

iBEAM User Guide

General Volume

Version 1.0 (June 2021)

Change Log

Version	Publication Date	Details of Update
Version 1.0	18 June 2021	<ol style="list-style-type: none">1. Addition of Section A7 – Knowledge Database2. Minor amendment to steps under Section A5.4, A5.5, A5.6, A5.8 and A6.13. Minor updates of screen capture for selective flow under Section A54. Renaming of overriding function to pre-approved condition function
Initial Version	13 May 2021	<ol style="list-style-type: none">1. Initial publication of this document



Preface

BEAM Society Limited (BSL) has developed the **iBEAM assessment automation system ('iBEAM')** to streamline the overall **BEAM Plus** assessment process.

iBEAM provides a one-stop solution for users to submit information for BEAM Plus assessment and retrieve technical standards pertaining to the development of sustainable built environment and community.

This user guide provides a **fundamental guidance** to assist users in navigating through the iBEAM.



System Requirement



Desktop

CPU: Intel Core i3-3220 Processor or above

RAM: 4GB or above

Hard disk: 200GB or above

Best viewed resolution: 1280 × 720 to 1600 × 1200

Operating System: Microsoft Windows 7 or above

Browser: Chrome or Microsoft Edge (chromium based)

HTML version: HTML5

Encryption: TLS 1.2

JavaScript: Enabled

Cookies: Enabled

Chinese Character Support: Hong Kong Supplementary Character Set (HKSCS-2008)



How To Use This Guide

Overview

1

Forget Password
Refer to Section 2.2

2

4

ALL

Forgot Password?

No account? Register now!

System requirements

ask BEAM

3

Tips:
Please double check email address and password before logging onto the system.

Each section of this user guide shall consist of the following guiding notes to assist users in understanding the different features and functions of the iBEAM.

- 1 Narration describing a certain function or step to a process
- 2 Screen capture of a particular feature or function
- 3 Tips to enhance the user experience in using the feature or function
- 4 *Where applicable*, the annotation of user groups or assessment scheme applicable to the process



How To Use This Guide

User Groups and Assessment Tools Annotation

The definition for the annotation of user groups and assessment tools are stated below.

BSL Secretariat	
ALL	All User Groups
A&F	Administration and Finance
DTSS	Development & Technical Secretariat Section
PAS	Project Assessment Section
TCS	Technical Checking Section

Expert Group	
BAS	BEAM Assessor (BAS)
EXP	Expert Panel Members
ASC	ASC Members

Assessment Scheme	
ALL	All Assessment Tool
NB 2.0	BEAM Plus New Buildings v.2.0



Disclaimer

iBEAM was developed with the assistance and participation of many individuals and representatives from various organisations. The outcome represents a general consensus, but unanimous support from each and every organisation and individual consulted is not implied. iBEAM shall be revised on a regular basis and as frequently as necessary. BSL reserves the right to amend, update and change any of the system functions on iBEAM from time to time without prior notice. Where changes in regulations necessitate changes to the assessment criteria, they will be issued to all parties involved in an assessment and will be announced on both the BSL's website and the iBEAM system platform. An appropriate transitional period shall be allowed for projects undergoing assessment process.

It should be noted that none of the parties involved in the funding of iBEAM, including BSL and its members, provide any warranties or assume any liability or responsibility to the users of BEAM, or any third parties for the accuracy, completeness or use of, or reliance on, any information contained in iBEAM, or from any injuries, losses, or damages arising out of such use or reliance.

As a condition of use, users covenant not to sue, and agree to waive and release BSL and its members from any and all claims, demands and causes of actions for any injuries, losses and damages that users may now or hereafter have a right to assert against such parties as a result of the use of, or reliance of iBEAM.

If you have any questions on the usage of iBEAM, please contact BSL through one of the following means:



Call us at +852 3610 5700



Send enquiry using the ask iBEAM function on iBEAM at <https://ibeam.hk>



Send e-mail to assessment_automation@beamsociety.org.hk



Send whatsapp to +852 6095 7650



Acknowledgement

The **design, development** and **operational management** of iBEAM was led by a pool of industry practitioners, experts and in-house professionals. Industry stakeholders have been consulted through engagement workshops and Xperience studio for feedback and opinion. The various committees and project teams comprise:

Project Steering Committee

Sr Frankie SO (Chairperson), Dr. Benny CHOW, Ir Colin CHUNG, Ir Sai King HO, Ir Chi Fung LEUNG, Dr. Dennis MUI, Mr. Kai Ming SO, Mr. Terry WONG, Mr. David YAU, Mr. Alex LEE (Advisor) and Ms. Pelene NG (Advisor)

Roll Out Taskforce

Sr Frankie SO (Convenor), Ir Walter AU, Mr. Pak Cheung CHAN, Dr. Tin Cheung CHEUNG, Dr. Benny CHOW, Mr. Ivan FU, Sr Nelson HO, Ir Sai King HO, Mr. Tony IP, Mr. Man Kit LEUNG, Mr. Kai Ming SO, Ms. Ellie TANG, Dr. Kenneth TANG, Dr. Winnie TANG and Ir Sr Martin WAN

Design, Development and Operational Management Team

Ir CS HO, Mr. Tim LO, Mr. Icarus AU, Mr. Darren FOK, Ms. Helen YIP and Ms. Minnie LUI

In-House User Group

Development & Technical Secretariat Section, Finance Section, Information Technology Section, Project Assessment Section, Technical Checking Section, Training & Marketing Section

Information Technology Services Provider

Global Technology Integrator Ltd.



Table of Content General Functions (I)

Section A1 General Navigation

Section A2 Account Management

Section A3 Contract and Finance

Section A4 Credit Interpretation Request (CIR)

Section A5 Project Submission

Section A6 Enquiry

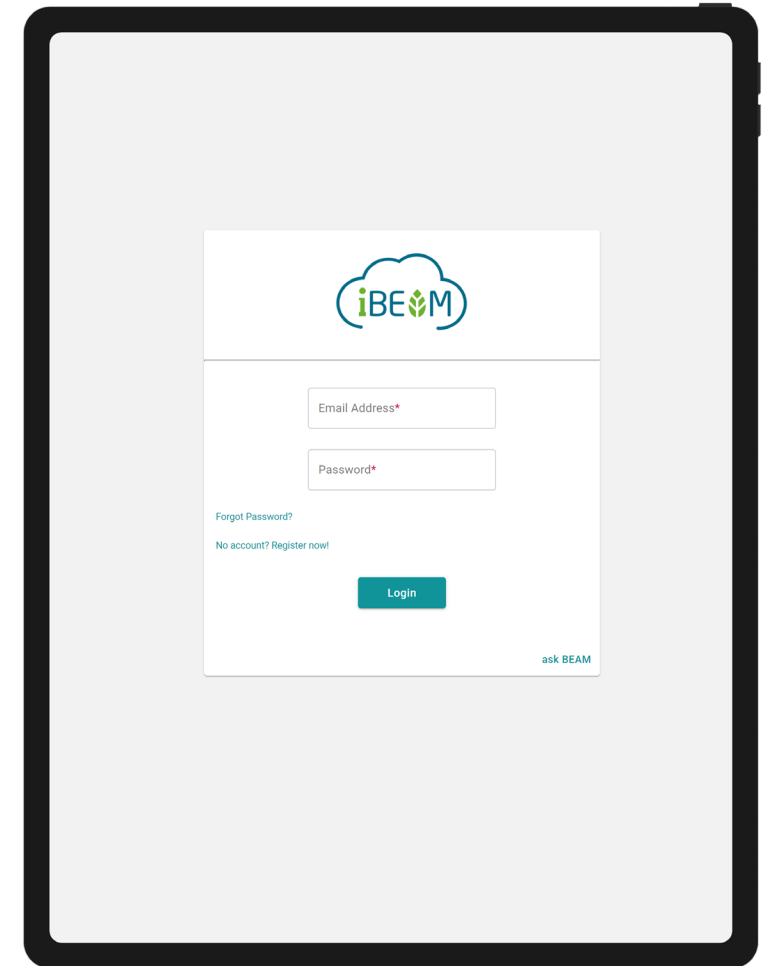


Table of Content

General Functions (II)

Section A7 Knowledge Database

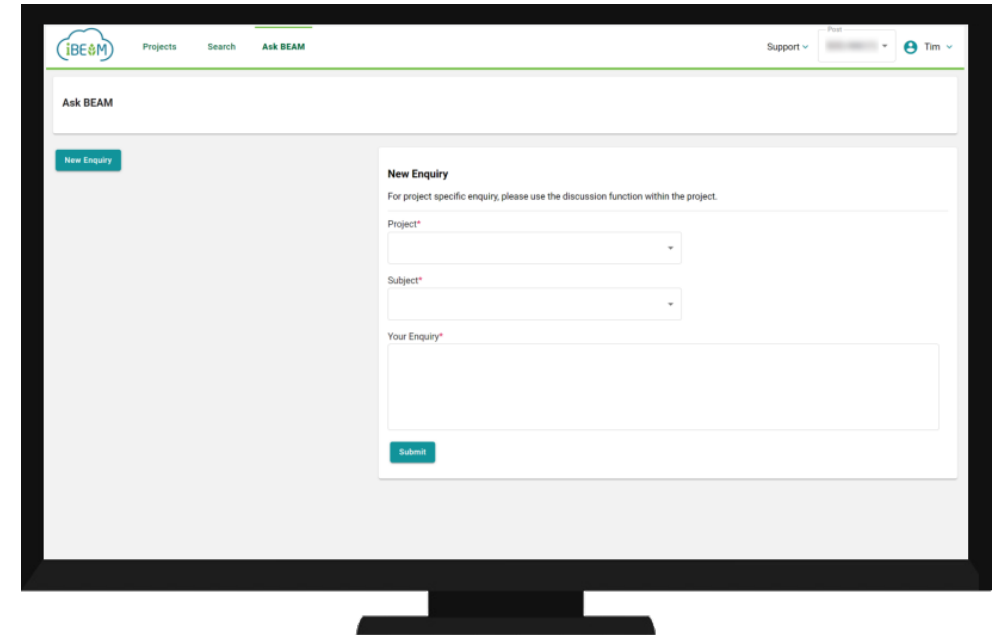
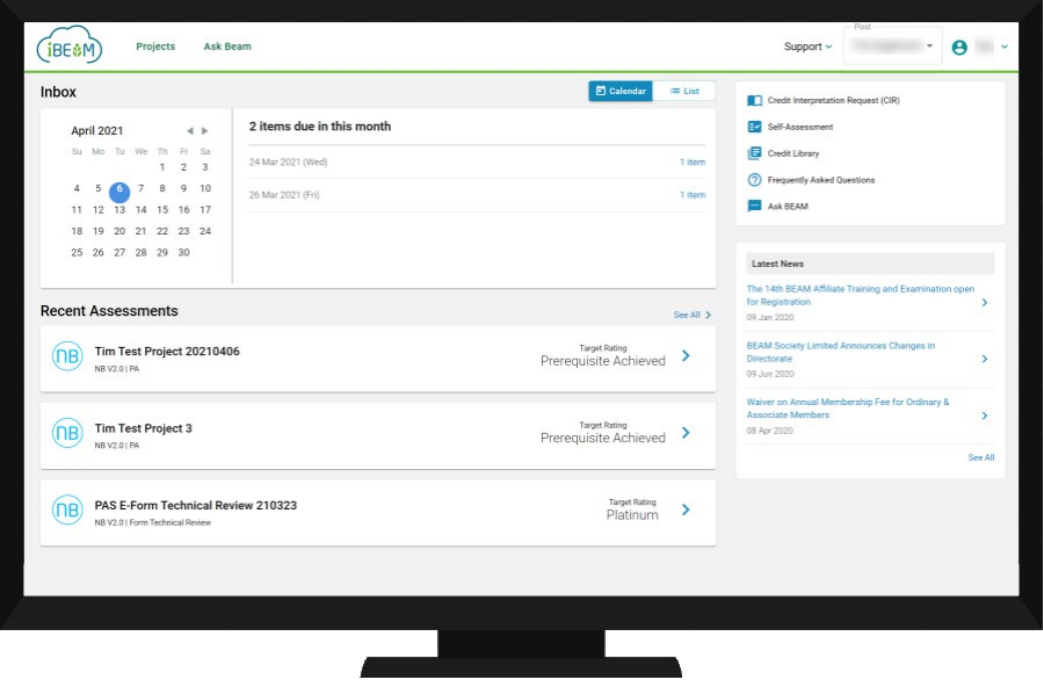


Table of Content Appendix

Appendix A Data Dictionary

Appendix B List of Milestones

Appendix C Calculation Logic



Section A1 General Navigation

This section provides an overview of the different functions available on the iBEAM.

A1.1 Overall Site Map

A1.2 Login Page

A1.3 Navigation Bar

A1.4 Account Dashboard

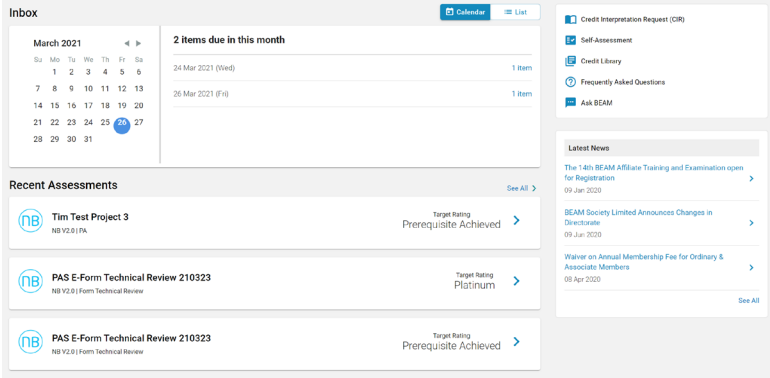
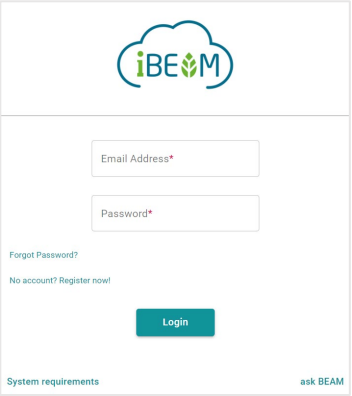
A1.5 Project Dashboard

A1.6 Credit Summary Dashboard

A1.7 e-Form

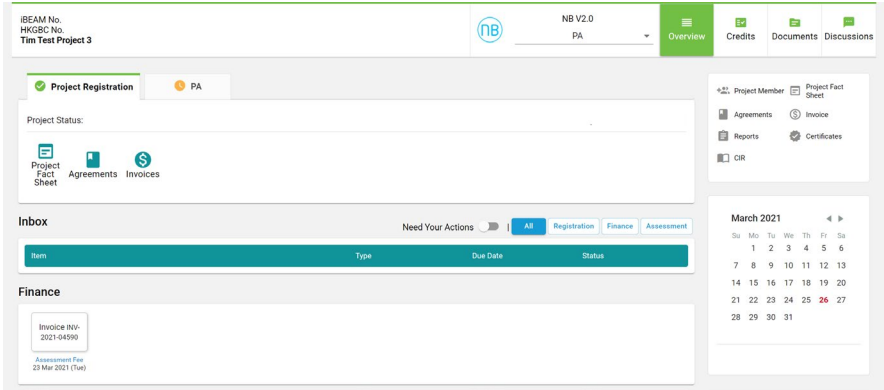


A1.1.1 Overall Site Map



2 Account Dashboard[^]
Refer to Section A1.4

1 Login Page
Refer to Section A1.2



3 Project Dashboard[^]
Refer to Section A1.5

**Continue onto
Section A1.1.2**

[^]Navigation bar is shown on top of these pages. For details, please refer to Section 1.3



A1.1.2 Overall Site Map

Continue from Section A1.1.1



Credit Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	0P	0
Sustainable Site	1P	0
Materials and Waste	1P+1	0
Energy Use	1P	0
Water Use	1P	0
Health and Wellbeing	1P	0
Innovations and Additions	0	0

4 Credit Summary Dashboard[^]
Refer to Section A1.6



Credit Anticipated for WU 8a: 0

Justification shall be provided to support the selection of Override in Documentary Readiness. Please use the following table to provide additional comments and/or documents that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

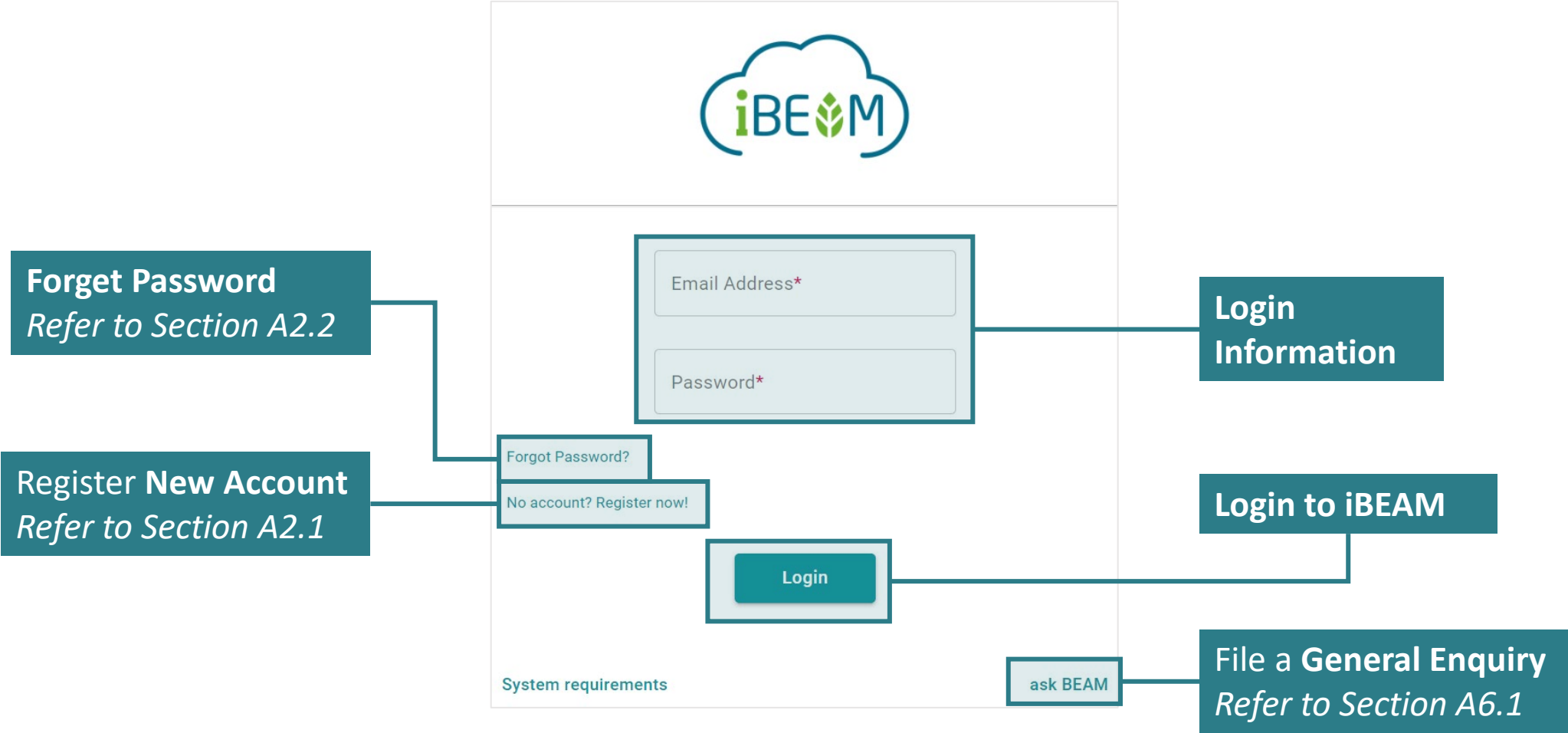
Explanations	Supporting Document
Row 1	File: SS_02a_support

5 e-Form of Individual Credit[^]
Refer to Section A1.7

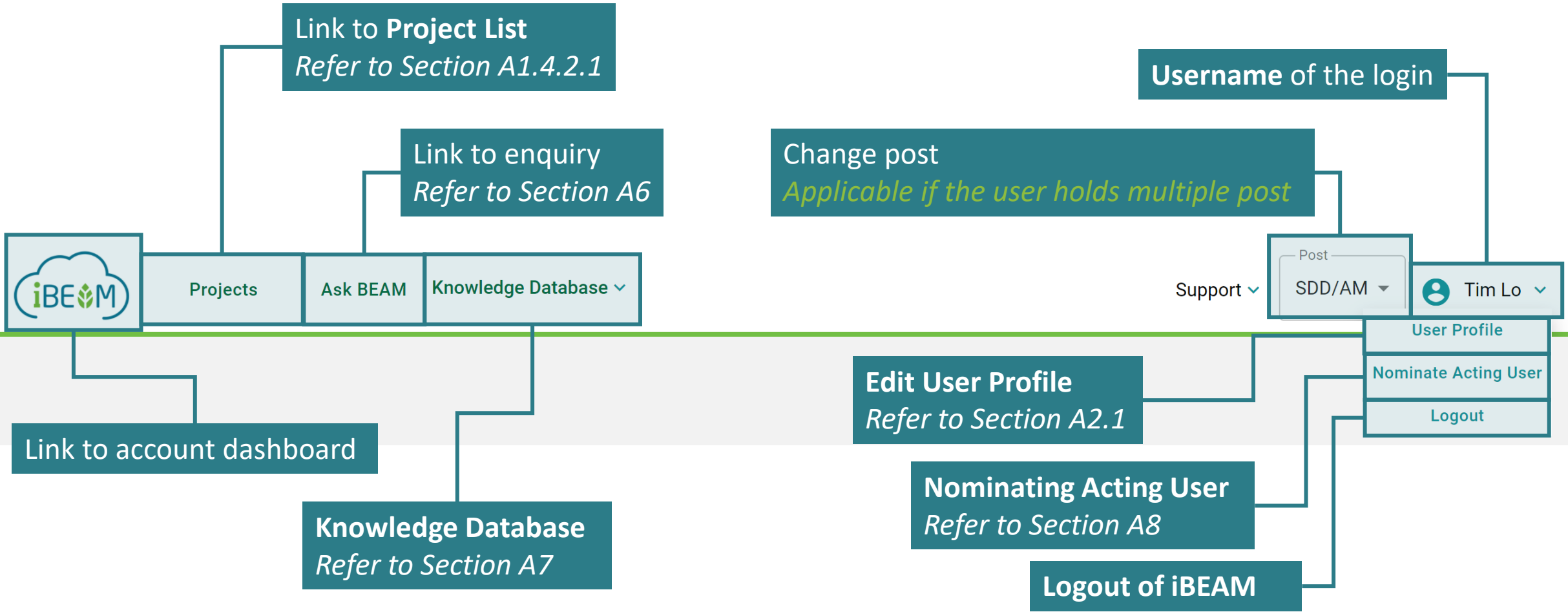
[^]Navigation bar is shown on top of these pages. For details, please refer to Section 1.3



A1.2 Login Page



A1.3 Navigation Bar



A1.4 Account Dashboard

Inbox
Refer to
Section A1.4.1

Inbox Calendar List

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	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	30	31			





2 items due in this month

- 24 Mar 2021 (Wed) 1 item
- 26 Mar 2021 (Fri) 1 item

Recent Assessments
Refer to
Section A1.4.2

Recent Assessments See All >

-  **Tim Test Project 3**
NB V2.0 | PA Target Rating Prerequisite Achieved >
-  **PAS E-Form Technical Review 210323**
NB V2.0 | Form Technical Review Target Rating Platinum >
-  **PAS E-Form Technical Review 210323**
NB V2.0 | Form Technical Review Target Rating Prerequisite Achieved >

-  Credit Interpretation Request (CIR)
- Self-Assessment
-  Credit Library
-  Frequently Asked Questions
-  Ask BEAM

Function Elements
Refer to
Section A1.4.3

Latest News

- [The 14th BEAM Affiliate Training and Examination open for Registration](#)
09 Jan 2020 >
- [BEAM Society Limited Announces Changes in Directorate](#)
09 Jun 2020 >
- [Waiver on Annual Membership Fee for Ordinary & Associate Members](#)
08 Apr 2020 >

Latest News
Coming Soon

[See All](#)



A1.4.1.1 Inbox

Calendar View

Inbox Calendar List

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	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	30	31			

2 items due in this month

- 24 Mar 2021 (Wed) 1 item
- 26 Mar 2021 (Fri) 1 item

Calendar for selection of due date

Link to individual item that requires attention

Inbox Calendar List

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	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	30	31			

< 30 Mar 2021 (Tue)

- Agreement
- Finance

● PENDING

List of items that require attention on the selected due date



A1.4.1.2 Inbox

List View

Sorting of items that require the users' actions

Sorting of items that require attention by project stage

Inbox Calendar List

Need Your Actions

All Registration Finance Assessment




Project	Item	Type	Send Date	Due Date	Status
-	Agreement	Finance	-		● PENDING >
-	Agreement	Finance	-		● PENDING >

Link to individual item that requires attention



A1.4.2 Recent Assessments

Link to Project List
Refer to Section A1.4.2.1

Recent Assessments		See All >
 Tim Test Project 3 NB V2.0 PA	Target Rating Prerequisite Achieved	>
 PAS E-Form Technical Review 210323 NB V2.0 Form Technical Review	Target Rating Platinum	>
 PAS E-Form Technical Review 210323 NB V2.0 Form Technical Review	Target Rating Prerequisite Achieved	>

Link to individual project



A1.4.2.1 Project List

Projects

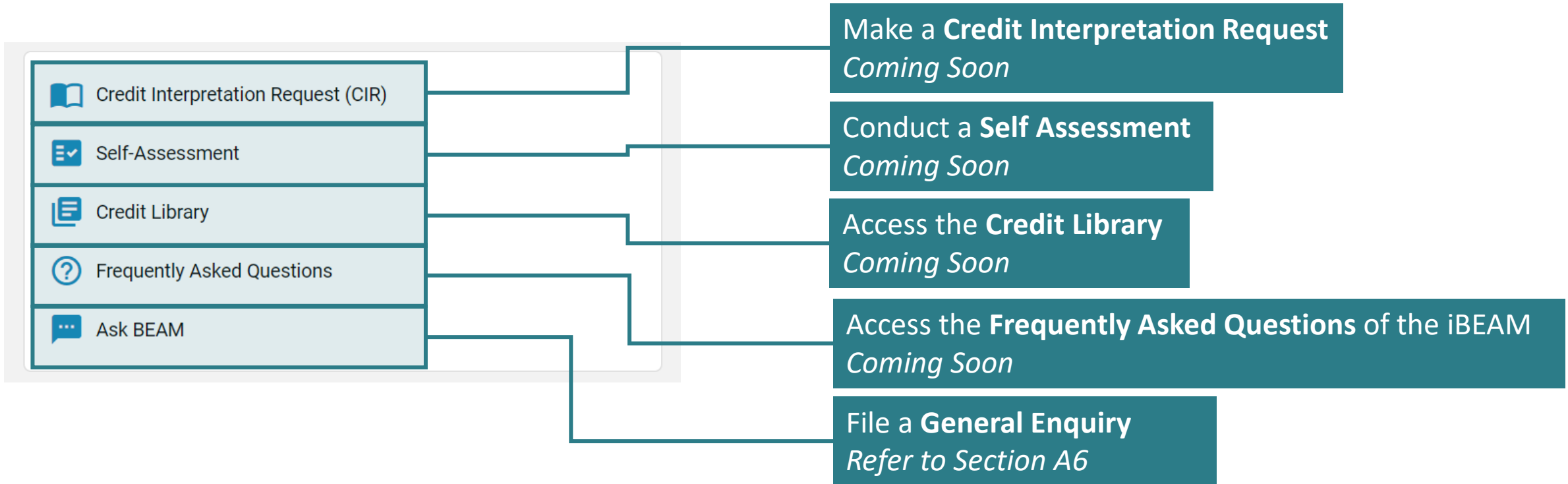
Search individual project

iBEAM Trial Test 01	
Id	4501
HKGBC Project No	
Project Name (English)	iBEAM Trial Test 01
Project Name (Chinese)	
Project Address (English)	iBEAM Trial Test 01
Project Address In Chinese	
Lot Number	T01
Project District	Hong Kong Island - Central and Western District
Geo Code	01, 01
BD File Reference Number	
Project Status Code	
Acknowledgment Date	19 Feb 2021
View	

View individual project



A1.4.3 Account Function Element



A1.5 Project Dashboard

Navigation Element
Refer to Section A1.5.1

Function Element
Refer to Section A1.5.3

Project
Inbox
Coming
Soon

The screenshot shows a project dashboard for 'Tim Test Project 3'. At the top, it displays 'iBEAM No.', 'HKGBC No.', and 'NB V2.0 PA'. A navigation bar includes 'Overview', 'Credits', 'Documents', and 'Discussions'. The main content area is divided into three sections: 'Project Registration' (with a 'PA' button), 'Inbox', and 'Finance'. The 'Project Status Element' callout points to the 'Project Status' section, which includes 'Project Fact Sheet', 'Agreements', and 'Invoices'. The 'Calendar Element' callout points to a calendar for March 2021, where the 26th is highlighted. The 'Project Finance Dashboard' callout points to the 'Finance' section, which shows an 'Invoice INV-2021-04590' for an 'Assessment Fee' on '23 Mar 2021 (Tue)'. A 'Project Inbox Coming Soon' callout is also present on the left side.

