
Circulating View PDF

Initiated by: BAS1
Last updated by: BAS1
Last checked-in on: 23/10/2019 16:36

M85 BEAM Form

Submission No: S129637
Circulating View PDF

Initiated by: CA1
Last updated by: CA1
Last checked-in on: 23/10/2019 16:31

M84 BEAM Form

Submission No: S129637
Circulating View PDF

Initiated by: CA1
Last updated by: CA1
Last checked-in on: 23/10/2019 16:31

Folios 86 out of 86 matching all above filters

Document Type: Select from below

Sort by Folio No

1 2 3 4 5 6 7 8 9

Add a Folio

F86 letter

2 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 17:18

F84 markup

1 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 16:59

F83

3 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 17:11

F82

2 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 16:31

F81 ApproveMemo

2 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 16:09

F80 Markup

1 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 15:42

F79

1 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 15:42

Project Title: BEAM Demo Project

File Reference: 10113-3
Project File type: New Works
Works Category: Building Works

PHCP Code: A
Phase Code: 1
Brief Description of Proposed Works: 123

Status: Active

Content | Consent & Completion | Master Drawing List | Associated Project File | User & Project Maintenance | Split/Combined Project Family

Y Filters

Subject File: Select from below
Team: All
Senior Group: All
Post: All

Submission Type: All
Works Type: All
Submission Date: From To

Full-Text Search: Please check Minute/Folio on the right side. Minutes Folio

Filtered Results

Submissions 1 out of 66 matching all above filters

Completed Processing Outstanding

Sort by Submission Date

1 2 3 4 5 6 7

Create New e-Minutes [Click to Submission details](#)

Create Enquiry to Applicant

BEAM Form

Due Date: N/A
Submission No: NW-EPS-20191023-00007
S129638
23/10/2019 16:50
COMPLETED

123
Drainage
test

Minutes 3 out of 103 matching all above filters

Draft Circulation Completed Circulating

Sort by Minutes No

1 2 3 4 5 6 7 8 9

Create New e-Minutes [Click to Submission details](#)

Create Enquiry to Applicant

M89 BEAM Form

Submission No: S129638
Circulating View PDF

Initiated by: BAS1
Last updated by: BAS1
Last checked-in on: 23/10/2019 17:19

M88 BEAM Form

Submission No: S129638
Circulating View PDF

Initiated by: BAS1
Last updated by: BAS1
Last checked-in on: 23/10/2019 17:00

M87 BEAM Form

Submission No: S129638
Completed View PDF

Initiated by: CA1
Last updated by: BAS1
Last checked-in on: 23/10/2019 17:13

M86 BEAM Form

Submission No: S129637
Circulating View PDF

Initiated by: BAS1
Last updated by: BAS1
Last checked-in on: 23/10/2019 16:36

M85 BEAM Form

Submission No: S129637
Circulating View PDF

Initiated by: CA1
Last updated by: CA1
Last checked-in on: 23/10/2019 16:31

M84 BEAM Form

Submission No: S129637
Circulating View PDF

Initiated by: CA1
Last updated by: CA1
Last checked-in on: 23/10/2019 16:31

Folios 3 out of 86 matching all above filters

Document Type: Select from below

Sort by Folio No

1 2 3 4 5 6 7 8 9

Add a Folio

F86 letter

2 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 17:18

F84 markup

1 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 16:59

F83

3 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 17:11

F82

2 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 16:31

F81 ApproveMemo

2 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 16:09

F80 Markup

1 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 15:42

F79

1 files

Subject File: E2-BUILDING BAS14
Last Checked-in by: BAS14
Last Checked-in on: 23/10/2019 15:42

Sample screen

- Project summary of individual officer

My e-Project Files						
Below are the projects that you or your team is participating.						
		Lot No.		All	EPF Type	
				All		
1	File Ref Title	EPS-KS01CC02-01 Dev. at Kwai Shing	EPF Type Works Category Building Works	New Works	Status File Open Date 2015-08-06 17:39	ACTIVE View e-Project Files >
2	File Ref Title	EPS-YL20TT-01 Yuen Long	EPF Type Works Category Building Works and Street Works	New Works	Status File Open Date 2015-08-03 14:23	ACTIVE View e-Project Files >
3	File Ref Title	EPS-CC-2015-00004 A & A Project Site E	EPF Type Works Category Building Works	A&A Works	Status File Open Date 2015-07-17 17:29	ACTIVE View e-Project Files >
4	File Ref Title	EPS-HE110-11 New Project Phase 1	EPF Type Works Category Building Works	New Works	Status File Open Date 2015-07-17 17:29	ACTIVE View e-Project Files >
5	File Ref Title	EPS-CHH-2015-00008 Kwai Shing A&A Project	EPF Type Works Category Building Works	A&A Works	Status File Open Date 2015-07-14 10:34	ACTIVE View e-Project Files >
6	File Ref Title	EPS-NW111-01 Yuen Long Project	EPF Type Works Category Building Works	New Works	Status File Open Date 2015-07-13 18:06	ACTIVE View e-Project Files >
7	File Ref Title	EPS-KT08NR-01 Kwai Shing Site E Phase 1	EPF Type Works Category Building Works	New Works	Status File Open Date 2015-07-03 10:37	ACTIVE View e-Project Files >
8	File Ref	CHH-2015-00005	EPF Type	A&A Works	Status	ACTIVE View e-Project Files >

We need your help

We need your help

7 focus-groups will be established to gather more industry participation

e-Forms	<ul style="list-style-type: none">• Standardised forms to allow consistent submission.
Document Submission Module	<ul style="list-style-type: none">• A portal with functions to process and archive information in e-Forms submitted by the Applicants.
Workflow & Approval Module	<ul style="list-style-type: none">• A centralized project management module that would define, execute and automate the processes.
Online Communication Module	<ul style="list-style-type: none">• A communication platform for all concerned parties.
Reporting Module	<ul style="list-style-type: none">• A flexible and fully customizable report generator that obtains real-time results on information stored within the System.
Knowledge Database & Keyword Search Module	<ul style="list-style-type: none">• A centralized digital database of all information pertaining to BEAM Plus assessment and its related services.
Finance Module	<ul style="list-style-type: none">• Financial reports generator, billing and invoicing system.

We need your help

Privilege entitled as a **focus-group** member:

- ✓ **Direct solicitation** of advice amid **System** development period
- ✓ **Priority** in **joining protocol/ System demonstration**

By completing the Questionnaire, you can:

- **Provide feedbacks** to the **workshop/ System**
- **Join** specific **focus-group(s)**

0.5 CPD hours will be rewarded to all BEAM Practitioners



Q&A

- Please type in your questions, if any, in the chatbox.
- We will try to answer accordingly.

Thank you