Project Finance Dashboard

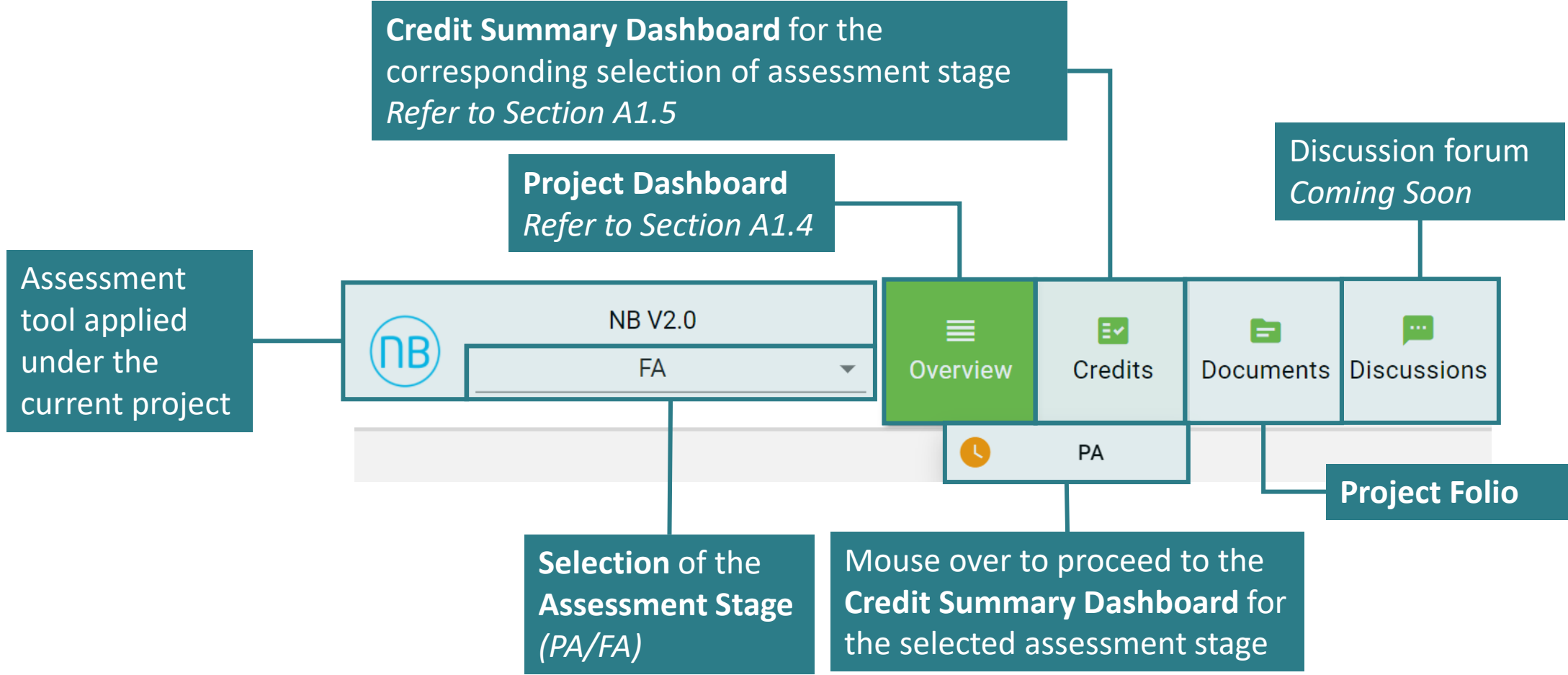
Project Status Element
Refer to Section A1.5.2

Calendar
Element



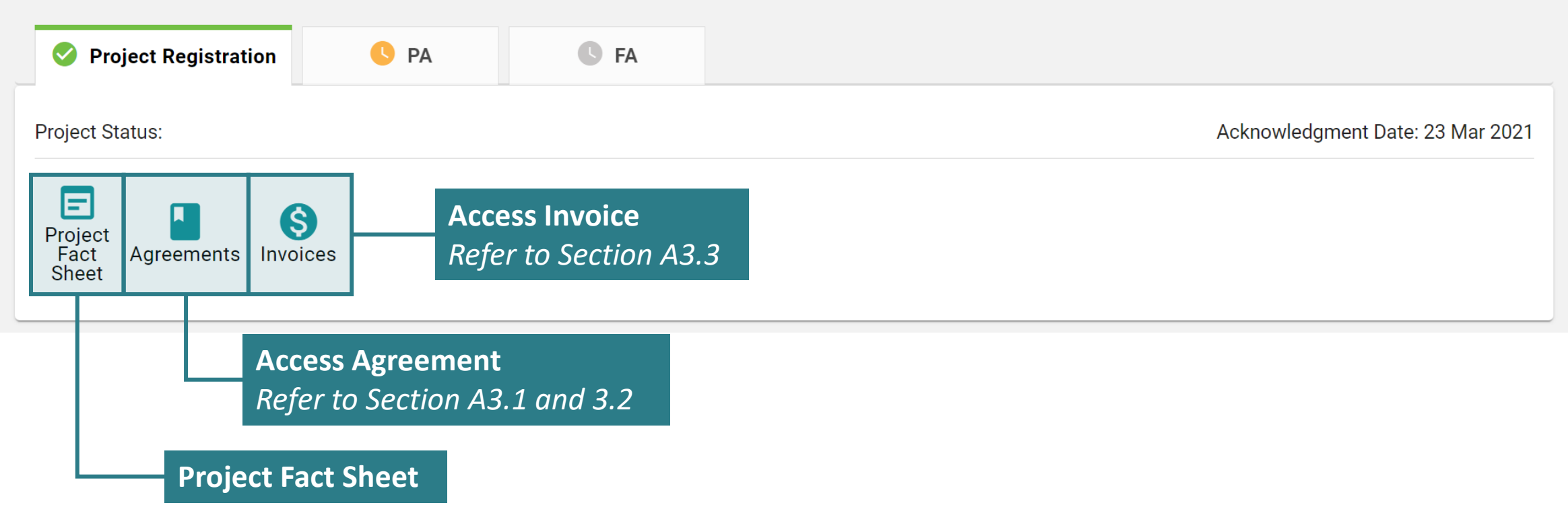
A1.5.1 Project Dashboard

Navigation Element



A1.5.2.1 Project Dashboard

Project Status Element – Project Registration Tab



A1.5.2.2 Project Dashboard

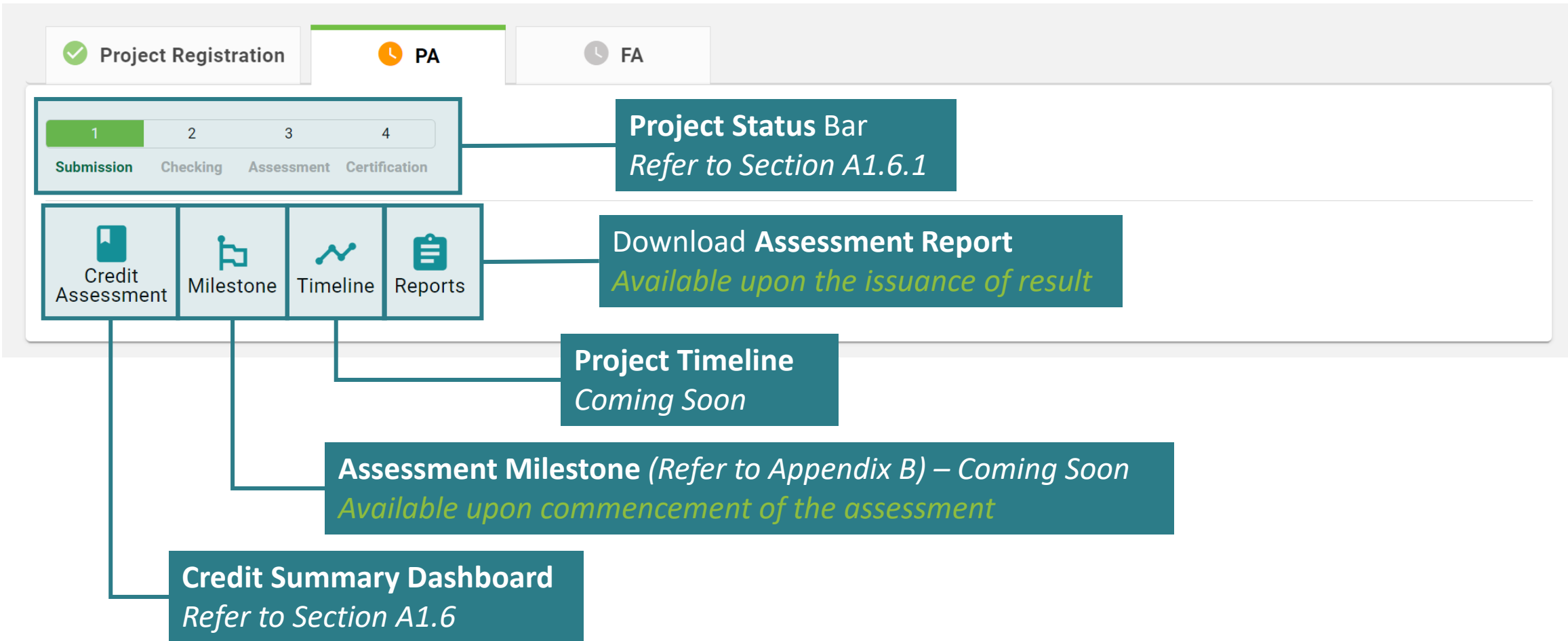
Project Status Element – Assessment Tab (Credit Summary NOT YET Created)

The screenshot shows the Project Dashboard interface. At the top, there are three tabs: 'Project Registration' (with a green checkmark icon), 'PA' (with an orange clock icon), and 'FA' (with a grey clock icon). The 'FA' tab is currently selected. Below the tabs, there is a 'Project Status Bar' with four numbered steps: 1 Submission, 2 Checking, 3 Assessment, and 4 Certification. A callout box points to the 'Assessment' step, stating 'Project Status Bar Refer to Section A1.6.1'. Below the status bar, there is a 'Credit Summary' button with a checkmark icon. A callout box points to this button, stating 'Create Credit Summary'.



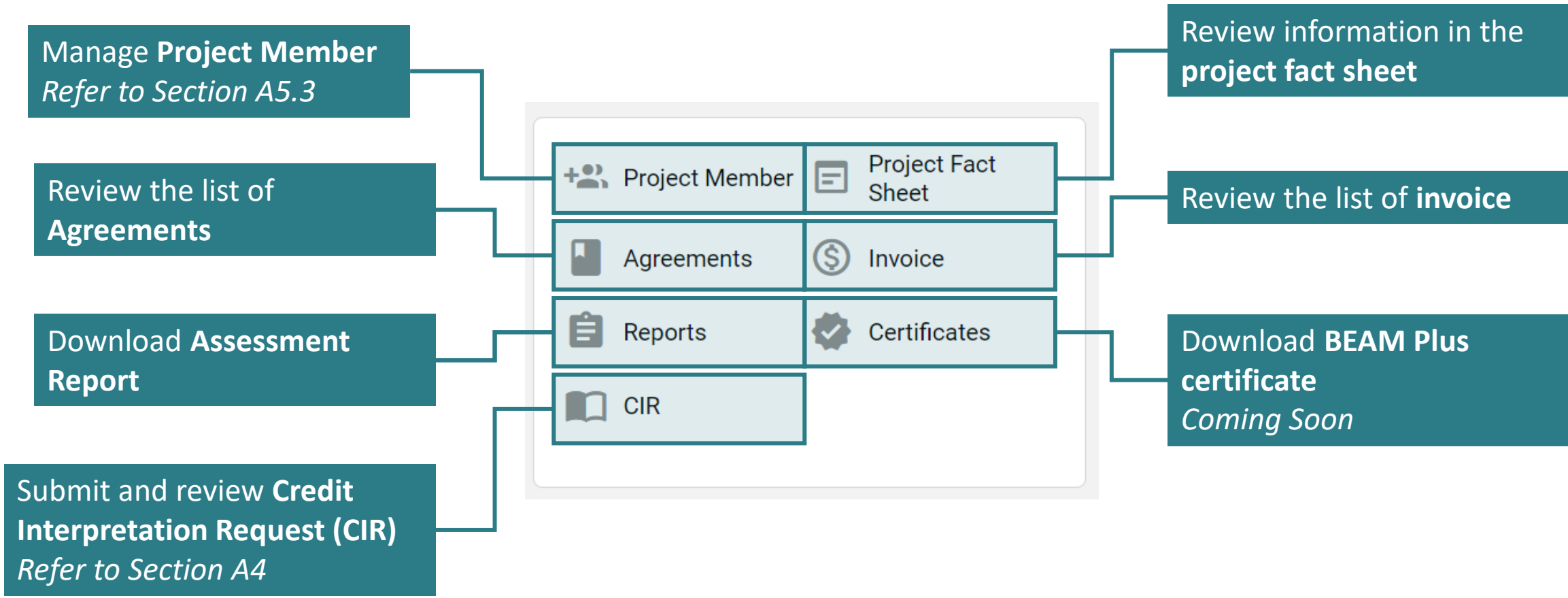
A1.5.2.3 Project Dashboard

Project Status Element – Assessment Tab (Credit Summary Created)



A1.5.3 Project Dashboard

Function Element



A1.6 Credit Summary Dashboard

Project Status Bar
Refer to Section A1.6.1

1 2 3 4
Submission Checking Assessment Certification

Rating Summary
Refer to Section A1.6.2

Credits Applicable: 8P
Credits Anticipated: 0
Current Rating: Prerequisite Not Achieved >
Submit By: Prerequisite Achieved (0.000%)
Review By: 01 Jan 0001

Credit Summary Setting
Refer to Section A1.6.3

Generate pre-assessment summary

Generate CSV

Delete Project Assessment
(Applicable if the project has not been submitted)

Delete Submit

Function Element
Refer to Section A1.6.4

Credit Summary [edit icon]

- Reassessment
- Certification
- Reports
- Minutes
- Acknowledgement Letter

Expansion of Credit Menu
Refer to Section A1.6.5

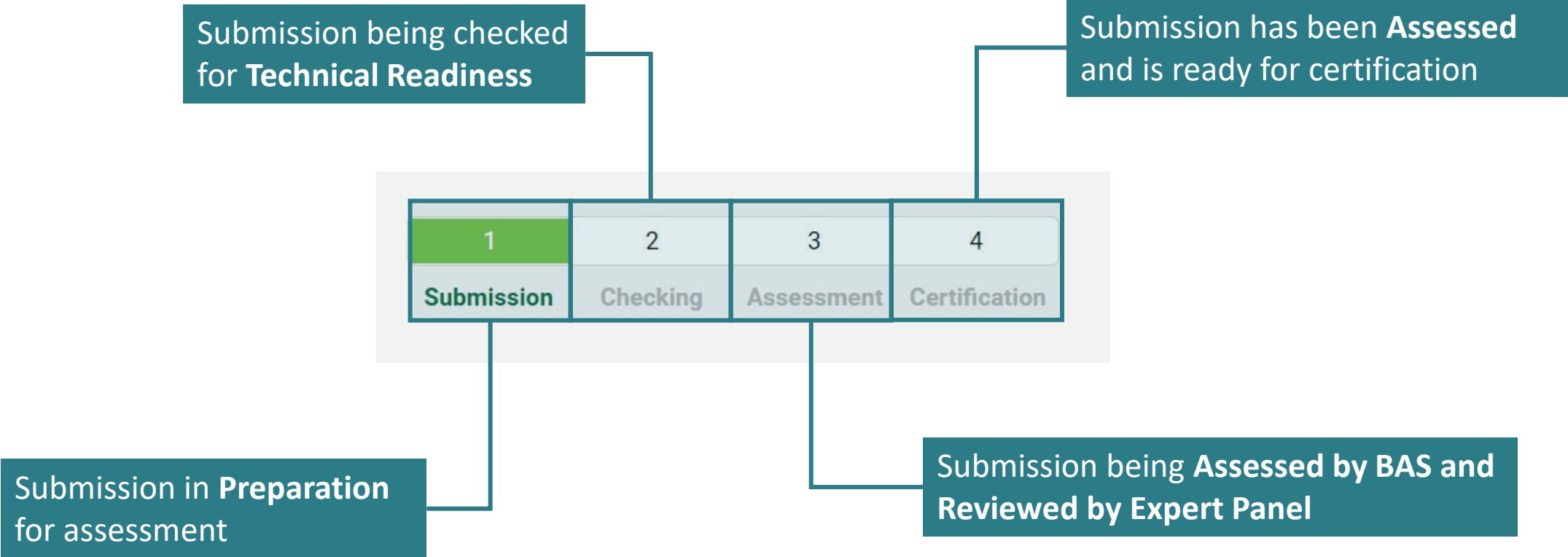
Submit Project Assessment

	Credits Attempted	Credits Anticipated	
Integrated Design & Construction Management	3P	0	▼
Sustainable Site	1P	0	▼
Materials and Waste	1P	0	▼
Energy Use	1P	0	▼
Water Use	1P	0	▼
Health and Wellbeing	1P	0	▼
Innovations and Additions	0	0	▼



A1.6.1 Credit Summary Dashboard

Project Status Bar



A1.6.2.1 Credit Summary Dashboard

Rating Summary



- Rating Summary
- Full Credit List

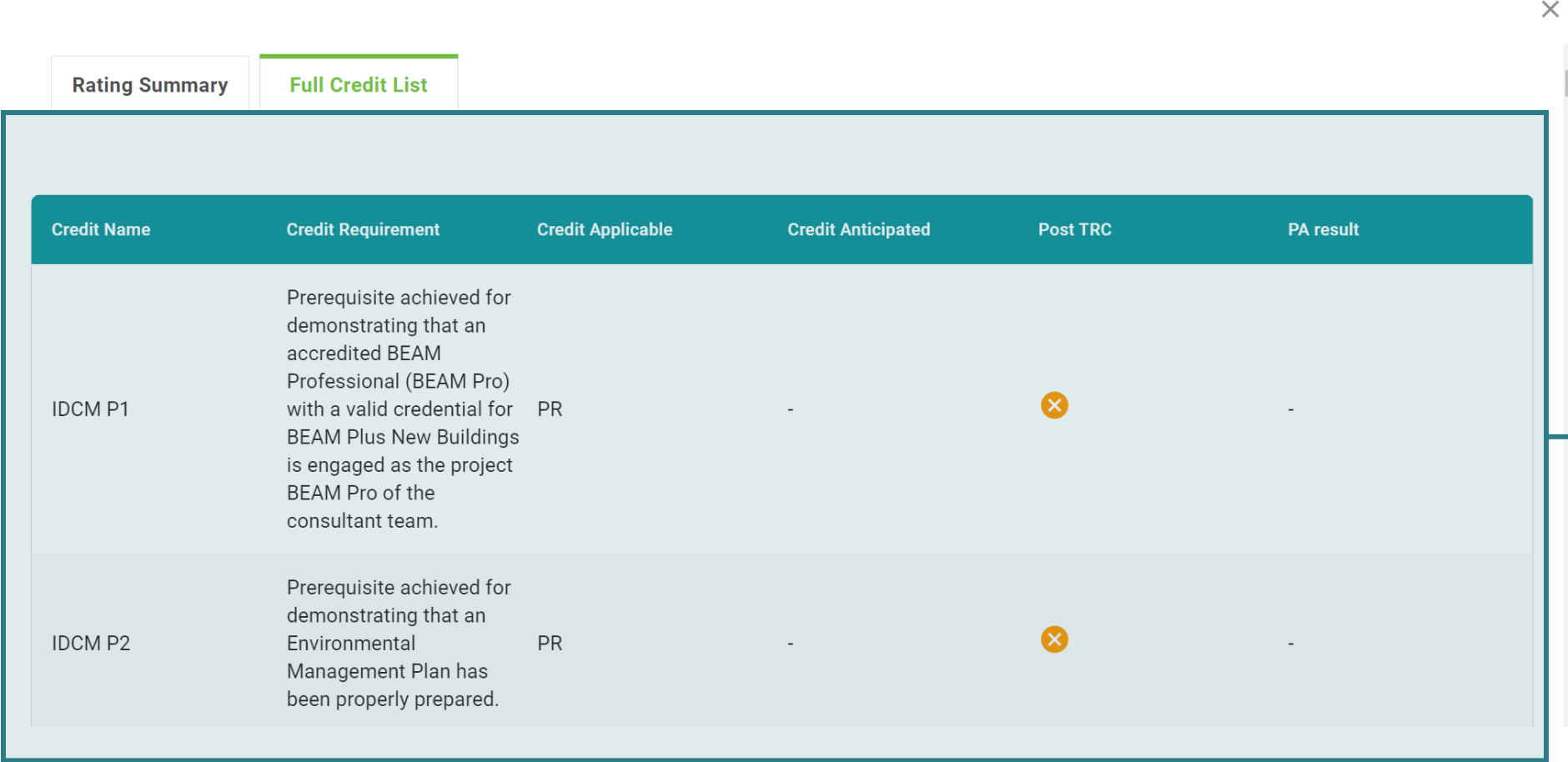
Aspect	Credits Applicable	Credits Attempted	% Of Credits Attempted	Category Weight Factor	Score Attempted
IDCM	3P+25+14B	3P	0.000%	18	0.000%
SS	1P+19+18B	1P	0.000%	15	0.000%
MW	1P+14+21B	1P+1	7.142%	9	0.642%
EU	1P+31+13B	1P	0.000%	29	0.000%
WU	1P+12+3B	1P	0.000%	7	0.000%
HWB	1P+19+10B	1P	0.000%	22	0.000%
IA	10B	0	-	-	0.000%
				Overall Rating	0.642%
					Prerequisite Achieved

Summary of credit scoring for the submission



A1.6.2.2 Credit Summary Dashboard

Rating Summary



The screenshot shows a web interface with two tabs: 'Rating Summary' and 'Full Credit List'. The 'Full Credit List' tab is active. Below the tabs is a table with the following columns: Credit Name, Credit Requirement, Credit Applicable, Credit Anticipated, Post TRC, and PA result. Two rows of data are visible, both with a red 'X' icon in the 'Post TRC' column.

Credit Name	Credit Requirement	Credit Applicable	Credit Anticipated	Post TRC	PA result
IDCM P1	Prerequisite achieved for demonstrating that an accredited BEAM Professional (BEAM Pro) with a valid credential for BEAM Plus New Buildings is engaged as the project BEAM Pro of the consultant team.	PR	-	✘	-
IDCM P2	Prerequisite achieved for demonstrating that an Environmental Management Plan has been properly prepared.	PR	-	✘	-

Summary of credits applicability, anticipation and achievement for the submission



A1.6.3.1 Credit Summary Dashboard

Credit Summary Setting – General Information

Credit Summary Credit Requirements

A Project Description

Project Narrative with Details of Project Development (with in 250 words):

B Area Space Type Demarcation

1. Schedule of Area +

Actions	Category	Type of Area	Ventilation System
No records to display			

Total area: 0.00

2. Occupancy schedule (e.g. design brief, owner's project requirement, sanitary fitment schedule, flat mix, etc.)

[Add File](#)

Part 1 of 8

- General Information
- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)
- Water Use (WU)
- Health and Wellbeing (HWB)
- Innovations and Additions (IA)

Score attempted: 0.642 | Target rating: Prerequisite Not Achieved

[Rating Details](#)

[Save](#) [Save And Continue](#)

Input plane for general project information

Save information

List of pre-assessment summary Refer to Section A1.6.3.2.1

Navigation to general information and different aspects

Target rating and score attempted based on current credit selection

Rating Summary Refer to Section A1.6.2

Save information and proceed inputting information in aspects



A1.6.3.2 Credit Summary Dashboard

Credit Summary Setting – Individual Aspect

Selection of Credit Compliance Path
Applicable for credits with multiple compliance path

Selection of Credit Scoring
Enable after selecting the credit attempt

Selection of Credit Attempt

Save information in the current aspect

Save information in the current aspect and proceed inputting information in the next aspect

List of pre-assessment summary
Refer to Section A1.6.3.2.1

Navigation to general information and different aspects

Energy Use (EU)	Attempt?	Credits applicable	Bonus	Credits attempted
EU P1 Minimum Energy Performance	<input type="checkbox"/>	PR	0	PR
Opti... EU 1 Low Carbon Passive Design - Option 1: Prescriptive Path	<input type="checkbox"/>	6	0	NS
Option 1: Performance Path Option 2: Prescriptive Path Reduction of CO2 Emissions - Option 1: Performance Path	<input type="checkbox"/>	10	5	NS
Opti... EU 3 Peak Electricity Demand Reduction - Option 2: Prescriptive Path	<input checked="" type="checkbox"/>	3	0	1 2
EU 4a Metering and Monitoring - Energy Monitoring	<input type="checkbox"/>	1	0	NS

General Information

- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)
- Water Use (WU)
- Health and Wellbeing (HWB)

Save **Save And Continue**



A1.6.3.2.1 Credit Summary Dashboard

Credit Summary Setting – Individual Aspect

List of pre-assessment summary generated

Download Credit Requirements CSV

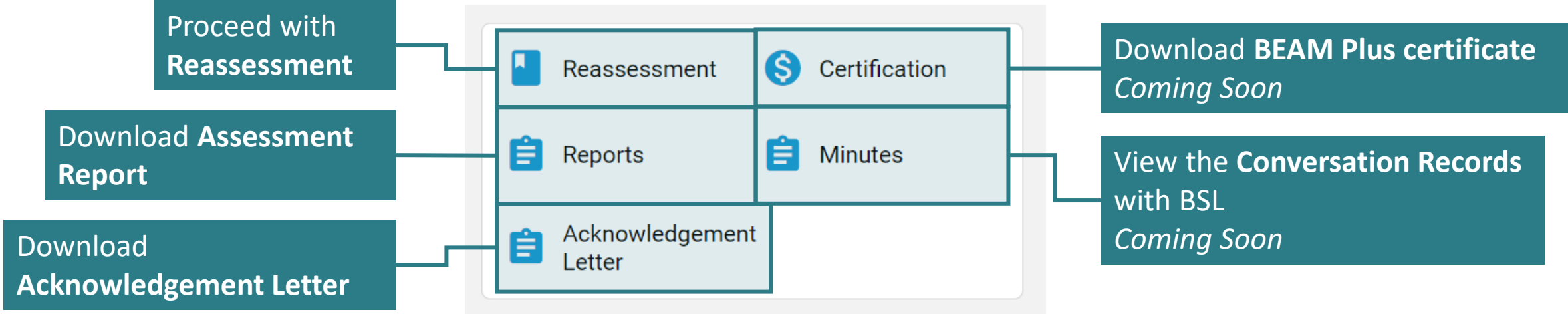
File Name	File Size	Version	Download
_Tim Test Project 3_PA.csv	36.30KB	0	↓
_Tim Test Project 3_PA.csv	36.30KB	0	↓
_Tim Test Project 3_PA.csv	36.30KB	1	↓

Download pre-assessment summary



A1.6.4 Credit Summary Dashboard

Function Element



A1.6.5 Credit Summary Dashboard

Expansion of Credit Menu

Credits Attempted
(calculated based on the total selection of attempted credits in the credit summary setting)

Credits Anticipated
(calculated based on the total number of credits complying with the **documentary readiness** check in the e-Form)

Collapse Credit Menu

Access e-Form of Individual Credit
Refer to Section A1.7

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	0
Sustainable Site	1P	0
Materials and Waste	1P	0
Energy Use	1P	1P

Code	Description	Status	PR	NS	PR
EU P1	Minimum Energy Performance	✓			
EU 1	Low Carbon Passive Design - Option 1: Prescriptive Path				
EU 2	Reduction of CO2 Emissions - Option 1: Performance Path				
EU 3	Peak Electricity Demand Reduction - Option 1: Performance Path				

Credits ready for Submission

Credits with CIR Applied



A1.7 e-Form

✕

Select form

Form	Version	Current Form
EU P1 Form S	7	▶
EU P1 Form S	8	✔ ▶



Credits Applicable 1Credits Attempted 1Credits Applicable 1Credit Attempted 1Credits Anticipated 1

WU 8 A Form SWU 8 Form S A 1WU 8 Form S A 3WU 8 Form S A 3

Section A. Harvested Rainwater

Please submit **Plumbing schematic drawing (s) and plumbing layout drawings.**

Note: As-fitted version shall be submitted if the project is undergoing Final Assessment.

File: *

Add file Add from FolioWU_8a_06

Credit Anticipated for WU 8a 0 Override:

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input style="width: 95%;" type="text"/>	File: <div style="display: flex; align-items: center; gap: 10px;"> Add file Add from FolioSS_02a_support</div>	✕
➕ Add Another ✕ Remove Empty Rows			

1 Selection of Form

Refer to Section 1.7.1



Tips:

Please refer to **Appendix C** for the calculation logic of relevant e-form.

2 e-Form of Individual Credit

Refer to Section 1.7.2

A1.7.1 Selection of e-Form

This dialogue box will pop up if the credit contains multiple versions of the e-Form

The dialog box titled "Select form" contains a table with the following data:

Form	Version	Current Form
EU P1 Form S	7	
EU P1 Form S	8	<input checked="" type="checkbox"/>

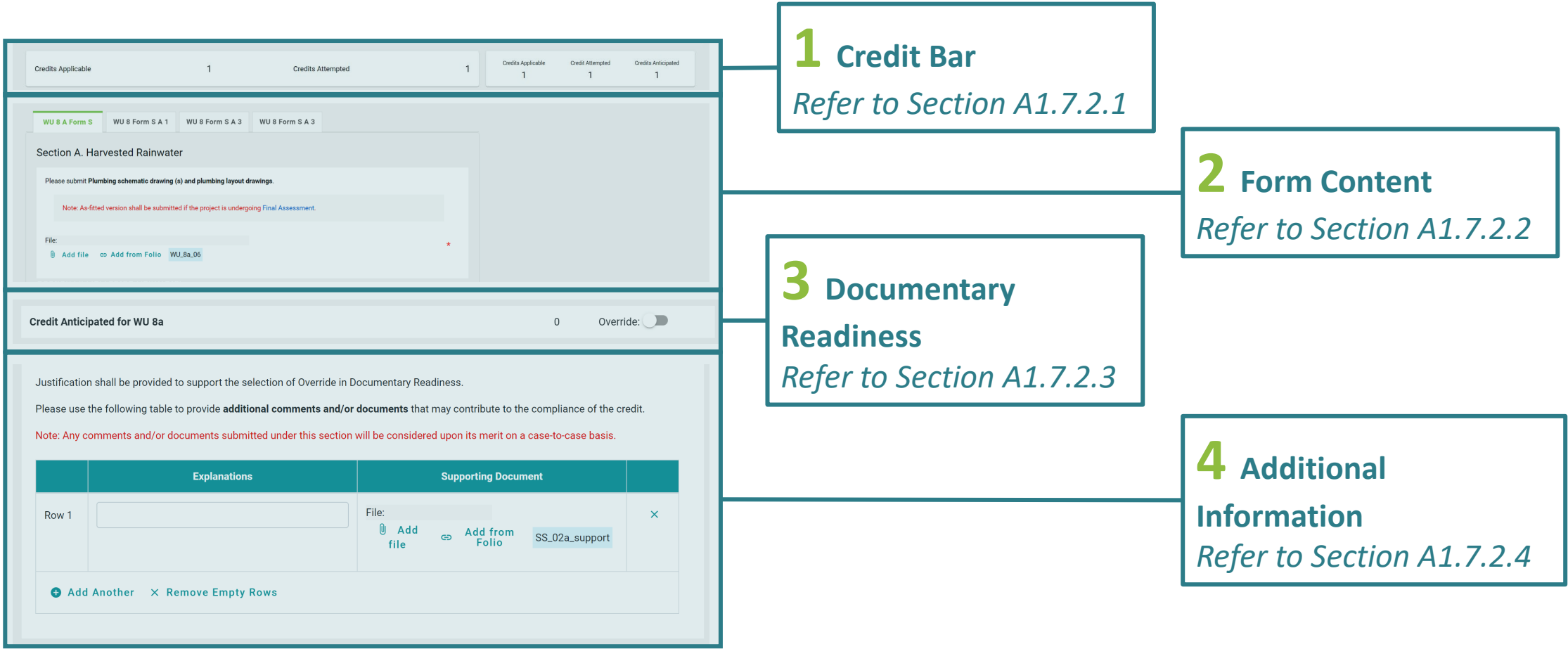
Callout boxes provide additional context:

- A box pointing to the checkmark in the second row states: "Form being applied to the credit".
- A box pointing to the right arrow in the first row states: "Access the corresponding version of the form".



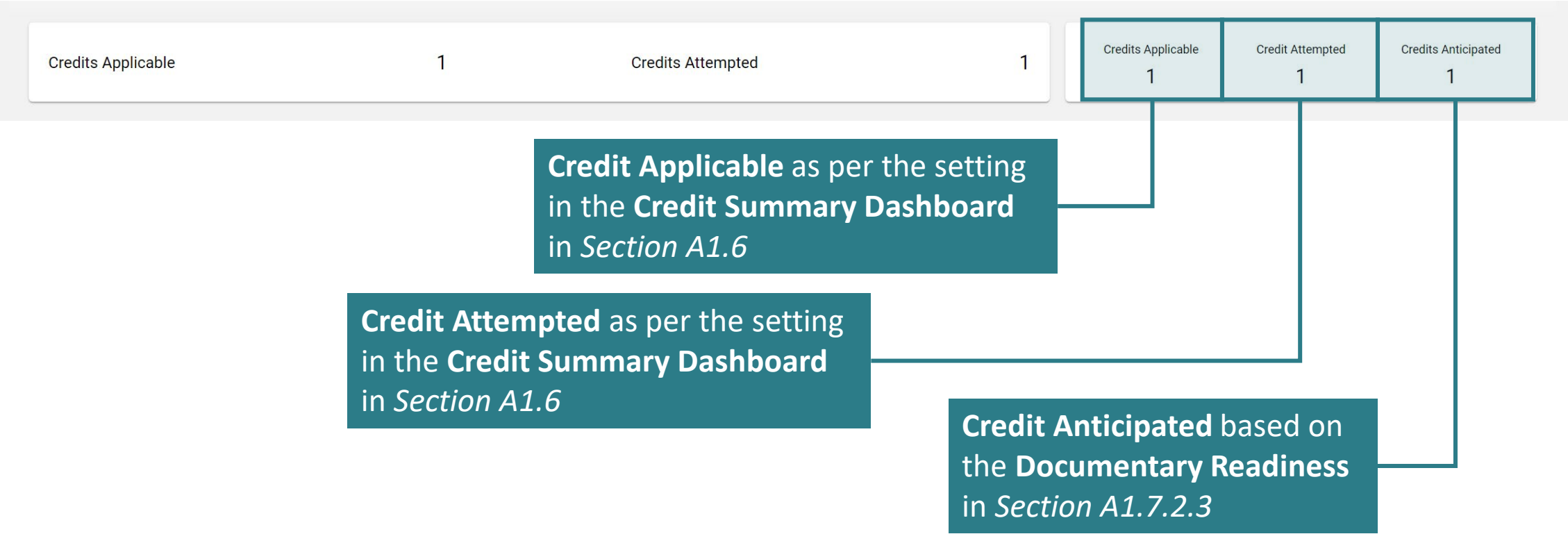
A1.7.2 e-Form of Individual Credit

Each of the e-Form is divided into four sections as shown below.



A1.7.2.1 e-Form of Individual Credit

Credit Bar



A1.7.2.2 e-Form of Individual Credit

Form Content

Switch before **Main Form**
and **Appendix Form**

WU 8 A Form S

WU 8 Form S A 1

WU 8 Form S A 3

WU 8 Form S A 3

Section A. Harvested Rainwater

Please submit **Plumbing schematic drawing (s) and plumbing layout drawings.**

Note: As-fitted version shall be submitted if the project is undergoing [Final Assessment](#).

File:

 Add file  Add from Folio WU_8a_06

Content Elements
Refer to
Section A1.7.2.2.1

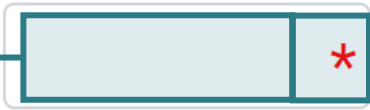


A1.7.2.2.1 e-Form of Individual Credit

Form Content – Content Elements


A Required Field

Text Area



Asterisk indicating the field is required

B Optional Field

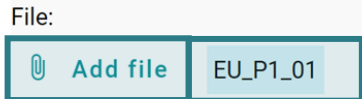


Text Area

C File Upload with Excel Template

Excel Template EU P1 Appendix A1_v01.xlsm 275.7 KB

File:



File designation

Upload excel template onto the system

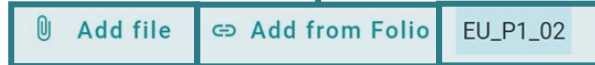
Excel Template for in-depth data disclosure



Asterisk (if available) indicating the excel template is required for the assessment

D File Upload – Details Refer to 1.7.2.2.1.1

File:



File designation

Upload file onto the system

Choose file from Folio

Asterisk (if available) indicating the file is required for the assessment



A1.7.2.2.2 e-Form of Individual Credit

Form Content – Content Elements

E Selection Box with Multiple Selections

2.1
Convenience/
grocery stores

Selection of option

	Amenity Detail	Existing or Future Amenity	
Row 1	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

+ Add Another x Remove Empty Rows

2.2
Supermarkets/
wet markets

Features enabled after selecting the option

Deselection of option

F Selection Box with Single Selection

Please choose one of the following options to indicate the **building type** that is most appropriate to describe the project:

Selected option

C1: Commercial Building - Office / Retail / Mixed Use

C2: Commercial Building - Hotel

E1: Educational Building - Pre-school / Primary / Secondary School

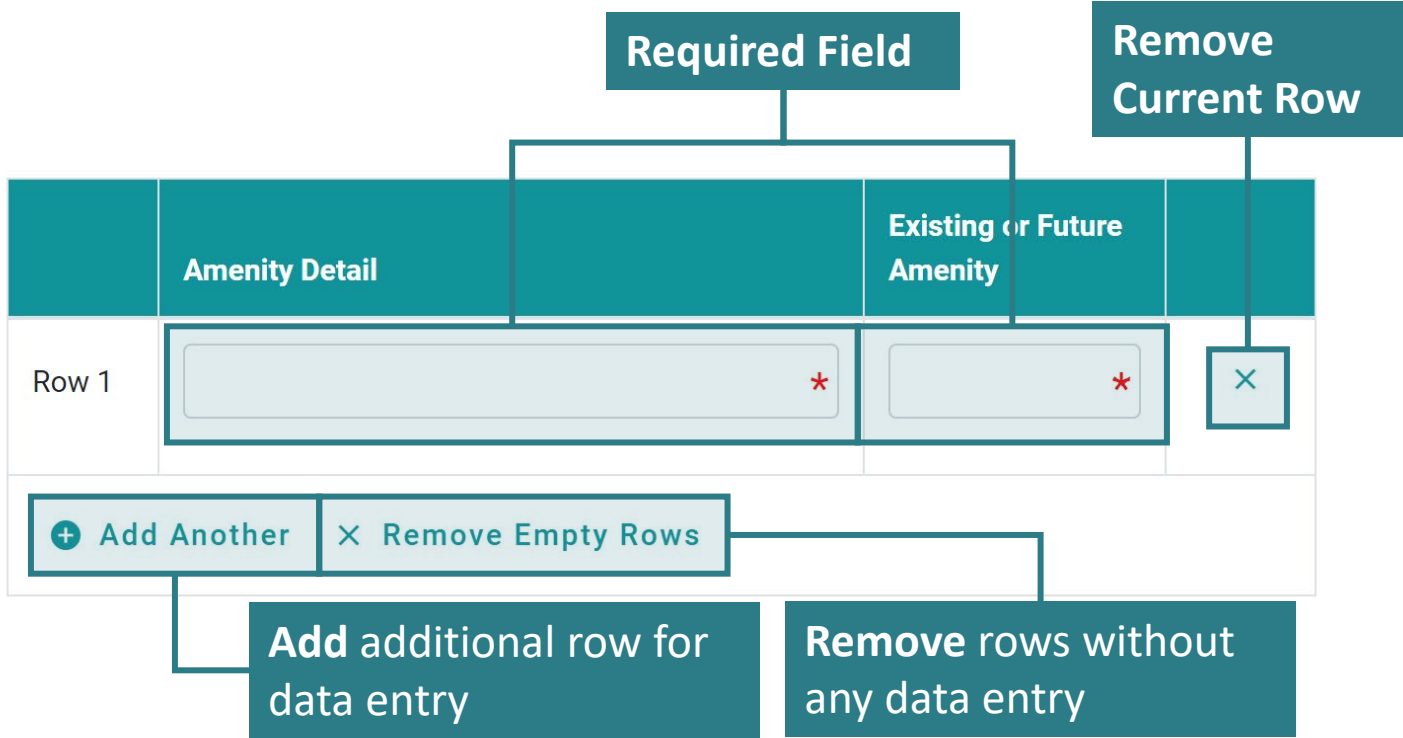
Unselected options



A1.7.2.2.3 e-Form of Individual Credit

Form Content – Content Elements

G Input Table



A1.7.2.2.1.1 e-Form of Individual Credit

Form Content – Content Elements (File Upload)

A Add file


File: * EU_P1_02

File Upload

Please select or drop file(s) then Start upload

No file chosen

esg.txt	Pending	127 Bytes	<input type="button" value="X"/>
---------	---------	-----------	----------------------------------

 **Tips:**

iBEAM allows **multiple files** to be uploaded to a submission in a single instance.



A1.7.2.2.1.2 e-Form of Individual Credit

Form Content – Content Elements (File Upload)

B Add from Folio

File: *

Selection of Files



Tips:

iBEAM allows **multiple files** to be added into the submission in a single instance.

Submit to confirm the selection of files

Select Folio File

1 row(s) selected

File Name	Version	Document Type	Folder Number
esg			
<input checked="" type="checkbox"/> esg.txt	0	eForm	262

Sorting by File Name

Sorting by Versioning

10 rows |< < 1-1 of 1 > >|

A1.7.2.3 e-Form of Individual Credit

Documentary Readiness

Section D. Documentary Readiness

Credit Anticipated for IDCM P2

By enabling the “Pre-approved Condition” button on the e-Forms, the Applicant opts to apply alternative approach to fulfil the mandatory information to be filled in, due to the following four scenarios:

1. pre-approved project specific Credit Interpretation Request
2. pre-approved credit / portfolio assessment mechanism,
3. approved first-stage assessment result in two-stage Provisional Assessment
4. approved Provisional Assessment result in Final Assessment

The Applicant should submit further supplementary information on the “Additional Information Section”, in order to justify the fulfilment of mandatory information based on the above scenarios, failing which additional assessment time may be imposed to the assessment.

0

Pre-approved Condition:

Credit Anticipated

(PR / Scoring / PR* / Scoring* / No)

Pre-approved Condition Function
used for overriding the documentary readiness check



Tips:

* will be indicated next to the PR or scoring if the pre-approved condition function is enabled.



A1.7.2.4 e-Form of Individual Credit

Additional Information

Section C. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input type="text"/>	File: Add file Add from Folio SS_02a_support	×
+ Add Another × Remove Empty Rows			

Optional field for typing up explanations to justify the compliance of the credit

Uploading of Supporting document to support the compliance of the credit



Section A2 Account Management

This section lays down the procedures in managing the accounts and user profile on the iBEAM.

A2.1 Create Account

A2.2 Log In

A2.3 Forgot Password

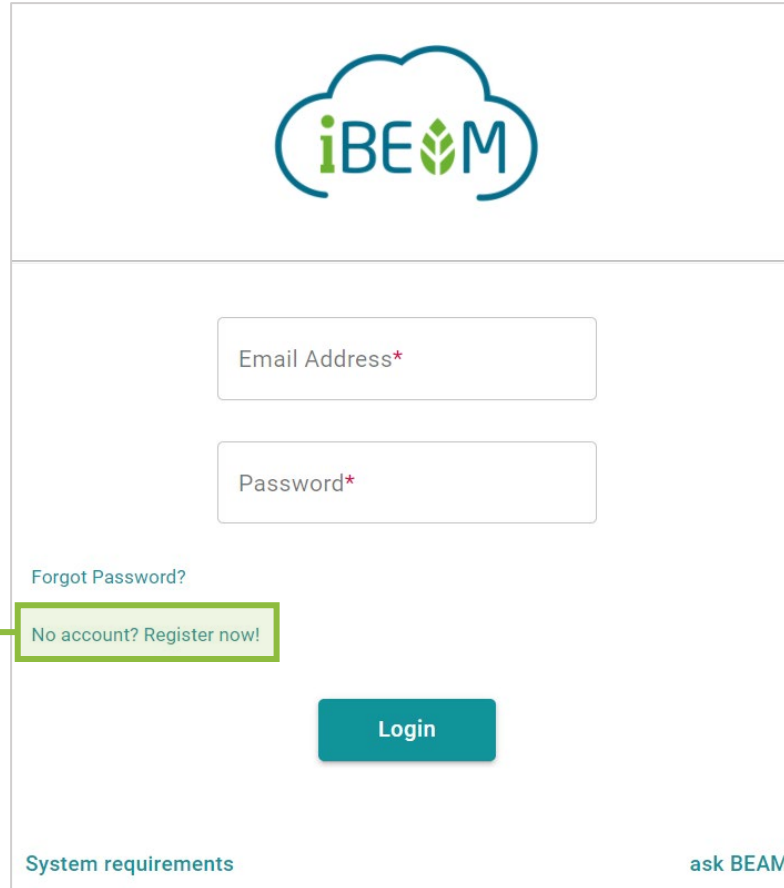
A2.4 User Profile Management

A2.5 Log Out



A2.1.1 Create Account

Step 1:
Click **No account? Register now!** button at the Login Page



The screenshot shows the iBEAM login page. At the top center is the iBEAM logo, which consists of a blue cloud outline containing the text 'iBEAM' in blue and green. Below the logo are two input fields: 'Email Address*' and 'Password*'. Under the password field is a link for 'Forgot Password?'. Below that is a button labeled 'No account? Register now!' which is highlighted with a green border. Below the registration button is a teal 'Login' button. At the bottom left of the page is a link for 'System requirements' and at the bottom right is a link for 'ask BEAM'.



A2.1.2 Create Account

 **Tips:**
Please read the **Terms of User, Disclaimer and Privacy Policy** before proceeding with the registration.

Register

To register for an iBEAM project account, please provide your e-mail address below and click submit.

Email Address

Submit

iBEAM will send a notification to the above e-mail address. Please follow the instruction on the link to complete the registration process.
By clicking the submit button, you have agreed to the Terms of Use, Disclaimer and Privacy shown under the link below.

[Terms Of Use](#)
[Disclaimer](#)
[Privacy Policy](#)

Please contact BEAM Society Limited (Tel: 3610 5700 / E-mail: assessment_automation@beamociety.org) for any queries.

Step 2: Type the E-mail Address

Step 3: Click Submit

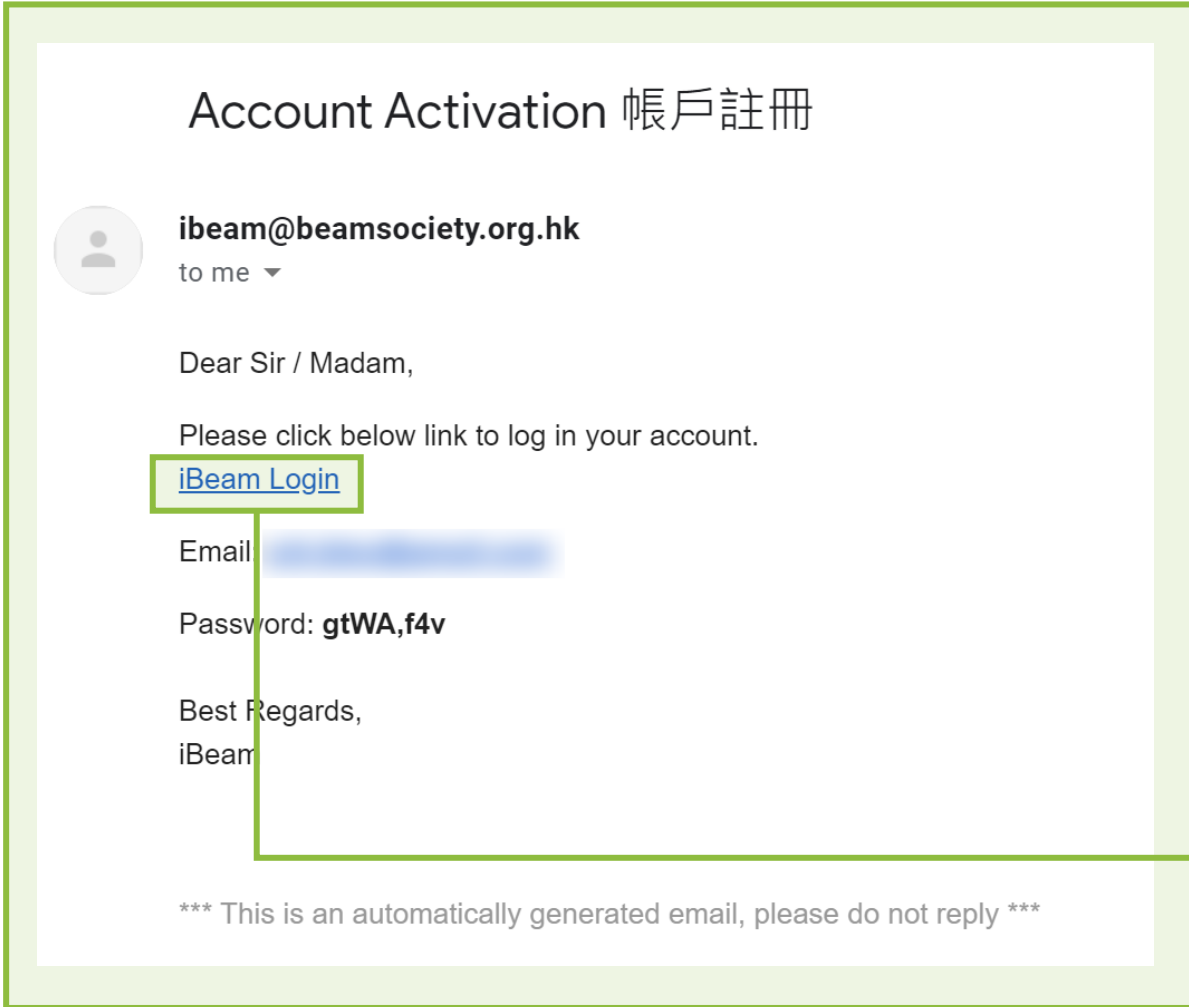
Step 4: Click OK to proceed

Register info will be sent to [redacted]. Please check your email.

Ok



A2.1.3 Create Account



Step 5: Notification will be sent to the e-mail specified under *Step 2*

Step 6: Click the **iBEAM Login Link** to proceed to the login page



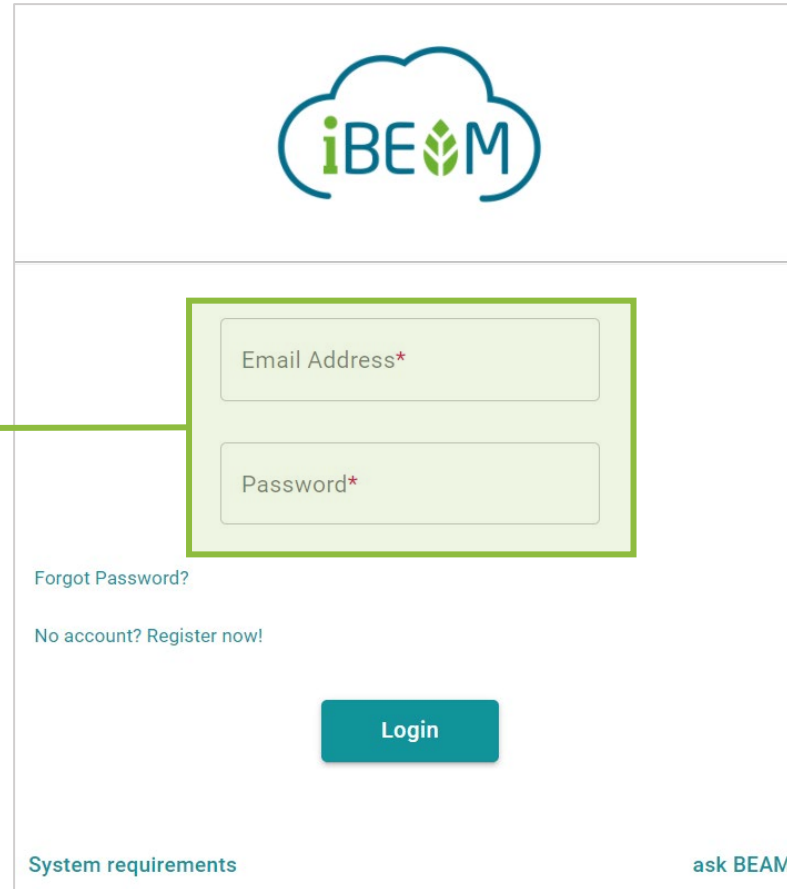
Tips:

The registration notification may be filtered out by email spam filter. Please check the **junk folder** if the registration notification does not appear in the inbox. Additionally, please ensure that **iBeam@beamsociety.org.hk** is added as a safe sender in the email setting.



A2.1.4 Create Account

Step 7: Type the E-mail Address and Password given in the account activation notification at the login page



The screenshot shows the iBEAM login page. At the top center is the iBEAM logo, which consists of a blue cloud outline containing the text 'iBEAM' in blue and green. Below the logo is a login form with two input fields: 'Email Address*' and 'Password*'. A green box highlights these two fields, with a line extending from the text box on the left. Below the form are links for 'Forgot Password?' and 'No account? Register now!'. A teal 'Login' button is centered below the links. At the bottom left is the text 'System requirements' and at the bottom right is 'ask BEAM'.



A2.1.5 Create Account

User Profile

Default User Post Email Address

Username

Password*

New Password New Password Confirm

Full Name(Chinese) Full Name(English)*

Contact Phone No. Contact Person

Contact Address

Step 8: Input the account information into the **User Profile**

Step 9: Click **Save** to save the information

Step 10: Click **Redirect to Login** to complete the registration and go back to the login page

User Profile Saved. Please login again.



A2.2 Log In

Step 1:
Type the E-mail
Address and
Password at
the login page

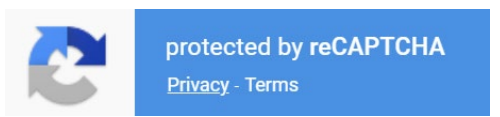
Step 2:
Click Login



Step 3:
Click the **Checkbox** to verify that the **User is Not a Robot**

Step 4:
Click **Login** once again

Tips:



reCAPTCHA is enabled to prevent unauthorised automated access logging onto iBEAM. To prevent clashing with reCAPTCHA, please click the buttons on this page at a moderate pace and type in the actual password when logging into iBEAM.



A2.3.1 Forgot Password

iBEAM

Email Address*

Password*

Forgot Password?

No account? Register now!

Login

System requirements Task BEAM

Upon clicking Forgot Password, a new page identical to the below will be shown.

Forgot Password

Email Address

Submit

Step 1:
Click **Forgot Password?**
on the login page

Step 2:
Enter the account's E-mail Address

Step 3:
Click **Submit**

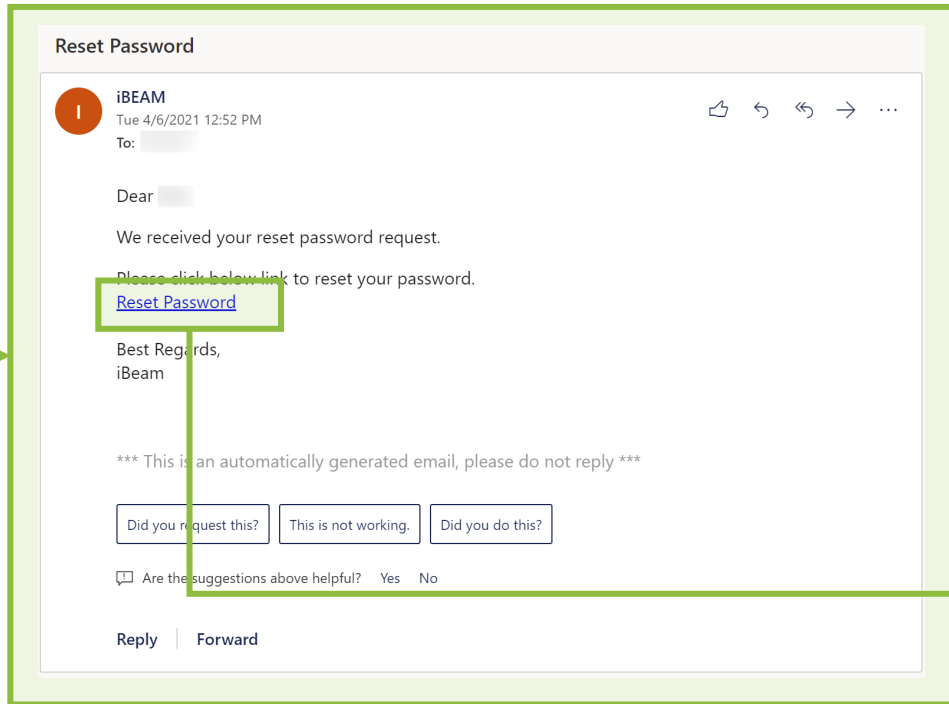


A2.3.2 Forgot Password

Step 4:
Click **OK** to confirm the sending of the password reset e-mail to the designated e-mail account address

A password reset email has been sent to [redacted], please check your email.

Ok



Tips:

The reset password notification may be filtered out by email spam filter. Please check the **junk folder** if the reset password notification does not appear in the inbox within **5 minutes** of executing the forgot password function. Additionally, please ensure that **ibeam@beamsociety.org.hk** is added as a safe sender in the email setting.

Step 5:
Check e-mail for a reset password message.
Click the **Reset Password** link to reset password



A2.3.3 Forgot Password

Step 6:
Input the **New Password**

Step 7:
Click **Submit**

The screenshot shows a form with two input fields: "New Password" and "New Password Confirm". Below these fields is a teal "Submit" button. A green box labeled "Step 6: Input the New Password" has a line pointing to the "New Password" field. Another green box labeled "Step 7: Click Submit" has a line pointing to the "Submit" button. A large green arrow points from the bottom of the form to the next screenshot.

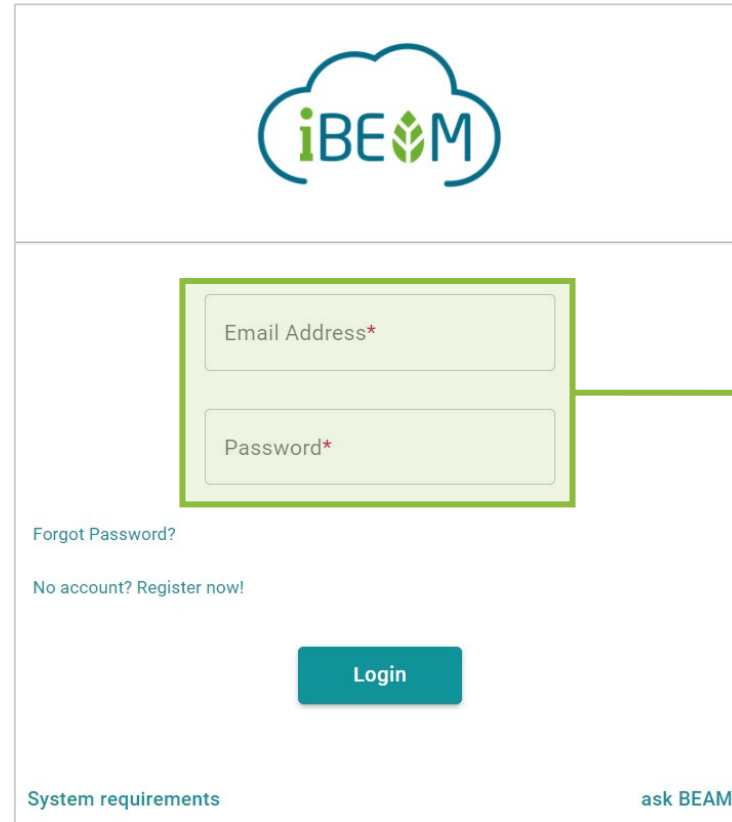
Your password has been changed.

Ok

Step 8:
Click **OK** to confirm the
password amendment



A2.3.4 Forgot Password



The screenshot shows the iBEAM login interface. At the top is the iBEAM logo, which consists of a blue cloud outline containing the text 'iBEAM' in blue and green. Below the logo are two input fields: 'Email Address*' and 'Password*'. These two fields are enclosed in a green rectangular box. Below the input fields are links for 'Forgot Password?' and 'No account? Register now!'. A teal 'Login' button is centered below these links. At the bottom left, there is a link for 'System requirements', and at the bottom right, there is a link for 'ask BEAM'.

Step 9:
Go to the login page and use the **new password** to log in to iBEAM.



A2.4 User Profile Management

The screenshot shows the iBEAM user profile management page. The navigation bar includes the iBEAM logo, 'Projects', and 'Ask Beam'. A dropdown menu is open for the user 'Helena Wong', showing options for 'User Profile' and 'Logout'. The main content area is titled 'User Profile' and contains several form fields: 'Default User Post' (set to TCS), 'Email Address', 'Username' (Helena Wong), 'Password*', 'Change New Password', 'Confirm New Password', 'Full Name(Chinese)', 'Full Name(English)*' (Helena Wong), 'Company Name', 'Working Title', 'Contact Phone No.', and 'Contact Address'. A 'Save' button is at the bottom left. Five numbered steps are overlaid on the interface:

- Step 1:** On the Navigation Bar, mouse over Username
- Step 2:** Click User Profile
- Step 3a (Optional):** Change the **Default User Post** for the account (Applicable if the user holds multiple post)
- Step 3b (Optional):** Change the **Username** displayed on the navigator bar
- Step 3c (Optional):** Change the **Password** for the account
- Step 3d (Optional):** Change the **Personal Particular** for the account
- Step 4:** Type in the **Current Password**
- Step 5:** Click **Save** to save the changes made to the user profile



A2.5 Log Out

The screenshot shows the iBEM navigation bar with the following elements: the iBEM logo, 'Projects', 'Ask Beam', 'Support', a dropdown menu for 'Post' (showing 'Tim/Applicant'), and a user profile dropdown for 'Tim'. A 'Logout' button is visible in the user profile dropdown. Two green callout boxes provide instructions: 'Step 1: On the Navigation Bar, mouse over Username' points to the 'Tim' dropdown, and 'Step 2: Click Logout' points to the 'Logout' button.

Step 1: On the Navigation Bar, mouse over **Username**

Step 2: Click **Logout**



Section A3 Contract and Finance

This section provides guidance in settling contract and financial issues on the iBEAM.

A3.1 Downloading Agreement

A3.2 Uploading Signed Agreement

A3.3 Invoice



A3.1.1 Downloading Agreement

Step 1:

Click the **Project Registration** tab under the project status element.

The screenshot shows a user interface for project management. At the top, there are two tabs: 'Project Registration' (with a green checkmark icon) and 'PA' (with a clock icon). Below the tabs, the text 'Project Status:' is on the left and 'Acknowledgment Date: 23 Mar 2021' is on the right. Underneath, there are three buttons: 'Project Fact Sheet' (with a document icon), 'Agreements' (with a book icon), and 'Invoices' (with a dollar sign icon). The 'Project Registration' tab and the 'Agreements' button are highlighted with orange boxes.

Step 2:

Click the **Agreements** button.



A3.1.2 Downloading Agreement



Tips:
An **Offered** status will be shown for the agreements that require the Applicant's endorsement.

Agreement

List Upload

Search

<input type="checkbox"/>	ProjectId	Agreement Type	File Name	Version	Status	Submit Date	Submit By
<input type="checkbox"/>	4590	NB1.2&2.0_Agreement_v1.0_w_Sunset	agreement_NB_4590.docx	5	Offered	26 Mar 2021 11:24 AM	Tim/Finance

Download

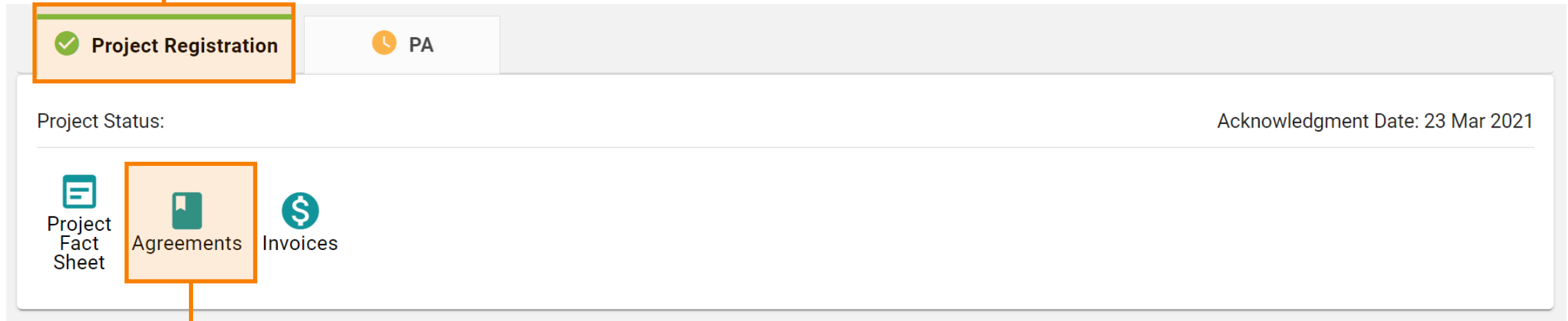
Step 3:
Click the **Download** button to download the agreement.



A3.2.1 Uploading Signed Agreement

Step 1:

Click the **Project Registration** tab under the project status element.



The screenshot shows a user interface for project management. At the top, there are two tabs: 'Project Registration' (with a green checkmark icon) and 'PA' (with a clock icon). Below the tabs, the text 'Project Status:' is on the left and 'Acknowledgment Date: 23 Mar 2021' is on the right. Underneath, there are three buttons: 'Project Fact Sheet' (with a document icon), 'Agreements' (with a document icon and a green border), and 'Invoices' (with a dollar sign icon).

Step 2:

Click the **Agreements** button.



A3.2.2 Uploading Signed Agreement

Agreement

Step 4:
Click + Upload button

[List](#) [+ Upload](#)

1 row(s) selected

Search

<input type="checkbox"/>	ProjectId	Agreement Type	File Name	Version	Status	Submit Date	Submit By	
<input checked="" type="checkbox"/>	4590	NB1.2&2.0_Agreement_v1.0_w_Sunset	agreement_NB_4590.docx	5	Offered	26 Mar 2021 11:24 AM	Tim/Finance	Download

Step 3:
Use the **checkbox** to select the agreement that has been signed.



A3.2.3 Uploading Signed Agreement

Agreement

List

Upload

Please select or drop file(s) then Start upload

Choose Files No file chosen

agreement_NB_4590.pdf

Success

190.6 KB

Step 5:

Click **Choose Files** to choose the file name of the signed agreement.

Start Upload

Cancel

Step 6:

Click the **Start Upload** button to upload the signed agreement onto the server.

Submit

Step 7:

Click **Submit** to submit the signed agreement for BSL's review.



A3.2.4 Uploading Signed Agreement

Agreement

List Upload

Search

<input type="checkbox"/>	ProjectId	Agreement Type	File Name	Version	Status	Submit Date	Submit By	
<input type="checkbox"/>	4590	NB1.2&2.0_Agreement_v1.0_w_Sunset	agreement_NB_4590.docx	5	Offered	26 Mar 2021 11:24 AM	Tim/Finance	Download
<input type="checkbox"/>	4590	NB1.2&2.0_Agreement_v1.0_w_Sunset	agreement_NB_4590.pdf	3	Accepted	03 Apr 2021 11:14 PM	Tim/Applicant	Download

Step 8:
Once the signed agreement has been uploaded, a **Status of Accepted** will be shown. The agreement has been successfully settled.



A3.3.1 Invoice

Step 1:
Click **Project Registration** tab under the project status element

The screenshot shows a user interface for project management. At the top, there are two tabs: 'Project Registration' (with a green checkmark icon) and 'PA' (with a clock icon). Below the tabs, the text 'Project Status:' is on the left and 'Acknowledgment Date: 23 Mar 2021' is on the right. Underneath, there are three buttons: 'Project Fact Sheet' (with a document icon), 'Agreements' (with a book icon), and 'Invoices' (with a dollar sign icon). The 'Project Registration' tab and the 'Invoices' button are highlighted with orange boxes.

Step 2:
Click the **Invoices** button



A3.3.2 Invoice

Step 4:
Check the status of the invoice.
Offered should be indicated for invoice that requires settlement

Step 3 (Optional):
Use the search function to search for the invoice number

Invoice

List Upload

Search

ProjectId	Invoice Number	Invoice Type	File Name	Version	Status	Payment Status	System Offier Date	Submit Date	Submit By
4590	INV-2021-04591	Assessment Fee	INV-2021-04591.pdf	0	Offered				Tim/Finance

Download

Step 5:
Download the invoice



A3.3.3 Invoice

Invoice

List Upload

Search

<input type="checkbox"/>	ProjectId	Invoice Number	Invoice Type	File Name	Version	Status	Payment Status	System Officer Date	Submit Date	Submit By	
<input type="checkbox"/>	4590	INV-2021-04591	Assessment Fee	INV-2021-04591.pdf	0	Offered	Paid			Tim/Finance	Download

Step 6:
Once the invoice has been settled, a status of **Paid** will be shown under the **Payment Status**. The invoice has been successfully settled.



Section A4 Credit Interpretation Request (CIR)

This section lays down the steps and procedures in preparing a CIR on the iBEAM.

- A4.1 CIR Dashboard**
- A4.2 Filing a CIR under a Specific Project**
- A4.3 Rejection of CIR**
- A4.4 Processing of CIR**
- A4.5 Applying a CIR onto a Specific Project**



A4.1 CIR Dashboard

Delete the CIR form
(Applicable if **Draft** is shown under the **Status**)

Edit the content of the CIR (Applicable if **Draft** is shown under the **Status**)
/ View the content of the CIR

CIR Form

Form Name	Applicant's Name	Submission Date Of CIR	Status	Payment Status	View Form/Edit Form	Delete Form
CIR-4590-20210329-1	Mel Wong	30 Mar 2021	Submitted	-		
CIR-4590-20210329-2	Jen Chan	30 Mar 2021	Draft	-		



File a new CIR

Status of the CIR
(Draft / Submitted / Replied / Rejected)

Status of the Payment
(Applicable if **Replied** is shown under the **Status**)
(Unpaid / Paid)



A4.2.1 Filing a CIR under a Specific Project

iBEAM No.
HKGBC No.
Tim Test Project 3

NB V2.0
PA

Overview Credits Documents Discussions

Project Registration PA

Project Status:

Project Fact Sheet Agreements Invoices

Inbox

Need Your Actions | All Registration Finance Assessment

Item	Type	Due Date	Status
------	------	----------	--------

Finance

Invoice INV-2021-04590

Assessment Fee
23 Mar 2021 (Tue)

Project Member Project Fact Sheet
Agreements Invoice
Reports Certificates
CIR

March 2021


Su	Mo	Tu	We	Th	Fr	Sa
	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	30	31			

Step 1:
In the project dashboard, click CIR in the function element



A4.2.2 Filing a CIR under a Specific Project

CIR Form						
Form Name	Applicant's Name	Submission Date Of CIR	Status	Payment Status	View Form/Edit Form	Delete Form
No records to display						



Step 2:
Click the + button to file a new CIR



A4.2.3 Filing a CIR under a Specific Project

General Information	
Project Number	4590
Reference No	
CIR Submission Date	30 Mar 2021
Project Name	Tim Test Project 3
Beam Plus Version	NB 2.0

Applicant's Contact	
Applicants Name*	Tim Lo
Tel*	36105700
Fax	
Email*	timlo@beamsociety.org.hk
Address*	77 Tat Chee Avenue, Kowloon Tong, Hong Kong

Step 3:
Complete the required field under
the **Applicant's Contact** section



Tips:

Please countercheck the information under the **General Information** section of the CIR form to ensure that the CIR is filing under the appropriate project.



A4.2.4 Filing a CIR under a Specific Project

Step 7 (Optional):
Click the + button to add
additional CIR question

CIR Question +

1.

Credit Head Or Subhead*	<input type="text"/>	Step 4: Fill in the Credit Head or Subhead
Description*	<input type="text"/> <small>Not more than 800 words</small>	
Attachment Files		
<input type="button" value="Add File"/>		

Step 6 (Optional):
Add attachment **files** to support the CIR



A4.2.5 Filing a CIR under a Specific Project

Payment Method

CIR fee* should be paid by:

Crossed cheque made payable to "BEAM Society Limited"; or

Direct deposit to "BEAM Society Limited Bank Account" at "HSBC 640-124970-838" with Bank slip record to BEAM Society Limited

Crossed cheque

Step 8:

Select the **Payment Method**

(Crossed Cheque / Direct Deposit)

Complete CIR Application

Submit the Payment Confirmation to BEAM Society Limited:

Please enclose the Payment Confirmation to this CIR Form and send all these documents to BEAM Society Limited (with the address state below). BEAM Society Limited will issue receipt and acknowledge the commencement of this CIR.

BEAM Society Limited

1/F Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong

* CIR fee is non-refundable.

Step 9b:

Click **Submit** to submit the CIR for BSL's review.

Save Draft

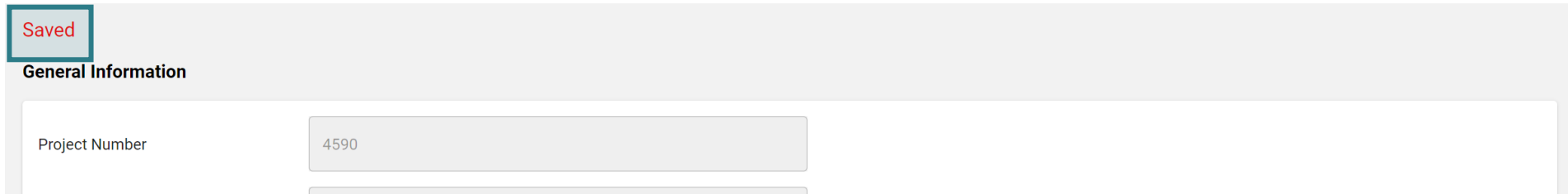
Submit

Step 9a (Optional):

Click **Save Draft** to edit the CIR later

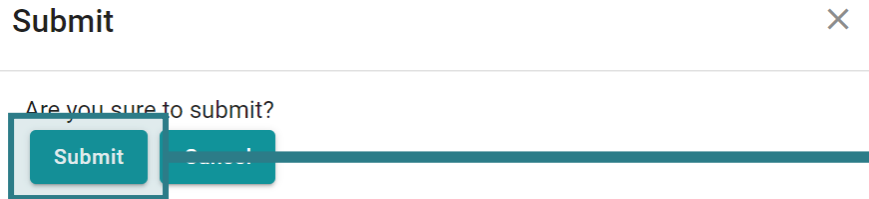
A4.2.6 Filing a CIR under a Specific Project

(a) After clicking the **Saved Draft** button under **Step 9a**, **Saved** should be displayed on top of general information.



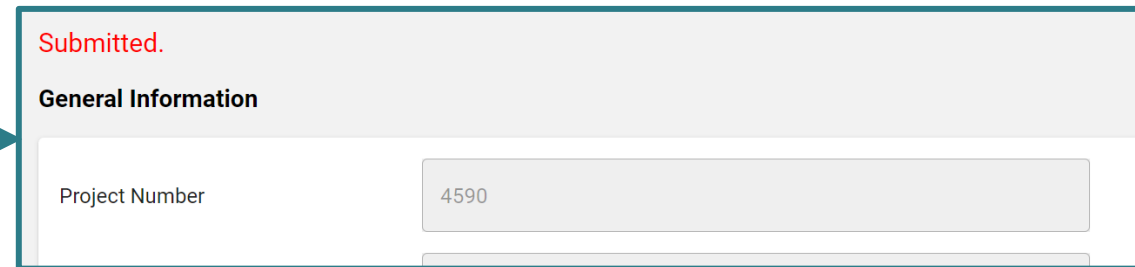
The screenshot shows a form titled "General Information". At the top left, the word "Saved" is displayed in red text. Below this, the "Project Number" field contains the value "4590".

(b) After clicking the **Submit** button under **Step 9b**, a warning dialogue box will pop up.



The screenshot shows a dialog box titled "Submit" with a close button (X) in the top right corner. The text inside the dialog box asks "Are you sure to submit?". There are two buttons: "Submit" and "Cancel".

Step 10:
Click **Submit** to confirm the submission of CIR for BSL's review.







The screenshot shows the "General Information" form after submission. At the top left, the word "Submitted" is displayed in red text. Below this, the "Project Number" field contains the value "4590".

Upon confirmation of the CIR submission, **Submitted** should be displayed on top of general information.



A4.3.1 Rejection of CIR

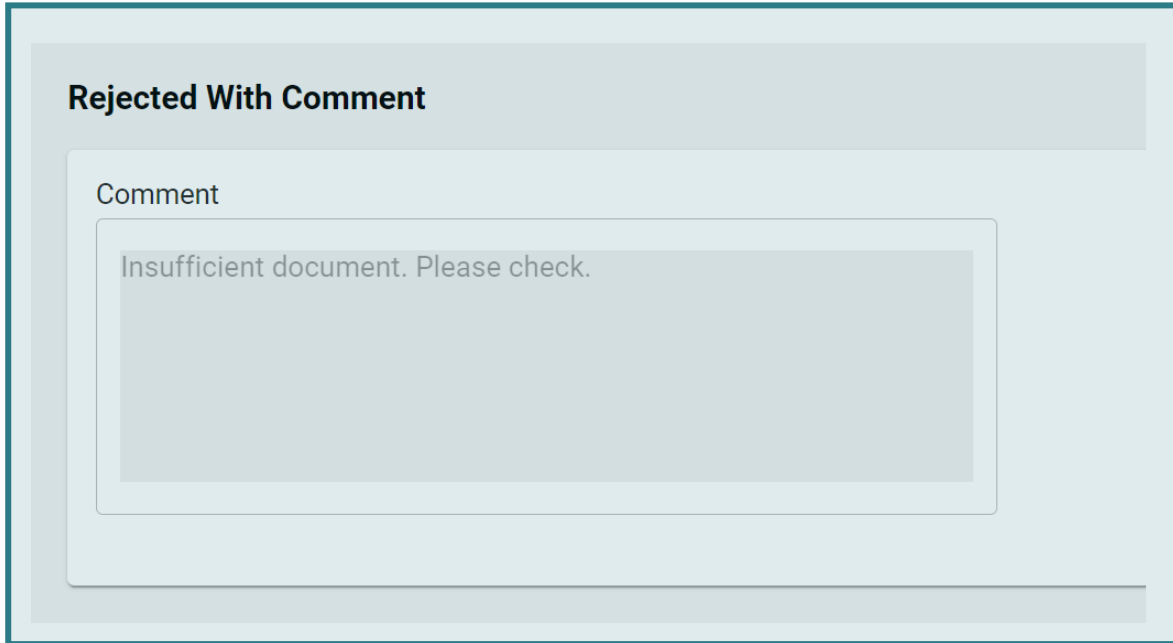
CIR Form						
Form Name	Applicant's Name	Submission Date Of CIR	Status	Payment Status	View Form/Edit Form	Delete Form
CIR-4590-20210329-1	Tim Lo	30 Mar 2021	Rejected	-		
CIR-4590-20210329-2	Jen Chan	31 Mar 2021	Replied	Unpaid		

Step 1:
Check **Status**. A **Rejected** status
will be shown.

Step 2:
View the corresponding form



A4.3.2 Rejection of CIR



Rejected With Comment

Comment

Insufficient document. Please check.

Step 3:
Scroll down to the **bottom of the form**.
Reason for the rejection will be stated
for review.



A4.4.1 Processing of CIR

CIR Form						
Form Name	Applicant's Name	Submission Date Of CIR	Status	Payment Status	View Form/Edit Form	Delete Form
CIR-4590-20210329-1	Tim Lo	30 Mar 2021	Rejected	-		
CIR-4590-20210329-2	Jen Chan	31 Mar 2021	Replied	Unpaid		

Step 1:
Check the associated CIR form number.

Step 2:
Check **Payment Status**. An **Unpaid** payment status will be shown reminding Applicant to settle the payment to the CIR.



A4.4.2 Processing of CIR

The navigation bar contains the following elements from left to right: a logo with 'NB' in a circle, a dropdown menu with 'NB V2.0' and 'PA', a green 'Overview' button with a hamburger menu icon, a 'Credits' button with a checkmark icon, and two 'Coming soon...' buttons with folder and chat icons.

Step 3:
Click **Overview** in the **Navigation Element** and proceed to **Project Dashboard**.

The Project Dashboard for 'Tim Test Project 3' includes the following sections:

- Header:** Project details (iBEAM No., HKGBC No., Tim Test Project 3), navigation bar, and user profile.
- Project Status:** Shows 'Project Registration' as complete, with 'PA' and 'FA' tabs. Acknowledgment Date: 23 Mar 2021.
- Project Fact Sheet:** Includes links for Project Fact Sheet, Agreements, and Invoices.
- Inbox:** A table with columns: Item, Type, Due Date, Status. Includes a 'Need Your Actions' toggle and filters for All, Registration, Finance, and Assessment.
- Finance:** Displays a list of invoices: 'Invoice INV-CIR-4590-20210329-2' (CIR Fee, 31 Mar 2021), and four 'Invoice INV-2021-04590' (Assessment Fee) and one 'Invoice undefined'.
- Calendar:** A calendar for April 2021 with the 3rd highlighted in red.
- Right Sidebar:** Contains links for Project Member, Project Fact Sheet, Agreements, Invoice, Reports, Certificates, and CIR.



A4.4.3 Processing of CIR

The screenshot shows a project management dashboard for 'Tim Test Project 3'. At the top, it displays 'iBEAM No.', 'HKGBC No.', and 'Tim Test Project 3'. A navigation bar includes 'Overview', 'Credits', and 'Coming soon...' buttons. Below this, there are tabs for 'Project Registration', 'PA', and 'FA'. The 'Project Registration' tab is active, showing 'Project Status:' and 'Acknowledgment Date: 23 Mar 2021'. A sidebar on the right contains links for 'Project Member', 'Project Fact Sheet', 'Agreements', 'Invoices', 'Reports', 'Certificates', and 'CIR'. Below the sidebar is a calendar for April 2021. The 'Inbox' section has a table with columns 'Item', 'Type', 'Due Date', and 'Status'. The 'Finance' section shows a list of invoices, with the first one highlighted: 'Invoice INV-CIR-4590-20210329-2' with a 'CIR Fee' of '31 Mar 2021 (Wed)'. Other invoices include 'Invoice INV-2021-04590' (Assessment Fee), 'Invoice INV-2021-04591' (Assessment Fee), 'Invoice INV-2021-04591' (Assessment Fee), and 'Invoice undefined' (undefined).

Step 4:
Look for the **invoice** applicable to the corresponding CIR number under the **Project Finance Dashboard**. Click the corresponding invoice and **download**.



A4.4.4 Processing of CIR

CIR Form						
Form Name	Applicant's Name	Submission Date Of CIR	Status	Payment Status	View Form/Edit Form	Delete Form
CIR-4590-20210329-1	Tim Lo	30 Mar 2021	Rejected	-		
CIR-4590-20210329-2	Jen Chan	31 Mar 2021	Replied	Paid		
CIR-4590-20210403-3	Janet Hazold	03 Apr 2021	Submitted	-		

+

Step 5:
Once the CIR invoice has been settled, a status of **Paid** will be shown under the **Payment Status**. The invoice for the CIR has been successfully settled.

Step 6:
View the corresponding CIR form.



A4.4.5 Processing of CIR

CIR Question

1.

Credit Head Or Subhead

EU P1

Description

Asking for exemption for BEC.

Answer

Exemption is granted.

Credit Name

EU 1 EU P1

Total Credit Head And Subhead

2

Fee Per Credit

2000

Attachment Files

Step 7:

The corresponding **answer** and the **applicable credits** to the CIR will be displayed under the **CIR question** section of the CIR form.



A4.5.1 Applying a CIR onto a Specific Project

The screenshot shows a project dashboard for 'Tim Test Project 3'. At the top, it displays 'iBEAM No. HKGBC No. Tim Test Project 3', a logo 'NB', and 'NB V2.0 PA'. Navigation tabs include 'Overview', 'Credits', 'Coming soon...', and 'Coming soon...'. Below this, there are tabs for 'Project Registration', 'PA', and 'FA'. A progress bar shows stages: '1 Submission', '2 Checking', '3 Assessment', and '4 Certification'. A 'Submit By' field is present. A 'Credit Assessment' button is highlighted with a red box, and a red line points from it to a text box on the right. Other elements include an 'Inbox' section with a 'Need Your Actions' toggle and filters for 'All', 'Registration', 'Finance', and 'Assessment'. A 'Finance' section shows several invoice cards with details like 'Invoice INV-4590-20210329-2' and 'Assessment Fee'. A calendar for 'April 2021' is also visible.

Step 1:
In the Project Dashboard, click **Credit Assessment** under the **Project Status** element.



A4.5.2 Applying a CIR onto a Specific Project

1 2 3 4
Submission Checking Assessment Certification

Credits Applicable: 8P+1 | Credits Anticipated: 0 | Current Rating: Prerequisite Not Achieved > | Submit By: Prerequisite Achieved (0.642%) | Review By: 01 Jan 0001

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	0
Sustainable Site	1P	0
Materials and Waste	1P+1	0
Energy Use	1P	0

Energy Use

Credit	Rating	Applied
EU P1 Minimum Energy Performance	PR	CIR
EU 1 Low Carbon Passive Design - Option 1: Prescriptive Path	NS	CIR

Energy Use

- Reassessment
- Certification
- Reports
- Minutes
- Acknowledgement Letter

Step 2:
Click the **CIR** button to access the CIR information for the applicable credits.



Tips:
The CIR button will be displayed only to those credits that have applied for a CIR.



A4.5.3 Applying a CIR onto a Specific Project

Select CIR form

Form Name	Applicant's Name	Submission Date Of CIR	Status	View Form
CIR-4590-20210329-2	Jen Chan	31 Mar 2021	Replied	
CIR-4590-20210403-3	Janet Hazold	03 Apr 2021	Replied	



Tips:

The Select CIR form dialogue box will only be shown if the project has more than 1 CIR response issued.

Step 3 (Optional):
Select the **CIR form**.



A4.5.4 Applying a CIR onto a Specific Project

BEAM Plus Credit Interpretation Request (CIR) Form

General Information

Project Number	4590
Reference No	
CIR Submission Date	31 Mar 2021
Project Name	Tim Test Project 3
Beam Plus Version	NB 2.0

Step 4:

The CIR information pertaining to the project and the corresponding credit will be **displayed**. The application of the CIR onto a specific project has been completed.



Section A5 Project Submission

This section lays down the steps and procedures in preparing a project submission on the iBEAM.

A5.1 Process Flow Overview

A5.2 Validating Project Information

A5.3 Project Member Management

A5.4 Pre-Submission

A5.5 Reply to Technical Checking

A5.6 Reply to BAS Comments

A5.7 Acceptance on Post TRC Comments

A5.8 Reply to Post TRC Comments

A5.9 Acceptance of Result



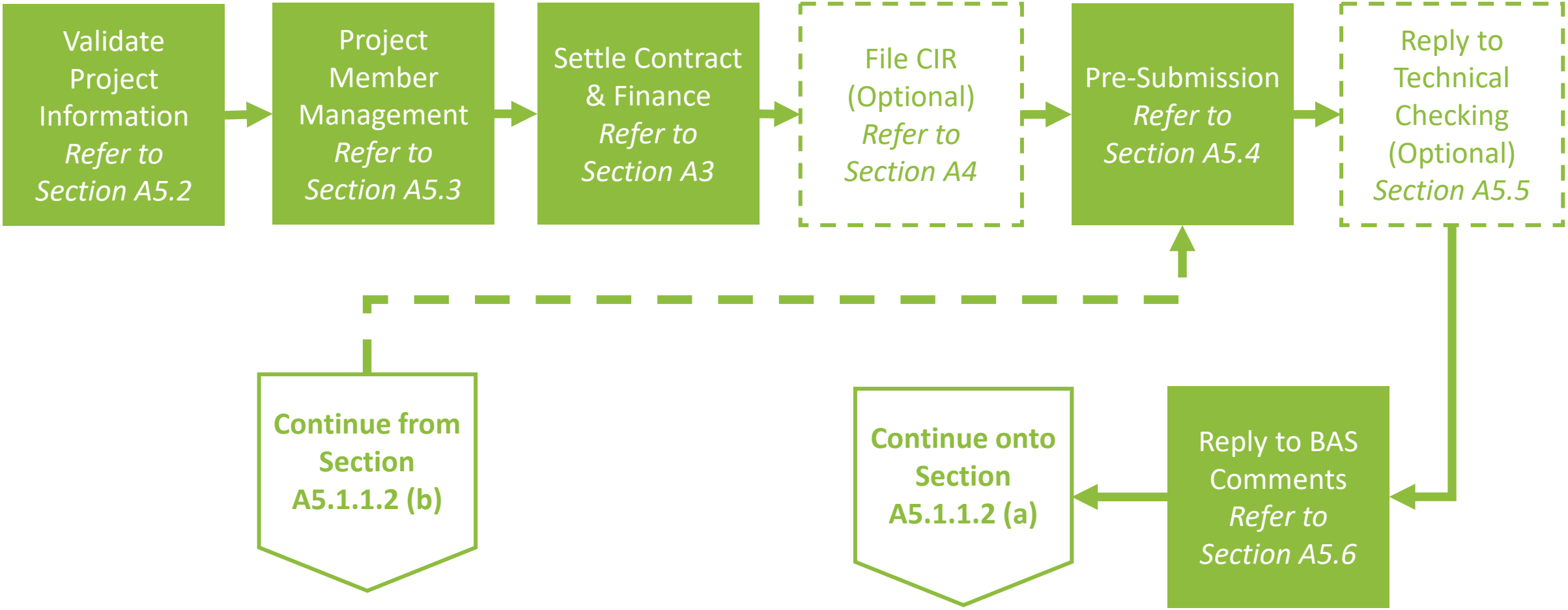
A5.1 Process Flow Overview

Click the booklet below to access the process flow for the corresponding assessment tool:



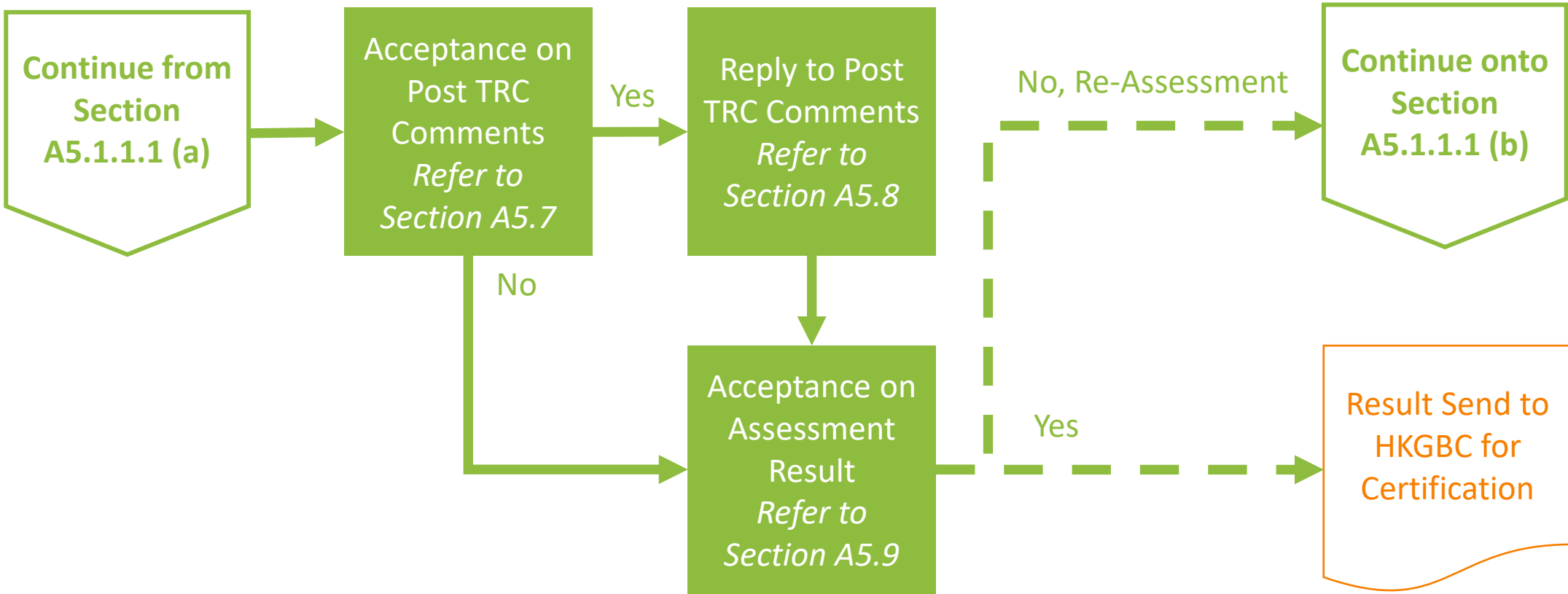
A5.1.1.1 Process Flow Overview

BEAM Plus NB v.2.0



A5.1.1.2 Process Flow Overview

BEAM Plus NB v.2.0



A5.2.1 Validate Project Information

✓ Project Registration

Project Status:

Acknowledgment Date: 09 Apr 2021



Project
Fact
Sheet



Agreements



Invoices

Step 1:

Click **Project Fact Sheet**
under the Project Status Element
of the Project Dashboard



A5.2.2 Validate Project Information

Please review and provide all the required information on the fact sheet before submitting for agreement.

Step 2:
Confirm/Amend the
Assessment Scheme

A. Assessment Scheme

Beam Plus New Building*

2.0

Step 3:
Confirm/Amend the
Project Information

B. Project Information

Project Name (English)*

Tim Test Project 20210409

Project Name (Chinese)

Project Address (English)*

Tim Test Project 20210409

Project Address In Chinese

Lot Number*

KIL 22334

Project District*

New Territories - Kwai Tsing District



Tips:

*If the project was previously registered with HKGBC, data items under this project fact sheet should be identical to those specified during **HKGBC Project Registration**. If there are certain data items that require immediate attention, please update this project fact sheet and contact HKGBC to ensure the updated data is synchronized across all platforms.*



A5.2.3 Validate Project Information

C. Tentative Assessment Submission Schedule

Multiple Provisional Assessments (PA)? Yes No

Multiple OP Phase? Yes No

Multiple Final Assessments (FA)? Yes No

Provisional Assessments (PA) +

Actions	Assessment	Phase	Tentative Submission Time
No records to display			

OP Time +

Actions	Assessment	Phase	Tentative Submission Time
No records to display			

Final Assessments (FA) +

Actions	Assessment	Phase	Tentative Submission Time
No records to display			

Step 4:

Indicate whether the project has **Multiple Provisional Assessment, OP Phasing or Final Assessment Coming Soon**



A5.2.4 Validate Project Information

Step 6: Indicate the Phasing of the assessment
(N/A if the project has ONLY a Single Phase)

Step 10: Click ✓ to confirm the additional of assessment

Step 9 (Applicable to multi-phasing assessment): Select whether the assessment is the Last PA (LPA) or Last FA (LFA)

Provisional Assessments (PA)						
Actions	Assessment	Phase	Stage	LPA	Tentative Submission Time	
<input checked="" type="checkbox"/> <input type="checkbox"/>	PA	N/A	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Apr 2021	
OP Time						
Actions	Assessment	Phase			Tentative Submission Time	
No records to display						
Final Assessments (FA)						
Actions	Assessment	Phase	LFA		Tentative Submission Time	
<input checked="" type="checkbox"/> <input type="checkbox"/>	FA	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Apr 2021	

Step 7 (Applicable to PA): Indicate the Stage of the assessment
(N/A for Single Stage Assessment, 1 for 1st Stage of 2-Stage Assessment, 2 for 2nd Stage of 2-Stage Assessment)

Step 5: Click + button to add an assessment

Step 8: Indicate the Tentative Submission Time



A5.2.5 Validating Project Information

D. Building Work Details

Project Type*	Hotel
Additional Project Type*	Hotel
Total Site Area (sq.m.)*	20000.000
No. of Towers / Blocks (Content)*	1
No. of Towers / Blocks (Calculation)	1
No. of Floors (Content)*	10
No. of Floors (Calculation)	
No. of Flats*	50
Total Gross Floor Area (sq.m.) (Tentative)*	200000.000
Total Construction Floor Area (sq.m.)*	200000.000

Step 11:
Confirm/Amend the
Building Work Details



A5.2.6 Validate Project Information

Provisional Assessments (PA)

Assessment	Rating	Total CFA (sq.m.)	Programmed Commencement Schedule
PA		0.000	Apr 2021

Programmed Commencement Schedule: Apr 2021

Specific Building Type:

Rating*:

Site Area:

Construction Floor Area*:

Gross Floor Area:

No. of Towers / Blocks (Content):

No. of Floors (Content):

No. of Flats:

Step 12: Click the > button to expand the information table

Step 13: Select the **Targeted Rating** for the assessment (*Pre-requisite / Bronze / Silver / Gold / Platinum*)

Step 14: Input the **Construction Floor Area** for the assessment

Step 15: After confirming/amending all information in this information table, click **Save**



A5.2.7 Validate Project Information

E. Involved Parties

Assessment Agreement - Signing Party ^

Name of Company/Organisation*

Registered Address*

Signing Party Representative First Name*

Signing Party Representative Last Name*

Mailing Address

Representative

Title

Contact Phone No.

Email Address*

Business Registration Number

Business Registration (or equivalent)

[Add File](#)

Step 16: Confirm/amend the involved parties for the assessment



A5.2.8 Validate Project Information

F. Registration and Assessment Fee

Payment Method

Cheque Bank Transfer

Registration Fee

200000.000 sq.m.

HK\$ 0

Project Scale (CFA) and Assessment Fee

Assessment	Target Rating	Total CFA (sq.m.)	Assessment Fee	Inflation Rate	Fee Payable
PA		0.000	\$0.00		\$0.00
FA		0.000	\$0.00		\$0.00
Total Assessment Fee		0.000			\$0.00

Step 17: Select the **Payment Method** for the assessment

Step 18: Validate the preliminary **Assessment Fee**



Tips:

The assessment fee stated in this page are estimated based on the information input into the project fact sheet. The actual assessment fee for the project will be stated in the invoices issued by BSL.



A5.2.9 Validate Project Information

G. Project Acknowledgement

Confirmation

This project has NOT been registered with the previous BEAM version.

Important Note

Yes. I acknowledge and agree with the Important Note stated.

Declaration

1. Yes. I hereby declare that the information given above is accurate to the best of my knowledge.

2. Yes. I hereby declare that this project within the defined assessment boundary has not been registered with any other BEAM Plus Assessment Tools.

BEAM Plus Bespoke

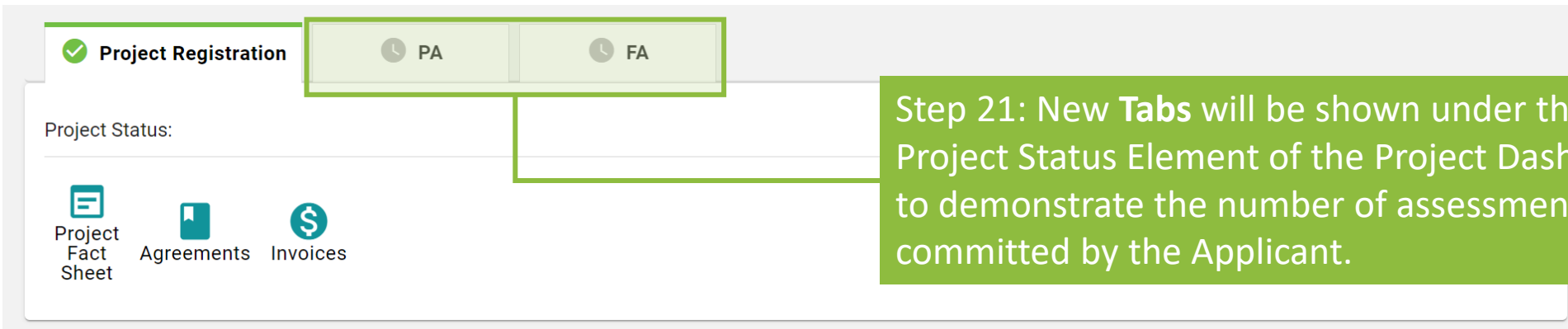
I would like to opt for the BEAM Plus Bespoke assessment process. I understand I need to settle the 1st instalment of registration fee to commence the Bespoke applicant to BEAM Society Limited. (For further details, please refer to the BEAM Plus Bespoke Manual.)

Step 19: Confirm all conditions to the **Project Acknowledgement**

Step 20: Click **Submit** button to complete validating the information on the Project Fact Sheet



A5.2.10 Validate Project Information



The screenshot shows a 'Project Registration' section with a green checkmark. Below it, the 'Project Status' element is highlighted with a green box. Two new tabs, 'PA' and 'FA', are shown above the status element. Below the status element, there are three icons: 'Project Fact Sheet', 'Agreements', and 'Invoices'. A green callout box on the right explains that these new tabs will be shown under the Project Status element to demonstrate the number of assessments committed by the Applicant.

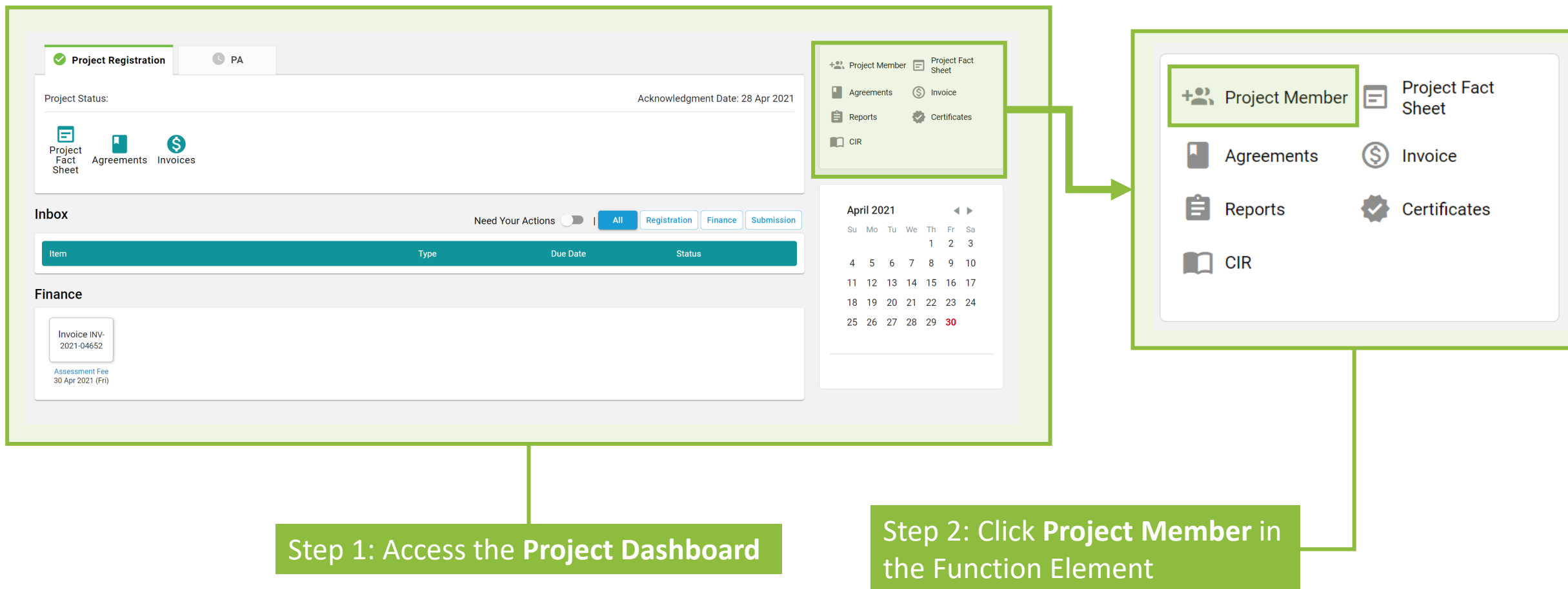


Tips:

1. For better identifications, the following naming scheme will be displayed on the tab.
 - a. Normal PA: **PA** | b. Normal FA: **FA** | c. **Multiple Phase PA: #P PA**, so if the assessment is the 1st Phase of a multiple PA, tab will display 1P PA | d. **Two-Stage PA: #S PA**, so if the assessment is the 1st Stage PA, tab will display 1S PA | e. **Two-Stage PA of a Multiple PA: #S #P PA**, so if the assessment is the 1st Stage of the 1st Phase of a Multiple PA, tab will display 1S 1P PA | f. **Multiple Phase FA: #P FA**, so if the assessment is the 1st Phase of a multiple FA, tab will display 1P FA
2. Upon validating the project information, the project fact sheet will be **LOCKED** for the processing of assessment agreement and invoice.



A5.3.1 Project Member Management



A5.3.2 Project Member Management

Project Member Management

Project Id

4511

Project Group

Active Project Users

Applicant

Consultant

Owner

Project BEAM Pro

Project Users (Read-only)

Step 3: Select the Project Group

[Active Project Users / Applicant / Consultant / Owner / Project BEAM Pro / Project Users (Read-only)]



A5.3.3 Project Member Management

(a) Add user(s) to Project Member

Project Member Management

Project Id: 4652

Project Group: Project BEAM Pro

Step 4a: Click + button to add Project Member to the Project Group

Step 5a: Input the Email of the user

Project Member List

Search

Actions	Id	Email	User Post Name	Activated?
<input checked="" type="checkbox"/>				

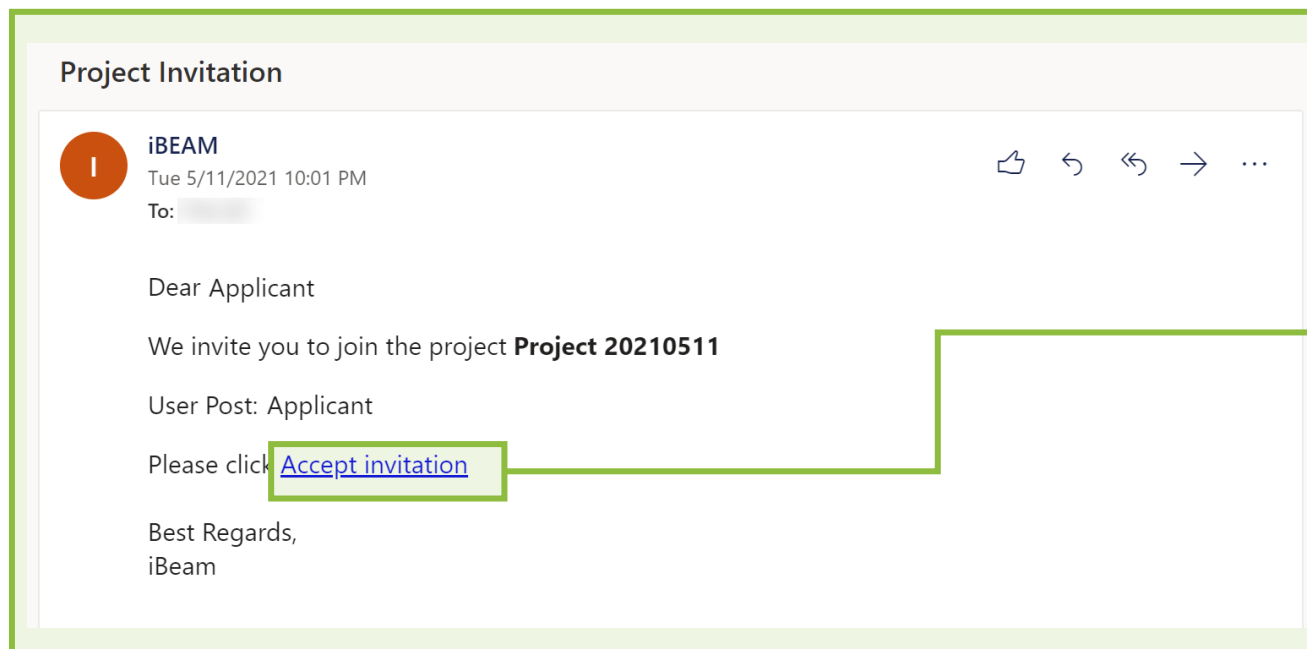
Step 6a: Indicate the User Post Name

Step 7a: Click ✓ to complete assigning user for the Submission Group

The screenshot shows a web interface for managing project members. At the top, there are fields for 'Project Id' (4652) and 'Project Group' (Project BEAM Pro). Below these is a 'Project Member List' table with columns for 'Actions', 'Id', 'Email', 'User Post Name', and 'Activated?'. A search bar is located to the right of the table. A '+ button' is visible in the top right corner of the table area. Annotations with green boxes and lines point to specific elements: Step 4a points to the '+ button'; Step 5a points to the 'Email' column header; Step 6a points to the 'User Post Name' column header; and Step 7a points to a checkmark icon in the 'Actions' column of the first row.



A5.3.4 Project Member Management



Step 9a: Click **Accept Invitation** in the notification

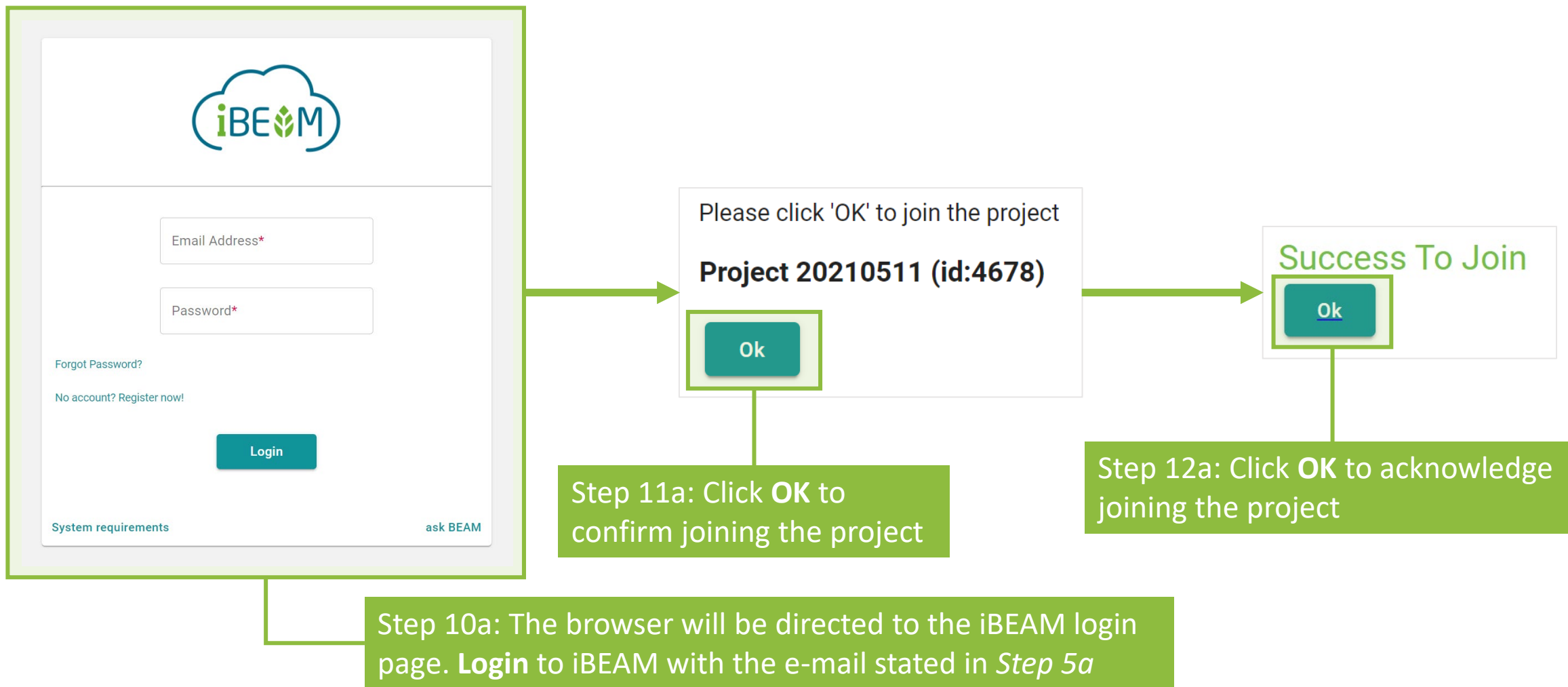


The project invitation notification may be filtered out by email spam filter. Please check the **junk folder** if the project invitation notification does not appear in the inbox. Additionally, please ensure that **ibeam@beamsociety.org.hk** is added as a safe sender in the email setting.

Step 8a: A project invitation notification will be sent to the e-mail stated in *Step 5a*



A5.3.5 Project Member Management



A5.3.6 Project Member Management



(b) Remove user(s) from Project Group

Project Member Management

Project Id: 4652

Project Group: Project BEAM Pro

Project Member List

Actions	Id	Email	User Post Name	Activated?
 	56235	darrenfolk@beamsociety.org.hk	Darren/TJDBEAMPRO	<input checked="" type="checkbox"/>

Step 4b:
Click  to remove the corresponding user from the **Project Group**

Step 5b:
Click to confirm removing the **User Post** from the **Project Group**

Project Member List

Actions	Id	Email	User Post Name	Activated?
<input checked="" type="checkbox"/>	Are you sure you want to delete this row?			



A5.4.1 Pre-Submission

Project Registration PA FA

1 2 3 4

Submission Checking Assessment Certification

Step 1: Click an Assessment Tab

Credit Summary

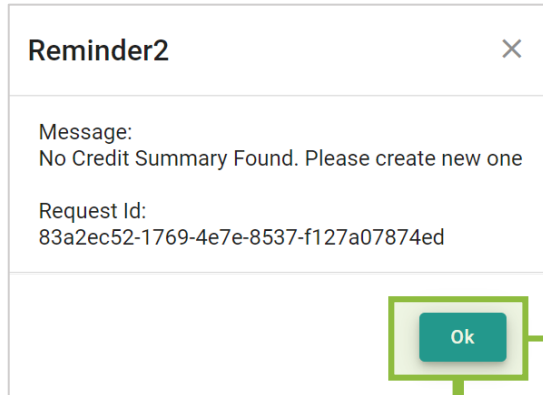
Step 2: Click Credit Summary to create a new credit summary for the assessment

💡 Tips:

The **Credit Summary** button will appear ONLY if the Applicant has settled both the agreement and invoice in full. If the Applicant wishes to prepare the assessment without the complete settlement of agreement and/or invoice, please contact the **Finance and Contracting Team** at BSL via the **enquiry function** on iBEAM or by phone at **3610 5700**.



A5.4.2 Pre-Submission

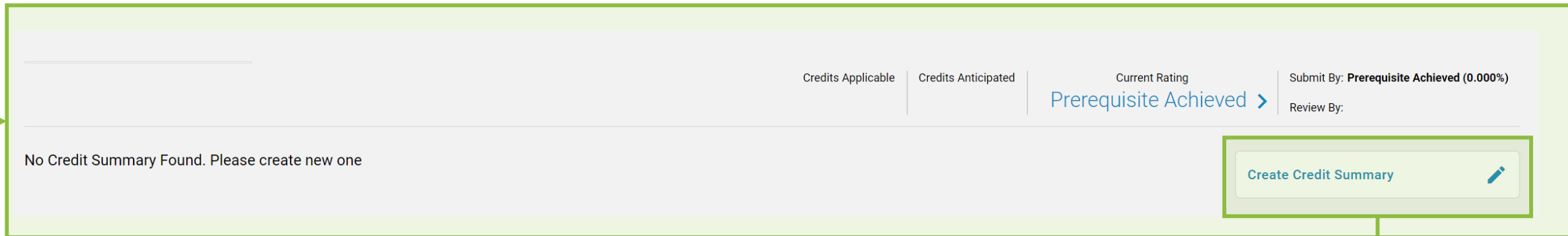


Step 3: A **Dialogue Box** will pop up reminding the Applicant that there are no credit summary for the assessment. Click **OK** to acknowledge the message.

 **Tips:**



Upon clicking **Create Credit Summary**, iBEAM will need deploy some system files for the assessment. **Logo** like the one above will be shown on screen to demonstrate that iBEAM is conducting the deployment in the background. Please allow **60 seconds** for iBEAM to complete this process.



Step 4: Click **Create Summary** to proceed with creating the credit summary.



A5.4.3 Pre-Submission

Credit Summary
[Credit Requirements](#)

Part 1 of 8

General Information

A Project Description

Project Narrative with Details of Project Development (within 3000 characters):*

Note: The description provided below will be shown in the Assessment Report.

The project is a commercial project.

B Area Space Type Demarcation

1. Schedule of Area +

Note:

- Under "Building Type", please select from the drop-down list the building type(s) within the project boundary.
- Under "Type of Area", please select from the drop-down list the type(s) of area (in terms of functionality / usage) in each building type.
- Under "Ventilation Mode / System", please select from the drop-down list the type of ventilation mode / system applied in the building area.

Actions	Building Type [1]	Type of Area [2]	Ventilation Mode/ System [3]
✎ ✕	Commercial	Hotel	A/C - Chiller System

i General Information

🏠 Integrated Design & Construction Management (IDCM)

🌳 Sustainable Site (SS)

♻️ Materials and Waste (MW)

🔌 Energy Use (EU)

💧 Water Use (WU)

👤 Health and Wellbeing (HWB)

💡 Innovations and Additions (IA)

Score attempted	Target rating
0.000	Prerequisite Not Achieved

[Rating Details](#)

Step 5: The **General Information** page will show up. Provide the **Project Description**

Step 6: Provide the schedule of area, including the **Building Type, Type of Area and Ventilation Mode/System**

A5.4.4 Pre-Submission

C Project Programme

1. Master Programme

Please provide the master programme of the project, clearly indicate/show the entire design and construction stages.*

 Add File

Step 7: Upload the Project Programme



A5.4.5 Pre-Submission

2. Key Milestones

Note:

1. Please ensure that the start date and end date to each of the key milestones is consistent with that indicated in the master programme.
2. All start date and end date of construction stage(s) yet to be commenced could be indicative for Provisional Assessment.
3. Relevant statutory body under this section shall mean Buildings Department and in the case of public housing developed by Housing Authority, Independent Checking Unit (ICU).
4. The assessment will consider record-related submission materials up till 3 months before the first submission made for Provisional Assessment.
5. For IDCM 7 and IDCM 10, partial credit shall be awarded for individual construction stage (i.e. demolition, foundation and superstructure in a default ratio). The partial credit attainable for each construction stage will be automatically calculated based on the applicability of demolition and foundation stages to the project and will be shown at the end of this section.

2.1 Hoarding*

2.2 Demolition*

2.3 Foundation*

2.4 Superstructure

Superstructure Start Date*

Superstructure End Date*

2.5 Substantiation of Work Completion*

Target/ Date of Issuance*

2.4 Superstructure

Superstructure Start Date*

Superstructure End Date*

2.5 Substantiation of Work Completion*

Target/ Date of Issuance*

2.6 Assessment

Commencement Date*

IDCM

The Ratio Calculated Based On The Duration Of Each Construction Stage Will Be Adpoted For This Project*

Construction Stage	Ratio
Demolition	N/A
Foundation	N/A
Superstructure	1.00

Step 8: Provide the Key Milestones

A5.4.6 Pre-Submission

D Information On Architectural Design

Does this project apply GFA concession?*

Yes

No

1. General Building Plan

Please upload a **COMPLETE SET** of **General Building Plan with drawing list and declaration letter by the Authorized Person (AP) with BD reference number** for review, which should include **floor plan, sections/elevations and calculation of area**.

Note:

1. Please note the following requirements of the versioning of GBP at respective assessment stages:
 - Provisional Assessment: same version as for consent application for superstructure works
 - Final Assessment: record plan
2. The declaration letter by the AP shall confirm that the GBP version being submitted meets the requirements specified in Note 1 above.

General Building Plan with drawing list*

 [Add File](#)

AP Declaration Letter with BD reference number*

 [Add File](#)

2. Assessment Boundaries

Please upload a layout plan with clear indication of the assessment boundary for the project.*

Accepts Image Only

 [Add File](#)

3. Rendering

Please provide representative rendering of the development for review.*

Accepts Image Only

 [Add File](#)

Step 9: Upload the information on **Architectural Design**, including the *General Building Plan, Declaration Letter, Layout Plan and Rendering*



Tips:

Information reflecting the as-built design should be provided if the submission is a Final Assessment.



A5.4.7 Pre-Submission

E Information On Building Services Installation

1. MEP Design Report
Please upload a complete set of MEP Design Report for review.

 Add File

2. Schematic and Layout Drawings and Equipment Schedule
Please indicate the **applicability of each BS System** and provide the **supporting document** to fulfil the Requirement. If the requirement is **NOT applicable for the project**, please provide **explanations for the non-applicability**.

Note: The drawings and schematics and equipment schedule must be as-fitted, if the project is undergoing Final Assessment.

2.1 MVAC

Yes No

2.2 Electrical and Lighting

Yes No

2.3 Plumbing and Drainage

Yes No

2.4 Lift and Escalator

Yes No

2.5 Renewable Energy System

Yes No

Step 10: Upload the information on **Building Services Installation**, including the *Equipment Schedule, MEP Design Report and Schematic Drawings and Layout*



Tips:

Information reflecting the as-built design should be provided if the submission is a Final Assessment.



A5.4.8 Pre-Submission

F Declaration

I here with declare to BEAM Society Limited that the information submitted is true and comply with requirements of BEAM Plus for **General Form**.

Endorsement

(Initial of the BEAM Pro Responsible For The Submission of This Credit)

Step 11: Type in the **Initial of the BEAM Pro** to declare that the information given in this application is true and correct to the best of my knowledge

Step 12a (Optional): Click **Save** to save the information input into this General Information page

Step 12b: Click **Save and Continue** to proceed entering information in individual aspect

Save Save And Continue



A5.4.9 Pre-Submission

Credit Summary		Credit Requirements				
Integrated Design & Construction Management (IDCM)		Attempt?	Credits applicable	Bonus	Credits attempted	Part 2 of 8
IDCM P1	Sustainability Champions - Project	<input type="checkbox"/>	PR	0	PR	General Information
IDCM P2	Environmental Management Plan	<input type="checkbox"/>	PR	0	PR	Integrated Design & Construction Management (IDCM)
IDCM P3	Timber Used for Temporary Works	<input type="checkbox"/>	PR	0	PR	Sustainable Site (SS)
IDCM 1	Sustainability Champions - Design	<input type="checkbox"/>	1	1	NS	Materials and Waste (MW)
IDCM 2a	Complimentary Certification - BEAM Plus ND	<input checked="" type="checkbox"/>	0	1	NA 1B	Energy Use (EU)
IDCM 2b	Complimentary Certification - BEAM Plus BI	<input type="checkbox"/>	0	1	NS	Water Use (WU)
						Health and Wellbeing (HWB)
						Innovations and Additions (IA)

Step 13: Select the **Credit Attempt**

Step 14: Select the **Credit Scoring** for the attempted credit items



Tips:

1. Credits attempting as **NA** shall be regarded as **attempted credits**. The Applicant is obliged to **complete the e-Form** to demonstrate the compliance to the credit.
2. The **prerequisite** must be **attempted** based on the assessment requirement. There are **no options to disable** the attempt of the prerequisite.



A5.4.10 Pre-Submission

IDCM 16b	BIM Integration - Design and Construction Teams	<input type="checkbox"/>	0	1	NS
IDCM 16c	BIM Integration - Time	<input type="checkbox"/>	0	1	NS
IDCM 16d	BIM Integration - Facility Management	<input type="checkbox"/>	0	1	NS
IDCM 17	Design for Engagement and Education on Green Buildings	<input type="checkbox"/>	1	1	NS
Total			25	0+0B	



Tips:

iBEAM will direct back to the **Credit Summary Dashboard** when the **Continue** button is clicked on the Innovation and Additions (IA) page.

Step 15a (Optional):

Click **Save** to save the information on the current aspect

Step 15b: Click **Continue** to proceed entering information in other aspects



A5.4.11 Pre-Submission

Submission Checking Assessment Certification

Credits Applicable: 8P | Credits Anticipated: 1P | Current Rating: Prerequisite Not Achieved > | Submit By: Prerequisite Achieved (0.000%) | Review By: 01 Jan 0001

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	1P
Sustainable Site	1P	0
Materials and Waste	1P	0
Energy Use	1P	0
Water Use	1P	0
Health and Wellbeing	1P	0
Innovations and Additions	0	0

Buttons: Generate CSV, Delete, Submit

Right Panel: Credit Summary, Reassessment, Certification, Reports, Minutes, Acknowledgement Letter

Step 18 (Optional):
Click **Credit Summary**

uat.ibeam.hk says
Generated Summary CSV

OK

Step 16 (Optional):
Click **Generate CSV** to generate the credit summary in excel format

Step 17 (Optional):
A **Dialogue Box** will pop up once the system completes generating the credit summary in excel format

A5.4.12 Pre-Submission

iBEAM No.
HKGBC No.
BEAM Society Office

NB V2.0
PA

Overview Credits Documents Discussions

Credit Summary

Version 4 Credit Requirements

Part 1 of 8

General Information
Integrated Design & Construction Management (IDCM)
Sustainable Site (SS)
Materials and Waste (MW)
Energy Use (EU)
Water Use (WU)

General Information

A Project Description

Project Narrative with Details of Project Development (within 3000 characters):*

Note: The description provided below will be shown in the Assessment Report.

The project is an office project.

Step 22 (Optional):
Click **Credits** to go back to the Credit Summary Dashboard

Download Credit Requirements CSV

File Name	File Size	Version	Download
_BEAM Society Office_PA.csv	36.32KB	0	Download
_BEAM Society Office_PA.csv	36.32KB	0	Download
_BEAM Society Office_PA.csv	36.32KB	1	Download
_BEAM Society Office_PA.csv	36.32KB	2	Download
_BEAM Society Office_PA.csv	36.32KB	3	Download
_BEAM Society Office_PA.csv	36.32KB	4	Download

Step 19 (Optional):
Check the **Current Version** of the Credit Summary

Step 20 (Optional):
Click **Credit Requirements**

Step 21 (Optional):
Click [Download](#) to **Download** the current or previous version of the Credit Summary

A5.4.13 Pre-Submission

1 2 3 4

Submission Checking Assessment Certification

Credits Applicable: 8P | Credits Anticipated: 1P | Current Rating: Prerequisite Not Achieved > | Submit By: Prerequisite Achieved (0.000%) | Review By: 01 Jan 0001

Category	Credits Attempted	Credits Anticipated	Action
Integrated Design & Construction Management	3P	1P	▼
Sustainable Site	1P	0	▼
Materials and Waste	1P	0	▼
Energy Use	1P	0	▼
Water Use	1P	0	▼
Health and Wellbeing	1P	0	▼
Innovations and Additions	0	0	▼

Generate CSV

Delete Submit

Credit Summary

- Reassessment
- Certification
- Reports
- Minutes
- Acknowledgement Letter

Step 23: Going back to the **Credit Summary Dashboard**, Click ▼ to access the detail credit information to each aspect



A5.4.14 Pre-Submission

1 2 3 4

Submission Checking Assessment Certification

Credits Applicable: 8P | Credits Anticipated: 0 | Current Rating: Prerequisite Not Achieved > | Submit By: Prerequisite Achieved (0.000%) | Review By: 01 Jan 0001

Integrated Design & Construction Management		Credits Attempted	Credits Anticipated	
IDCM P1	Sustainability Champions - Project	3P	0	>
IDCM P2	Environmental Management Plan	PR	-	>
IDCM P3	Timber Used for Temporary Works	PR	-	>
IDCM 1	Sustainability Champions - Design	NS	-	>
IDCM 2a	Complimentary Certification - BEAM Plus ND	NS	-	>
IDCM 2b	Complimentary Certification - BEAM Plus BI			

Credit Summary

- Reassessment
- Certification
- Reports
- Minutes
- Acknowledgement Letter

Step 24: Click ▶ to access the e-Form of the corresponding credits



Tips:

▶ will be displayed for **non-attempted credits**. If the Applicant wants to access the e-Form for a non-attempted credits, please go to the credit summary setting and amend the credit as **attempted**.



A5.4.15 Pre-Submission

IDCM P1 - Sustainability Champions - Project

History (Coming soon...)

Credits Applicable

PR

Credits Attempted

PR

Credits Applicable

PR

Credit Attempted

PR

Credits Anticipated

IDCM P 1 Form S

Section A. Period of design and Construction Stage

Please provide the **start date** and **end date** of construction stage of the project below.

Note:

1. The Design stage should include the period from project inception to completion of detailed design and specifications stage of the project.
2. The construction stage should include the period from commencement of respective contract (i.e. if applicable project scope covers foundation and superstructure, a Construction BEAM Pro shall be engaged at foundation stage) to completion of the certification process of the project.

	Design Stage		Construction Stage
Start Date	dd/mm/yyyy	📅*	dd/mm/yyyy
End Date	dd/mm/yyyy	📅*	dd/mm/yyyy

Construction works commenced?

Step 25: Provide the **Required Information** as requested by the e-Form



A5.4.16 Pre-Submission

Section D. Documentary Readiness

Credit Anticipated for IDCM P2

0 Pre-approved Condition:

By enabling the "Pre-approved Condition" button on the e-Forms, the Applicant opts to apply alternative approach to fulfil the mandatory information to be filled in, due to the following four scenarios:

1. pre-approved project specific Credit Interpretation Request
2. pre-approved credit / portfolio assessment mechanism,
3. approved first-stage assessment result in two-stage Provisional Assessment
4. approved Provisional Assessment result in Final Assessment

The Applicant should submit further supplementary information on the "Additional Information Section", in order to justify the fulfilment of mandatory information based on the above scenarios, failing which additional assessment time may be imposed to the assessment.

Section E. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input type="text"/>	File: <input type="text"/> <input type="button" value="Add file"/> <input type="button" value="Add from Folio"/> <input type="text" value="IDCM_P2_support"/>	<input type="button" value="X"/>

Save Draft

Save And Complete

Step 26 (Optional):
Enable the **pre-approved condition** for the credit

Step 27 (Optional):
Provide **Additional Information** to supplement the required information on the e-Form



Tips:

1. Upon completing all required information, **Yes** will be indicated next to **Credit Anticipated**.
2. The Applicant is encouraged to provide all required information. The **Pre-approved Condition** function to the documentary readiness **should only be used when needed**.
3. Constant usage of the **Pre-approved Condition** function may result in **additional checking during assessment process**.
4. The Applicant should provide detailed information under **Additional information** section to substantiate the use of **Pre-Approved Condition** function.



A5.4.17 Pre-Submission

Section C. Documentary Readiness

Credit Anticipated for IDCM P1

No



Override:

Section D. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input type="text"/>	File: <input type="text"/>  Add file  Add from Folio IDCM_P1_support	<input type="text"/>
<p>+ Add Another x Remove Empty Rows</p>			

Step 28a (Optional):

Click **Save Draft** to save the current information on the e-Form for future editing

Save Draft

Save And Complete

Step 28b: Click **Save and Complete** to save the information on the e-Form for assessment submission

Tips:

Error

Message:
The credit / prerequisite fails to comply. Please review the submission

Request Id:
fe797c46-a27c-4c62-b8a7-dd4fa80f2ee6

Ok

1. The above **dialogue box** will pop up if the e-Form **Fails** to comply with the Documentary Readiness check. Please review the e-Form to ensure that all required information has been provided.
2. If the form contains **Appendix**, please ensure each of the Appendix is saved before clicking the **Save and Complete** Button. The Appendix forms can be saved by clicking the **Save Draft** button at the bottom of the e-Form.


A5.4.18 Pre-Submission

1 2 3 4






Submission Checking Assessment Certification


Credits Applicable: 8P | Credits Anticipated: 1P | Current Rating: Prerequisite Not Achieved >

Submit By: Prerequisite Achieved (0.000%) | Review By: 01 Jan 0001

Integrated Design & Construction Management		Credits Attempted	Credits Anticipated	
		3P	1P	^
IDCM P1	Sustainability Champions - Project 	PR	PR	▶
IDCM P2	Environmental Management Plan	PR	-	▶
IDCM P3	Timber Used for Temporary Works	PR	-	▶
IDCM 1	Sustainability Champions - Design	NS	-	▶
IDCM 2a	Complimentary Certification - BEAM Plus ND	NS	-	▶
IDCM 2b	Complimentary Certification - BEAM Plus BI	NS	-	▶

Credit Summary

-  Reassessment
-  Certification
-  Reports
-  Minutes
-  Acknowledgement Letter

Step 29: After completing the e-Form for the credit, check the credit summary to see if  is displayed next to the corresponding credit



A5.4.19 Pre-Submission

Submission Checking Assessment Certification

Credits Applicable: 8P | Credits Anticipated: 1P | Current Rating: Prerequisite Not Achieved

Credit Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	1P
Sustainable Site	1P	0
Materials and Waste	1P	0
Energy Use	1P	0
Water Use	1P	0
Health and Wellbeing	1P	0
Innovations and Additions	0	0

Generate CSV

Delete Submit

Step 30: After completing all the e-Form, click **Submit to submit the submission for assessment.**

Tips:

Error

Message:
All Forms not completed

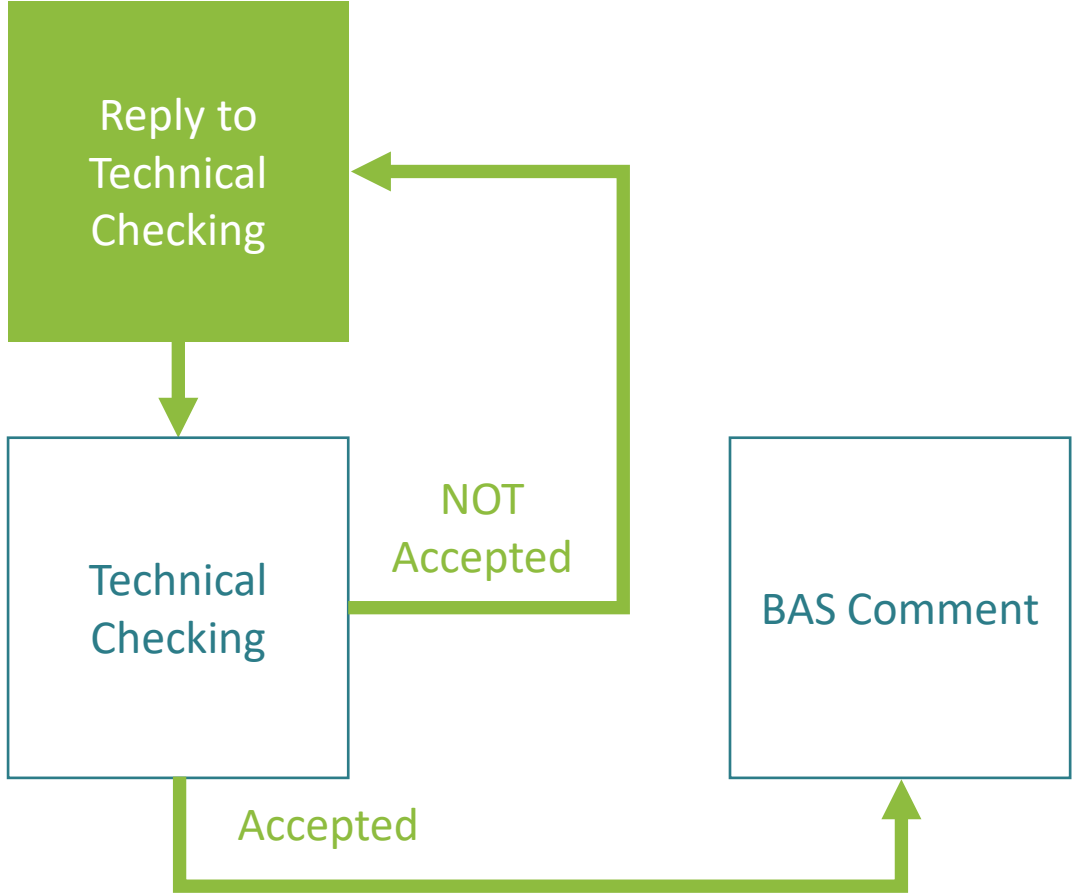
Request Id:
260a1d09-9641-4f1a-96d2-29a3c17aff99

Ok

1. The above **dialogue box** will pop up if one of the form **Fails** to comply with the Documentary Readiness check. Please review the credit summary dashboard to ensure a is indicated next to ALL attempted credits.
2. The **submit** button will be **hidden** if the Applicant has not settled the project's agreement or invoice in full. If the Applicant wishes to submit the assessment without the complete settlement of agreement and/or invoice, please contact the **Finance and Contracting Team** at BSL via the **enquiry function** on iBEAM or by phone at **3610 5700**.

A5.5 Reply to Technical Checking

Process Overview



A5.5.1 Reply to Technical Checking

Inbox Calendar List

Need Your Actions | All Registration Finance Submission

Project	Item	Type	Send Date	Due Date	Status
-	Agreement	Finance	-		● PENDING >
-	Agreement	Finance	-		● PENDING >
-	Agreement	Finance	-		● PENDING >
Alpha Test Project 20210415	Reply to Technical Checking Comment	Submission	-	24 Apr 2021	● PENDING >

Step 1:

In the **Account Dashboard**, click **List** view under **Inbox**

Step 2:

Once Technical Checking Comments have been issued, **Notification** will be shown in the **Inbox** requesting the Applicant to **Reply** to the comments. Click the link provided in the notification to access the project.

 **Tips:**

For items that require Applicants to respond to Technical Checking Comments, the identity of **Reply to Technical Checking Comments** will be shown under **Item**.



A5.5.2 Reply to Technical Checking

1 2 3 4
Submission **Checking** Assessment Certification

Credits Attempted 8P+1B | Credits Anticipated 8P+1B | Current Rating **Prerequisite Achieved** > | Target Rating: **Prerequisite Achieved (1.389%)**

Integrated Design & Construction Management		Credits Attempted	Credits Anticipated	
IDCM P1	Sustainability Champions - Project (CEM) ✓	PR	PR	▶
IDCM P2	Environmental Management Plan (CEM)	PR	PR	▶
IDCM P3	Timber Used for Temporary Works (MA)	PR	PR	▶
IDCM 1	Sustainability Champions - Design (CEM)	NS	-	▶
IDCM 2a	Complimentary Certification - BEAM Plus ND (IHBAS)	NS	-	▶

Applicant Reply Technical Checking Comment

Applicant Reply Technical Checking Comment

Applicant Reply Technical Checking Comment

Response Summary

Credit Summary

Reassessment Certification

Reports Minutes

Acknowledgement Letter



Tips:

1. For credits with BAS comments issued, the identity of **Reply to BAS Comments** will be shown.
2. By default, iBEAM will mark ✓ next to the credits that do not require reply from the Applicant.

Step 3:

Click ▶ to review the e-form



A5.5.3 Reply to Technical Checking

IDCM P2 - Environmental Management Plan History (Coming soon...)

Credits Applicable	PR	Credits Attempted	PR	Credits Applicable	Credit Attempted	Credits Anticipated
				PR	PR	PR

IDCM P 2 Form S

Section A. Environmental Management for Demolition Works

Demolition works applies ?

Yes

Reporting period of demolition works.

Start Date of Demolition Works:	2021-04-18
End Date of Demolition Works:	2021-04-30
Assessment Commencement Date:	0001-01-01
Demolition Works Started for The Projects:	No

BAS Assessment

General Comment

Bas Comments
Tim/TCS
The entire form has not been filled. Please check.

Tim/Applicant

Comment

[Add File](#)

Save

Step 4: Select **General Comment** to review the **General Comment** issued on the e-Form

Step 5: If comment has been issued, type the reply in the **Comment Box**

Step 7: Click **Save** to save the reply to the comments made in the **General Comment**

Step 6 (Optional):
Add File to support for the reply



A5.5.4 Reply to Technical Checking

IDCM P 2 Form S

Section A. Environmental Management for Demolition Works

Demolition works applies ?

Yes

Reporting period of demolition works.

Start Date of Demolition Works:	2021-04-18
End Date of Demolition Works:	2021-04-30
Assessment Commencement Date:	0001-01-01
Demolition Works Started for The Projects:	No


Please submit the **contract specification** highlighting the clause **requiring contractors to prepare an Environmental Management Plan (EMP)** for **environmental and waste management**.

Note: For Provisional Assessment and if demolition stage was NOT commenced before the submission for PA stage.

File:

Add file

Please submit the demoli

Step 8a:
Click  to review the comments to a particular section of the e-Form


BAS Assessment

Form S - A - 04

Bas Comments
Tim/TCS
No contract specification has been provided. Please review.

Tim/Applicant

Comment

 Add File

Save

Step 10 (Optional):
Add File to support for the reply

Step 8b (Optional):
Use the **Dropdown Menu** to navigate between the comment area of **Different Sections**

Step 9: If comment has been issued, type the reply in the **Comment Box**

Step 11: Click **Save** to save the reply to the comments made for the section



A5.5.5 Reply to Technical Checking

Section D. Documentary Readiness

Credit Anticipated for IDCM P2

0 Pre-approved Condition:

By enabling the "Pre-approved Condition" button on the e-Forms, the Applicant opts to apply alternative approach to fulfil the mandatory information to be filled in, due to the following four scenarios:

1. pre-approved project specific Credit Interpretation Request
2. pre-approved credit / portfolio assessment mechanism,
3. approved first-stage assessment result in two-stage Provisional Assessment
4. approved Provisional Assessment result in Final Assessment

The Applicant should submit further supplementary information on the "Additional Information Section", in order to justify the fulfilment of mandatory information based on the above scenarios, failing which additional assessment time may be imposed to the assessment.

Section E. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document
Row 1	<input type="text"/>	File: <input type="text"/> <input type="button" value="x"/> <input type="button" value="Add file"/> <input type="button" value="Add from Folio"/> IDCM_P2_support

Step 12 (Optional):

Amend the **Information** provided on the e-Form, *if necessary*.

Step 13a (Optional):

Click **Save Draft** to save the current information on the e-Form for future editing

Step 13b: Click **Save and Complete** to save the information on the e-Form for assessment submission



A5.5.6 Reply to Technical Checking

Section D. Documentary Readiness

Credit Anticipated for IDCM P2

0 Pre-approved Condition:

By enabling the "Pre-approved Condition" button on the e-Forms, the Applicant opts to apply alternative approach to fulfil the mandatory information to be filled in, due to the following four scenarios:

1. pre-approved project specific Credit Interpretation Request
2. pre-approved credit / portfolio assessment mechanism,
3. approved first-stage assessment result in two-stage Provisional Assessment
4. approved Provisional Assessment result in Final Assessment

The Applicant should submit further supplementary information on the "Additional Information Section", in order to justify the fulfilment of mandatory information based on the above scenarios, failing which additional assessment time may be imposed to the assessment.

Section E. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input type="text"/>	File: <input type="text"/> <input type="button" value="Add file"/> <input type="button" value="Add from Folio"/> <input type="text" value="IDCM_P2_support"/>	<input type="button" value="X"/>
<input type="button" value="+ Add Another"/> <input type="button" value="X Remove Empty Rows"/>			

Save Draft

Save And Complete



Tips:

Error



Message:

Please fill in all comment sections or assessment summary before proceeding

Request Id:

c448a184-c3d2-4db9-a7e2-39fe0490bc95

Ok

1. The above **dialogue box** will pop up if the Applicant **Fails** to respond all Technical Checking comments issued. Please review all comments provided in the comment box and provide all necessary information on the e-Form.
2. If there are **CHANGES** made to the e-Form, the Applicant is suggested to specify the changes in the **Additional Information**.
3. If the form contains **Appendix**, please ensure each of the Appendix is saved before clicking the **Save and Complete** Button. The Appendix forms can be saved by clicking the **Save Draft** button at the bottom of the e-Form.



A5.5.7 Reply to Technical Checking

Step 14: Upon completing the review of the e-Form for the credit, ✓ shall be displayed next to the corresponding credit

1 2 3 4
Submission **Checking** Assessment Certification

Credits Attempted: 8P+1B | Credits Anticipated: 8P+1B | Current Rating: Prerequisite Achieved > | Target Rating: Prerequisite Achieved (1.389%)

Integrated Design & Construction Management		Credits Attempted	Credits Anticipated	
IDCM P1	Sustainability Champions - Project (CEM) ✓	3P	3P	^
IDCM P2	Environmental Management Plan (CEM) ✓	PR	PR	▶
IDCM P3	Timber Used for Temporary Works (MA) ✓	PR	PR	▶
IDCM 1	Sustainability Champions - Design (CEM)	NS	-	▶
IDCM 2a	Complimentary Certification - BEAM Plus ND (IHBAS)	NS	-	▶

Applicant Reply Technical Checking Comment

Applicant Reply Technical Checking Comment

Applicant Reply Technical Checking Comment

Response Summary

Credit Summary

Reassessment Certification

Reports Minutes

Acknowledgement Letter



A5.5.8 Reply to Technical Checking

1 2 3 4

Submission **Checking** Assessment Certification

Credits Attempted 8P+1B Credits Anticipated 8P+1B Current Rating **Prerequisite Achieved** > Target Rating: Prerequisite Achieved (1.389%)

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P+1B	1P+1B
Innovations and Additions	0	0

Choose credits and send

Response Summary

Credit Summary

Reassessment Certification

Reports Minutes


Acknowledgement Letter

Step 15:
Click **Credit Summary** to review the information provided for the **General Information** and *where necessary*, amend the **Targeted Number of Credits**



A5.5.9 Reply to Technical Checking

iBEAM No.
HKGBC No.
Alpha Test Project 20210427

 NB V2.0
PA

Overview Credits Documents Discussions

Credit Summary [Credit Requirements](#)

General Information Part 1 of 8

- General Information
- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)

Comment [Display All](#) [Display Last](#)

Tim/TCS 30 Apr 2021 12:11 AM

Please provide a project description.

[Add Comment](#)

Step 16: *If comment is available, click **Add Comment** to make a respond to the comments issued*



A5.5.10 Reply to Technical Checking

IBEAM No.
HKGBC No.
Alpha Test Project 20210427

NB V2.0
PA

Overview Credits Documents Discussions

Credit Summary [Credit Requirements](#)

General Information Part 1 of 8

Comment Display All Display Last

Tim/TCS 30 Apr 2021 12:11 AM

Please provide a project description.

Add File

Save Draft Submit Cancel

General Information

Integrated Design & Construction Management (IDCM)

Sustainable Site (SS)

Materials and Waste (MW)

Energy Use (EU)

Water Use (WU)

Health and Wellbeing (HWB)

Step 19a (Optional):
Click **Save Draft** to save the information made on the comment box for later editing

Step 17: Make the relevant reply to the comments in the **Comment box**

Step 19b: Click **Submit** to save the reply made to the General Information

Step 18 (Optional):
Add **Add File** to support for the comment

A5.5.11 Reply to Technical Checking

The screenshot displays the BEAM software interface. At the top left, it shows the project details: iBEAM No. HKGBC No. Alpha Test Project 20210427. The top navigation bar includes the NB logo, a dropdown menu set to 'NB V2.0 PA', and tabs for 'Overview', 'Credits' (which is highlighted in green), 'Documents', and 'Discussions'. Below the navigation bar is a 'Credit Summary' section with a 'Credit Requirements' link. The main content area is titled 'General Information' and shows 'Part 1 of 8'. A 'Comment' section is visible, with a teal header and buttons for 'Display All' and 'Display Last'. A comment by 'Tim/Applicant' dated '30 Apr 2021 12:13 AM' states 'The project description has been updated.' Below the comment is a 'Delete' button (highlighted with a green box) and an 'Add Comment' button. On the right side, a vertical list of categories is shown: General Information, Integrated Design & Construction Management (IDCM), Sustainable Site (SS), Materials and Waste (MW), and Energy Use (EU).

Step 20: Click **Delete** to remove replies made previously in General Information

Step 21a: *If there are no other amendments needed for the Credit Summary, click Credits to go back to the Credit Summary Dashboard and proceed to Step 26*



A5.5.12 Reply to Technical Checking

Follow the subsequent steps if *amendments are needed for the Credit Summary* after **Step 20**.

2.2 Electrical and Lighting

2.3 Plumbing and Drainage

2.4 Lift and Escalator

2.5 Renewable Energy System

F Declaration

I herewith declare to BEAM Society Limited that the information submitted is true and comply with requirements of BEAM Plus for **General Form**.

Endorsement*

(Initial of the BEAM Pro Responsible For The Submission of This Credit)

Step 21b (Optional):

Scroll down to amend information in the **General Information** page

Step 22b: Click **Save and Continue** to proceed entering information in individual aspect



A5.5.13 Reply to Technical Checking

Credit Summary		Credit Requirements			
Health and Wellbeing (HWB)		Attempt?	Credits applicable	Bonus	Credits attempted
HWB P1	Minimum Ventilation Performance (IEQ)	<input type="checkbox"/>	PR	0	PR
HWB 1	Healthy and Active Living (IEQ)	<input checked="" type="checkbox"/>	0	1	1B
HWB 2	Biophilic Design (IEQ)	<input checked="" type="checkbox"/>	0	2	1B
HWB 3a	Inclusive Design - Universal Accessibility (IEQ)	<input type="checkbox"/>	1	0	NS
HWB 3b	Inclusive Design - Weather Protection and Family Friendly Features (IEQ)	<input type="checkbox"/>	0	1	NS

Part 7 of 8

- General Information
- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)
- Water Use (WU)
- Health and Wellbeing (HWB)

Step 23b (Optional):
Select **Attempt** for the newly attempted credits

Step 24b (Optional):
Select the **Credit Scoring** for the newly attempted credits

A5.5.14 Reply to Technical Checking

HWB 10a	Artificial Lighting - Normally Occupied Spaces (IEQ)	<input type="checkbox"/>	1	0	NS
HWB 10b	Artificial Lighting - Not Normally Occupied Spaces and Unoccupied Spaces (IEQ)	<input type="checkbox"/>	1	0	NS
HWB 11	Daylight (IEQ)	<input type="checkbox"/>	0	2	NS
HWB 12	Biological Contamination (IEQ)	<input type="checkbox"/>	1	0	NS
Total			19		0+0B



Tips:

iBEAM will direct back to the **Credit Summary Dashboard** when the **Continue** button is clicked on the Innovation and Additions (IA) page.

Step 25b(i):
Click **Save** to save the information on the current aspect

Step 25b(ii) (Optional):
Click **Continue** to proceed entering information in individual aspect



A5.5.15 Reply to Technical Checking

1 2 3 4
Submission **Checking** Assessment Certification

Credits Attempted 8P+1B Credits Anticipated 8P+1B Current Rating Prerequisite Achieved > Target Rating: Prerequisite Achieved (1.389%)

Aspect	Credits Attempted	Credits Anticipated	Action
Integrated Design & Construction Management	3P	3P	▼
Sustainable Site	1P	1P	▼
Materials and Waste	1P	1P	▼
Energy Use	1P	1P	▼
Water Use	1P	1P	▼
Health and Wellbeing	1P+1B	1P+1B	▼
Innovations and Additions	0	0	▼

Response Summary
Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter

Choose credits and send

Step 26: At the **Credit Summary Dashboard**, Click ▼ to access the detail credit information to each aspect



A5.5.16 Reply to Technical Checking

Health and Wellbeing		Credits Attempted	Credits Anticipated	
		1P+2B	1P+1B	
HWB P1	Minimum Ventilation Performance (IEQ) ✓	PR	PR	▶
HWB 1	Healthy and Active Living (IEQ) ✓	1B	1B	▶
HWB 2	Biophilic Design (IEQ)	1B	-	▶
HWB 3a	Inclusive Design - Universal Accessibility (IEQ)	NS	-	▶
HWB 3b	Inclusive Design - Weather Protection and Family Friendly Features (IEQ)	NS	-	▶
HWB 4a	Enhanced Ventilation - Fresh Air 1.1 Fresh air provision in normally occupied spaces	NS	-	▶
		NS	-	▶



Tips:
For the newly attempted credits, there shall be no indicators displayed on the credit summary.

Step 27: Click ▶ to access and complete the e-Form of the newly attempted credits



A5.5.17 Reply to Technical Checking

1 2 3 4
Submission Checking **Assessment** Certification

Pre OP Check Only

Credits Applicable: 8P | Credits Anticipated: 8P | Current Rating: Prerequisite Achieved > | Submit By: Prerequisite Achieved (0.000%) | Submit By: 25 Apr 2021

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Choose credits and send

Response Summary
Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter

Step 28 (Optional):

Click **Response Summary** to view the summary of replies made to all the submitted e-Form



A5.5.18 Reply to Technical Checking

Step 29 (Optional):

Click on the different aspect tab on the top to access the response summary of the aspect

Response Summary

IDCM

SS

MW

EU

WU

HWB

IA

Integrated Design & Construction Management(IDCM)

Show all status ▾

Credits Applicable

Credits Achieved

Comment

Credit Head	Section	Bas Comments	Applicant Reply
IDCM P1 (CEM)	General Comment	No comment.	Noted.
	Form S - B - 01	BAS has no comment	

Step 30 (Optional):

Validate the reply to the Technical Checking under the **Applicant Reply** column

Step 31 (Optional):

Click the corresponding **Credit Head** to amend the Applicant Reply in the e-Form



A5.5.19 Reply to Technical Checking

1 2 3 4
Submission **Checking** Assessment Certification

Credits Attempted 8P+1B Credits Anticipated 8P+1B Current Rating Prerequisite Achieved > Target Rating: Prerequisite Achieved (1.389%)

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P+1B	1P+1B
Innovations and Additions	0	0

Response Summary
Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter

Choose credits and send

Step 32: Back to the Credit Summary Dashboard, click **Choose Credits and Send** to complete making a reply to the Technical Checking and submitting the revised submission for assessment



A5.5.20 Reply to Technical Checking

Choose credits and send

Step 34: Click **Submit** to confirm sending out the reply to Technical Checking

Credit Head	Choose Action
ALL(Reply to Technical Checking Comment)()	<div data-bbox="1166 701 1811 818"> <p>No Action Technical Checking (REVISION) (Main) (Project In Charge)</p> </div>
<div data-bbox="2117 815 2262 896"> <p>Submit</p> </div>	

Step 33: Select **Technical Checking** to instruct iBEAM to send out the reply to Technical Checking



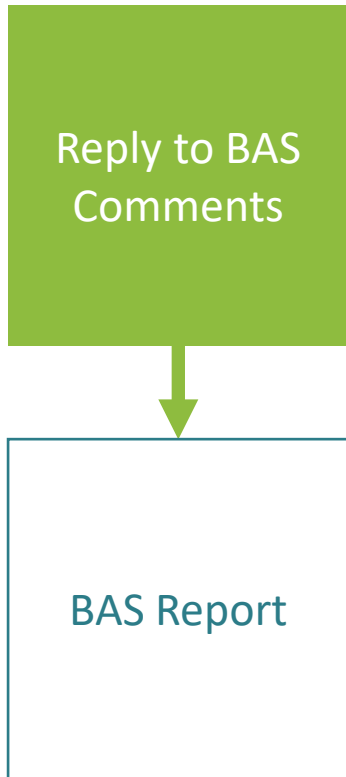
Tips:

Technical Checking option will only be shown if the comments to the e-form have been **properly completed for all submitted credits under that aspect.**



A5.6 Reply to BAS Comments

Process Overview



A5.6.1 Reply to BAS Comments

Inbox

Need Your Actions | [All](#) [Registration](#) [Finance](#) [Submission](#)

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date	Status
	Alpha Test Project 20210423	Reply to BAS Comments	Task	Submission	12 May 2021	15 Sep 2021	● PENDING >

Step 1:

In the **Account Dashboard**, click **List** view under **Inbox**

Step 2:

Once BAS Comments have been issued, **Notification** will be shown in the **Inbox** requesting the Applicant to **Reply** to the comments. Click the link provided in the notification to access the project.

 **Tips:**

For items that require Applicants to respond to BAS Comments, the identity of **Reply to BAS Comments** will be shown under **Item**.



A5.6.2 Reply to BAS Comments

1 2 3 4
Submission Checking Assessment **Certification**

Credits Anticipated 8P | Credits Achieved 7P | Current Rating Prerequisite Achieved > | Target Rating: Prerequisite Achieved (0.000%)

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	0
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Credit Summary

- Reassessment
- Certification
- Reports
- Minutes
- Acknowledgement Letter

Accept Result

Reassessment Certification

Reports Minutes

Acknowledgement Letter

Step 3: Click Acknowledgement Letter to download the BAS Comment acknowledgement letter issued by BSL



A5.6.3 Reply to BAS Comments

Acknowledgement Letter ×

Download Uploaded Acknowledgement Letter

Type	Download
Comment Acknowledgement Letter	Download

Step 4: Click the **Download** next to **Comment Acknowledgement Letter** to download the result acknowledgement letter



A5.6.4 Reply to BAS Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Attempted 8P | Credits Anticipated 8P | Current Rating **Prerequisite Achieved** > | Target Rating: **Prerequisite Achieved (0.000%)**

Integrated Design & Construction Management		Credits Attempted	Credits Anticipated	
IDCM P1	Sustainability Champions - Project (CEM)	3P	3P	
IDCM P2	Environmental Management Plan (CEM)	PR	PR	▶
IDCM P3	Timber Used for Temporary Works (MA)	PR	PR	▶
IDCM 1	Sustainability Champions - Design (CEM)	PR	PR	▶
IDCM 1	Sustainability Champions - Design (CEM)	NS	-	▶
IDCM 2a	Complimentary Certification - BEAM Plus ND (IHBAS)	NS	-	▶

Response Summary

Credit Summary

Reassessment Certification

Reports Minutes

Acknowledgement Letter



Tips:

For credits with BAS comments issued, the identity of **Reply to BAS Comments** will be shown.

Step 5:

Back to the **Credit Summary Dashboard**,
Click ▶ to review the e-form



A5.6.5 Reply to BAS Comments

IDCM P 1 Form S

Section A. Period of design and Construction Stage

Please provide the **start date** and **end date** of construction stage of the project below.

Note:

1. The Design stage should include the period from project inception to completion of detailed design and specifications stage of the project.
2. The construction stage should include the period from commencement of respective contract (i.e. if applicable project scope covers foundation and superstructure, a Construction BEAM Pro shall be engaged at foundation stage) to completion of the certification process of the project.

	Design Stage		Construction Stage	
Start Date	dd/mm/yyyy	*	dd/mm/yyyy	*
End Date	dd/mm/yyyy	*	dd/mm/yyyy	*



Tips:

If changes have been made the e-Form, please highlight the **Amendment** in the **General Comment** for ease of reference.

BAS Assessment

General Comment

Bas Comments

Please review the overall period of design and construction stage.

Tim/Applicant

Comment

Add File

Save

Step 6: Select **General Comment** to review the **General Comment** that the BAS issued on the e-Form

Step 7: If comment has been issued by the BAS, type the reply in the **Comment Box**

Step 9: Click **Save** to save the reply to the BAS comments made in the **General Comment**

Step 8 (Optional):
Add File to support for the reply

A5.6.6 Reply to BAS Comments





IDCM P 1 Form S

Section A. Period of design and Construction Stage

Please provide the **start date** and **end date** of construction stage of the project below.

Note:

- The Design stage should include the period from project inception to completion of detailed design and specifications stage of the project.
- The construction stage should include the period from commencement of respective contract (i.e. if applicable project scope covers foundation and superstructure, a Construction BEAM Pro shall be engaged at foundation stage) to completion of the certification process of the project.

	Design Stage	Construction Stage
Start Date	dd/mm/yyyy  *	dd/mm/yyyy  *
End Date	dd/mm/yyyy  *	dd/mm/yyyy  *


Construction works commenced?

Section B. Project E

Please submit the BEAM P

File:

[Add file](#) [Add from Folio](#) IDCM_PT_02

Step 10a:
Click  to review the comments to a particular section of the e-Form


BAS Assessment

Form S - B - 01

Bas Comments
The meeting minutes cannot meet the requirement. Please re-submit.

Tim/Applicant

Comment

 Add File
Save

Step 12 (Optional):
Add File to support for the reply

Step 10b (Optional):
Use the **Dropdown Menu** to navigate between the comment area of **Different Sections**

Step 11: If comment has been issued by the BAS, type the reply in the **Comment Box**

Step 13: Click **Save** to save the reply to the BAS comments made for the section



A5.6.7 Reply to BAS Comments

Section C. Documentary Readiness

Credit Anticipated for IDCM P1 PR* Pre-approved Condition:

By enabling the "Pre-approved Condition" button on the e-Forms, the Applicant opts to apply alternative approach to fulfil the mandatory information to be filled in, due to the following four scenarios:

1. pre-approved project specific Credit Interpretation Request
2. pre-approved credit / portfolio assessment mechanism,
3. approved first-stage assessment result in two-stage Provisional Assessment
4. approved Provisional Assessment result in Final Assessment

The Applicant should submit further supplementary information on the "Additional Information Section", in order to justify the fulfilment of mandatory information based on the above scenarios, failing which additional assessment time may be imposed to the assessment.

Section D. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input type="text"/>	File: <input type="text"/> <input type="text"/>	<input type="text"/>
		<input type="button" value="Add file"/> <input type="button" value="Add from Folio"/>	<input type="text" value="IDCM_P1_support"/>

Step 14 (Optional):

Amend the **Information** provided on the e-Form, *if necessary*.

Step 15a (Optional):

Click **Save Draft** to save the current information on the e-Form for future editing

Step 15b: Click **Save and Complete** to save the information on the e-Form for assessment submission



A5.6.8 Reply to BAS Comments

Section C. Documentary Readiness

Credit Anticipated for IDCM P1

PR* Pre-approved Condition:

By enabling the "Pre-approved Condition" button on the e-Forms, the Applicant opts to apply alternative approach to fulfil the mandatory information to be filled in, due to the following four scenarios:

1. pre-approved project specific Credit Interpretation Request
2. pre-approved credit / portfolio assessment mechanism,
3. approved first-stage assessment result in two-stage Provisional Assessment
4. approved Provisional Assessment result in Final Assessment

The Applicant should submit further supplementary information on the "Additional Information Section", in order to justify the fulfilment of mandatory information based on the above scenarios, failing which additional assessment time may be imposed to the assessment.

Section D. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input type="text"/>	File: <input type="text"/> <div style="display: flex; align-items: center; gap: 10px;"> Add file Add from Folio </div> <input type="text" value="IDCM_P1_support"/>	<input type="text" value="x"/>
<div style="display: flex; justify-content: space-between;"> Add Another Remove Empty Rows </div>			

Save Draft

Save And Complete



Tips:

Error



Message:
Please fill in all comment sections or assessment summary before proceeding

Request Id:
c448a184-c3d2-4db9-a7e2-39fe0490bc95

Ok

1. The above **dialogue box** will pop up if the Applicant **Fails** to respond all BAS comments issued. Please review all comments provided in the comment box and provide all necessary information on the e-Form.
2. If there are **CHANGES** made to the e-Form, the Applicant is suggested to specify the changes in the **Additional Information**.
3. If the form contains **Appendix**, please ensure each of the Appendix is saved before clicking the **Save and Complete** Button. The Appendix forms can be saved by clicking the **Save Draft** button at the bottom of the e-Form.




A5.6.9 Reply to BAS Comments


Step 16: Upon completing the review of the e-Form for the credit, ✓ shall be displayed next to the corresponding credit



1 2 3 4
Submission Checking **Assessment** Certification



Credits Attempted 8P | Credits Anticipated 8P | Current Rating **Prerequisite Achieved** > | Target Rating: **Prerequisite Achieved (0.000%)**


Integrated Design & Construction Management		Credits Attempted	Credits Anticipated	
IDCM P1	Sustainability Champions - Project (CEM) ✓	PR	PR	▶
IDCM P2	Environmental Management Plan (CEM) ✓	PR	PR	▶
IDCM P3	Timber Used for Temporary Works (MA) ✓	PR	PR	▶
IDCM 1	Sustainability Champions - Design (CEM)	NS	-	▶
IDCM 2a	Complimentary Certification - BEAM Plus ND (IHBAS)	NS	-	▶

Response Summary 

Credit Summary 

 Reassessment  Certification

 Reports  Minutes

 Acknowledgement Letter



A5.6.10 Reply to BAS Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Applicable: 8P | Credits Anticipated: 8P | Current Rating: Prerequisite Achieved > | Submit By: Prerequisite Achieved (0.000%) | Submit By: 25 Apr 2021

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Choose credits and send


Response Summary
Credit Summary
 Reassessment Certification
 Reports Minutes
 Acknowledgement Letter

Step 17:
Click **Credit Summary** to review the information provided for the **General Information** and *where necessary*, amend the **Targeted Number of Credits**



A5.6.11 Reply to BAS Comments

iBEAM No.
HKGBC No.
Alpha Test Project 20210423

 NB V2.0
PA

Overview Credits Documents Discussions

Credit Summary [Credit Requirements](#)

Part 1 of 8

General Information

Comment [Display All](#) [Display Last](#)

TSD/TCS/SPE/MA(1) 28 Apr 2021 10:03 AM

No comment.

[Add Comment](#)

- General Information
- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)

Step 18: *If comment is available, click **Add Comment** to make a respond to the comments issued*



A5.6.12 Reply to BAS Comments

iBEAM No.
 HKGBC No.
 Alpha Test Project 20210423

NB V2.0
 PA

Overview Credits Documents Discussions

Credit Summary [Credit Requirements](#)

Part 1 of 8

General Information

Comment [Display All](#) [Display Last](#)

TSD/TCS/SPE/MA(1) 28 Apr 2021 10:03 AM

No comment.

Add File

Save Draft Submit Cancel

General Information
 Integrated Design & Construction Management (IDCM)
 Sustainable Site (SS)
 Materials and Waste (MW)
 Energy Use (EU)
 Water Use (WU)
 Health and Wellbeing (HWB)

Step 21a (Optional):
Click **Save Draft** to save the information made on the comment box for later editing

Step 19: Make the relevant reply to the comments in the **Comment** box

Step 21b: Click **Submit** to save the reply made to the General Information

Step 20 (Optional):
Add **Add File** to support for the comment

A5.6.13 Reply to BAS Comments

iBEAM No.
HKGBC No.
Alpha Test Project 20210423

NB V2.0
PA

Overview Credits Documents Discussions

Credit Summary

Credit Requirements

Part 1 of 8

General Information

Comment

Display All Display Last

TSD/TCS/SPE/MA(1) 28 Apr 2021 10:03 AM

No comment.

Tim/Applicant 28 Apr 2021 03:30 PM

Noted.

Delete

Add Comment

General Information

Integrated Design & Construction Management (IDCM)

Sustainable Site (SS)

Materials and Waste (MW)

Energy Use (EU)

Water Use (WU)

Health and Wellbeing (HWB)

Innovations and Additions (IA)

Step 23a: If there are no other amendments needed for the Credit Summary, click **Credits** to go back to the **Credit Summary Dashboard** and proceed to Step 28

Step 22: Click **Delete** to remove replies made previously in General Information

A5.6.14 Reply to BAS Comments

Follow the subsequent steps if *amendments are needed for the Credit Summary* after **Step 22**.

2.2 Electrical and Lighting

2.3 Plumbing and Drainage

2.4 Lift and Escalator

2.5 Renewable Energy System

F Declaration

I herewith declare to BEAM Society Limited that the information submitted is true and comply with requirements of BEAM Plus for **General Form**.

Endorsement*

(Initial of the BEAM Pro Responsible For The Submission of This Credit)

Step 23b (Optional):

Scroll down to amend information in the **General Information** page

Step 24b: Click **Save and Continue** to proceed entering information in individual aspect



A5.6.15 Reply to BAS Comments

Credit Summary		Credit Requirements				
Health and Wellbeing (HWB)		Attempt?	Credits applicable	Bonus	Credits attempted	Part 7 of 8
HWB P1	Minimum Ventilation Performance	<input type="checkbox"/>	PR	0	PR	<ul style="list-style-type: none"> General Information Integrated Design & Construction Management (IDCM) Sustainable Site (SS) Materials and Waste (MW) Energy Use (EU) Water Use (WU) Health and Wellbeing (HWB)
HWB 1	Healthy and Active Living	<input checked="" type="checkbox"/>	0	1	1B	
HWB 2	Biophilic Design	<input type="checkbox"/>	0	2	NS	
HWB 3a	Inclusive Design - Universal Accessibility	<input type="checkbox"/>	1	0	NS	
HWB 3b	Inclusive Design - Weather Protection and Family Friendly Features	<input type="checkbox"/>	0	1	NS	

Step 25b (Optional):
Select **Attempt** for the newly attempted credits

Step 26b (Optional):
Select the **Credit Scoring** for the newly attempted credits



A5.6.16 Reply to BAS Comments

HWB 10a	Artificial Lighting - Normally Occupied Spaces (IEQ)	<input type="checkbox"/>	1	0	NS
HWB 10b	Artificial Lighting - Not Normally Occupied Spaces and Unoccupied Spaces (IEQ)	<input type="checkbox"/>	1	0	NS
HWB 11	Daylight (IEQ)	<input type="checkbox"/>	0	2	NS
HWB 12	Biological Contamination (IEQ)	<input type="checkbox"/>	1	0	NS
Total			19		0+0B

Tips:

iBEAM will direct back to the **Credit Summary Dashboard** when the **Continue** button is clicked on the Innovation and Additions (IA) page.

Step 27b(i):
Click **Save** to save the information on the current aspect

Step 27b(ii) (Optional):
Click **Continue** to proceed entering information in individual aspect



A5.6.17 Reply to BAS Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Applicable: 8P | Credits Anticipated: 8P | Current Rating: Prerequisite Achieved > | Submit By: Prerequisite Achieved (0.000%) | Submit By: 25 Apr 2021

Aspect	Credits Attempted	Credits Anticipated	Action
Integrated Design & Construction Management	3P	3P	▼
Sustainable Site	1P	1P	▼
Materials and Waste	1P	1P	▼
Energy Use	1P	1P	▼
Water Use	1P	1P	▼
Health and Wellbeing	1P	1P	▼
Innovations and Additions	0	0	▼

Choose credits and send

Response Summary
Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter

Step 28: At the Credit Summary Dashboard, Click ▼ to access the detail credit information to each aspect



A5.6.18 Reply to BAS Comments

Health and Wellbeing		Credits Applicable	Credits Achieved	
		1P+19+10B	0	^
HWB P1	Minimum Ventilation Performance	Applicant Revise	PR	-
HWB 1	Healthy and Active Living		1B	-
HWB 2	Biophilic Design		2B	-
HWB 3a	Inclusive Design - Universal Accessibility		1	-
HWB 3b	Inclusive Design - Weather Protection and Family Friendly Features		1B	-



Tips:

For the newly attempted credits, there shall be no indicators displayed on the credit summary.

Step 29: Click  to access and complete the e-Form of the newly attempted credits



A5.6.19 Reply to BAS Comments

1 2 3 4
Submission Checking **Assessment** Certification

Pre OP Check Only

Credits Applicable: 8P | Credits Anticipated: 8P | Current Rating: Prerequisite Achieved > | Submit By: Prerequisite Achieved (0.000%) | Submit By: 25 Apr 2021

Category	Credits Attempted	Credits Anticipated	Action
Integrated Design & Construction Management	3P	3P	▼
Sustainable Site	1P	1P	▼
Materials and Waste	1P	1P	▼
Energy Use	1P	1P	▼
Water Use	1P	1P	▼
Health and Wellbeing	1P	1P	▼
Innovations and Additions	0	0	▼

[Response Summary](#)

[Credit Summary](#)

- Reassessment
- Certification
- Reports
- Minutes
- Acknowledgement Letter

[Choose credits and send](#)

Step 30 (Optional):
Click **Response Summary** to view the summary of replies made to all the submitted e-Form



A5.6.20 Reply to BAS Comments

Step 31 (Optional):

Click on the different aspect tab on the top to access the response summary of the aspect

Response Summary

IDCM

SS

MW

EU

WU

HWB

IA

Integrated Design & Construction Management(IDCM)

Show all status ▾

Credits Applicable

Credits Achieved

Comment

Credit Head	Section	Bas Comments	Applicant Reply
IDCM P1 (CEM)	General Comment	No comment.	Noted.
	Form S - B - 01	BAS has no comment	

Step 32 (Optional):

Validate the reply to the BAS comments under the **Applicant Reply** column

Step 33 (Optional):

Click the corresponding **Credit Head** to amend the Applicant Reply in the e-Form



A5.6.21 Reply to BAS Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Applicable: 8P | Credits Anticipated: 8P | Current Rating: Prerequisite Achieved > | Submit By: Prerequisite Achieved (0.000%)
Submit By: 25 Apr 2021

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Response Summary
Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter

Choose credits and send

Step 34: Back to the Credit Summary Dashboard, click **Choose Credits and Send** to complete making a reply to the BAS comments and submitting the revised submission for assessment



A5.6.22 Reply to BAS Comments

Choose credits and send

Step 36: Click **Submit** to confirm sending out the reply to BAS comments

Credit Head	Choose Action
ALL(Reply to BAS Comments())	<div data-bbox="1243 699 1898 813"> <p>No Action</p> <p>BAS Report (Main) (BAS)</p> </div>
<div data-bbox="2280 821 2433 906" style="text-align: right;"> <input type="button" value="Submit"/> </div>	

Step 35: Select **BAS Report** to instruct iBEAM to send out the reply to BAS comments



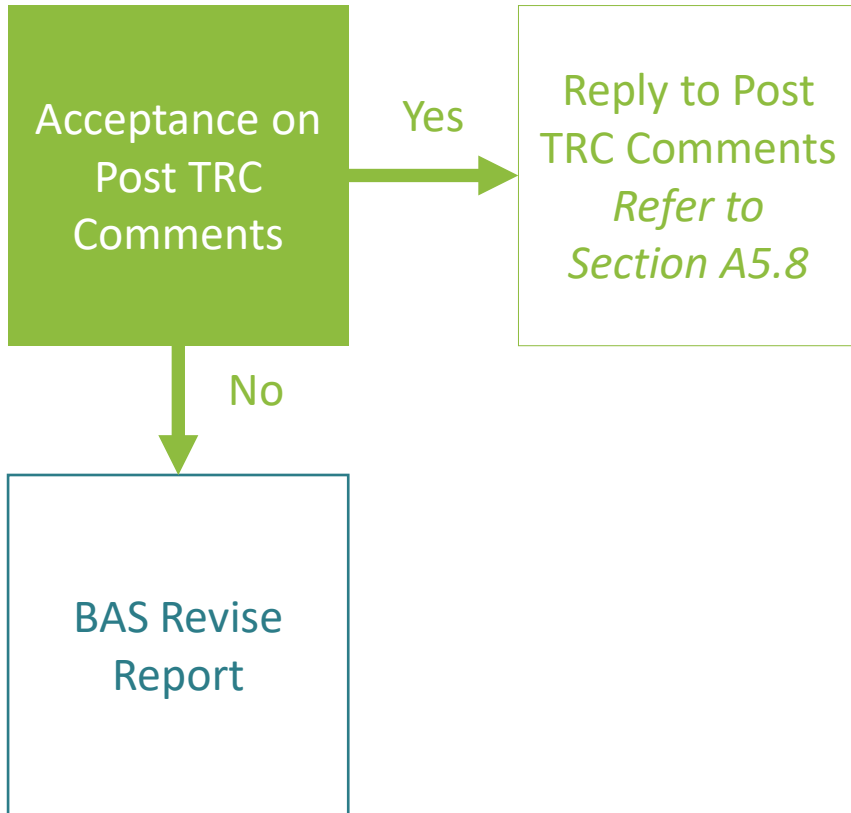
Tips:

BAS Report option will only be shown if the comments to the e-form have been **properly completed for all submitted credits under that aspect.**



A5.7 Acceptance on Post TRC Comments

Process Overview



A5.7.1 Acceptance on Post TRC Comments

Inbox

Calendar List

Need Your Actions All Registration Finance Submission

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date	Status
	Test Project 20210409	Acceptance on Post TRC Comments	Task	Submission	09 May 2021	14 May 2021	● PENDING

Step 1:

In the **Account Dashboard**, click **List** view under **Inbox**

Step 2:

Once the project is granted with a Post TRC Comments, **Notification** will be shown in the **Inbox** requesting the Applicant to make an **Acceptance** on Post TRC Comments. Click the link provided in the notification to access the project.

 **Tips:**

For items that require Applicant to accept Post TRC comments, the identity of **Acceptance on Post TRC Comments** will be shown under **Item**.



A5.7.2 Acceptance on Post TRC Comments

1 2 3 4
Submission Checking Assessment **Certification**

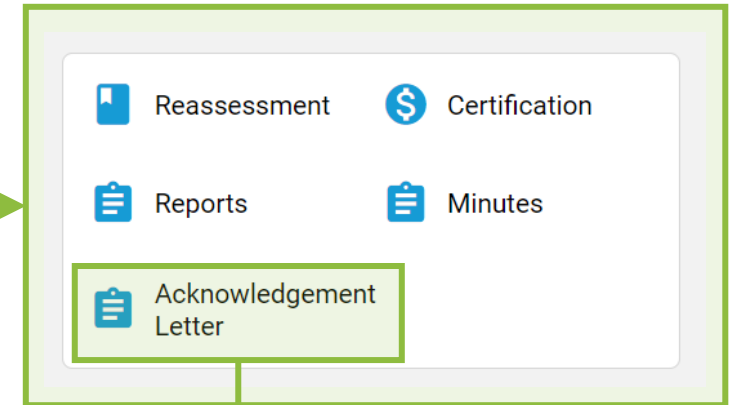
Credits Anticipated: 8P | Credits Achieved: 7P | Current Rating: Prerequisite Achieved > | Target Rating: Prerequisite Achieved (0.000%)

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	0
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Credit Summary

- Reassessment
- Certification
- Reports
- Minutes
- Acknowledgement Letter**

Accept Result



Step 3: Click **Acknowledgement Letter** to download the Post TRC Comments acknowledgement letter issued by BSL



A5.7.3 Acceptance on Post TRC Comments

Acknowledgement Letter ×

Download Uploaded Acknowledgement Letter

Type	Download
Comment Acknowledgement Letter	Download
PTRC Acknowledgement Letter	Download

Step 4: Click the **Download** next to **PTRC Acknowledgement Letter** to download the result acknowledgement letter



A5.7.4 Acceptance on Post TRC Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Attempted 8P Credits Anticipated 8P Current Rating Prerequisite Achieved > Target Rating: Prerequisite Achieved (0.000%)

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Response Summary
Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter

Choose credits and send

Step 5: Click **Choose Credits and Send** to accept/decline Post TRC Comments



A5.7.5 Acceptance on Post TRC Comments

Choose credits and send

Step 7: Click **Submit** to confirm the acceptance or decline of Post TRC Comments

Credit Head

ALL(Applicant Post TRC Clarifications())

Choose Action

No Action

Reply to Post TRC Comments (Main) (Applicant)

Post-vetting BAS Report (Option) (BAS)

Submit

Step 6: Choose **Action** to accept or decline the Post TRC Comments
(*Reply to Post TRC Comments / Post-vetting BAS Report*)

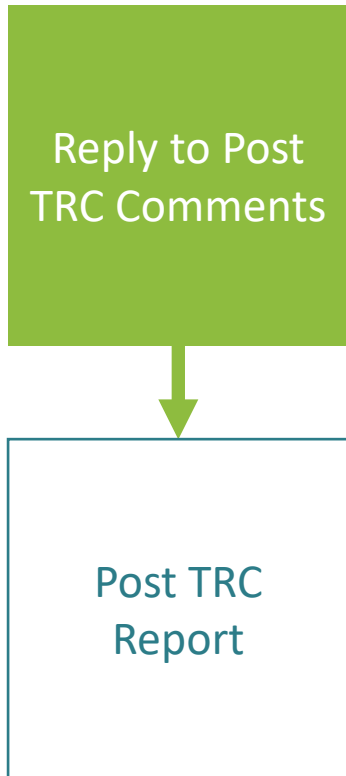
 **Tips:**

1. The Applicant is deemed to **DECLINE** the Post TRC Comments if **Post-vetting BAS Report** is chosen.
2. Please make the selection of the **Choose Action** with **EXTREME CAUTION** as this will affect on how the project is assessed.



A5.8 Reply to Post TRC Comments

Process Overview



A5.8.1 Reply to Post TRC Comments

Inbox Calendar List

Need Your Actions | All Registration Finance Submission

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date	Status	
	Final Project 20210511	Reply to Post TRC Comments	Task	Submission	12 May 2021	15 Sep 2021	● PENDING	>

Step 1:

In the **Account Dashboard**, click **List** view under **Inbox**

Step 2:

Once Post TRC Comments have been accepted, **Notification** will be shown in the **Inbox** requesting the Applicant to **Reply** to the comments. Click the link provided in the notification to access the project.

 **Tips:**

For items that require Applicants to respond to Post TRC Comments, the identity of **Reply to Post TRC Comments** will be shown under **Item**.



A5.8.2 Reply to Post TRC Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Attempted 8P | Credits Anticipated 8P | Current Rating **Prerequisite Achieved** > | Target Rating: **Prerequisite Achieved (0.000%)**

Integrated Design & Construction Management		Credits Attempted	Credits Anticipated	
IDCM P1	Sustainability Champions - Project (CEM) ✓	3P	3P	^
IDCM P2	Environmental Management Plan (CEM)	PR	PR	▶
IDCM P3	Timber Used for Temporary Works (MA) ✓	PR	PR	▶
IDCM 1	Sustainability Champions - Design (CEM)	NS	-	▶
IDCM 2a	Complimentary Certification - BEAM Plus ND (IHBAS)	NS	-	▶

Response Summary

Credit Summary

Reassessment Certification

Reports Minutes

Acknowledgement Letter



Tips:

For credits with Post TRC comments issued, the identity of **Reply to Post TRC Comments** will be shown.

Step 3:
Click ▶ to review the e-form



A5.8.3 Reply to Post TRC Comments

IDCM P 2 Form S

Section A. Environmental Management for Demolition Works

Demolition works applies ?

Yes

Reporting period of demolition works.

Start Date of Demolition Works:	2021-05-23
End Date of Demolition Works:	2021-05-29
Assessment Commencement Date:	2021-05-12

Demolition Works started not less than 3 months prior to Assessment Commencement: No

BAS Assessment

General Comment

Bas Comments
Please resubmit environmental management plan for review.

Tim/Applicant

Comment

Add File

Save

Step 4: Select **General Comment** to review the **General Comment** issued for the Post TRC Comments

Step 5: If comment has been issued, type the reply in the **Comment Box**

Step 7: Click **Save** to save the reply to the Post TRC Comments made in the **General Comment**



Tips:

If changes have been made the e-Form, please highlight the **Amendment** in the **General Comment** for ease of reference.

Step 6 (Optional):
Add File to support for the reply



A5.8.4 Reply to Post TRC Comments

IDCM P 2 Form S

Section A. Environmental Management for Demolition Works

Demolition works applies ?


Yes

Reporting period of demolition works.

Start Date of Demolition Works:	2021-05-23
End Date of Demolition Works:	2021-05-29
Assessment Commencement Date:	2021-05-12
Demolition Works started not less than 3 months prior to Assessment Commencement:	No

Please submit the **specification** highlighting the clause **requiring contractors to prepare an Environmental Management Plan (EMP) for environmental and waste management.**

File:
[Add file](#) [Add](#)

Step 8a:
Click  to review the comments to a particular section of the e-Form

BAS Assessment

Form S - A - 04

Bas Comments
Please resubmit acceptance criteria.

Tim/Applicant

Comment

Add File

Save

Step 10 (Optional):
Add File to support for the reply

Step 8b (Optional):
Use the **Dropdown Menu** to navigate between the comment area of **Different Sections**

Step 9: If comment has been issued, type the reply in the **Comment Box**

Step 11: Click **Save** to save the reply to the Post TRC comments made for the section



A5.8.5 Reply to Post TRC Comments

Section D. Documentary Readiness

Credit Anticipated for IDCM P2 0 Pre-approved Condition:

By enabling the "Pre-approved Condition" button on the e-Forms, the Applicant opts to apply alternative approach to fulfil the mandatory information to be filled in, due to the following four scenarios:

1. pre-approved project specific Credit Interpretation Request
2. pre-approved credit / portfolio assessment mechanism,
3. approved first-stage assessment result in two-stage Provisional Assessment
4. approved Provisional Assessment result in Final Assessment

The Applicant should submit further supplementary information on the "Additional Information Section", in order to justify the fulfilment of mandatory information based on the above scenarios, failing which additional assessment time may be imposed to the assessment.

Section E. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input type="text"/>	File: <input type="text"/> <input type="button" value="Add file"/> <input type="button" value="Add from Folio"/> IDCM_P2_support <input type="button" value="X"/>	

Step 12 (Optional):

Amend the **Information** provided on the e-Form, *if necessary*.

Step 13a (Optional):

Click **Save Draft** to save the current information on the e-Form for future editing

Step 13b: Click **Save and Complete** to save the information on the e-Form for assessment submission



A5.8.6 Reply to Post TRC Comments

Section D. Documentary Readiness

Credit Anticipated for IDCM P2

0 Pre-approved Condition:

By enabling the "Pre-approved Condition" button on the e-Forms, the Applicant opts to apply alternative approach to fulfil the mandatory information to be filled in, due to the following four scenarios:

1. pre-approved project specific Credit Interpretation Request
2. pre-approved credit / portfolio assessment mechanism,
3. approved first-stage assessment result in two-stage Provisional Assessment
4. approved Provisional Assessment result in Final Assessment

The Applicant should submit further supplementary information on the "Additional Information Section", in order to justify the fulfilment of mandatory information based on the above scenarios, failing which additional assessment time may be imposed to the assessment.

Section E. Additional Information (Optional)

Justification shall be provided to support the selection of Override in Documentary Readiness.

Please use the following table to provide **additional comments and/or documents** that may contribute to the compliance of the credit.

Note: Any comments and/or documents submitted under this section will be considered upon its merit on a case-to-case basis.

	Explanations	Supporting Document	
Row 1	<input type="text"/>	File: <input type="text"/> <input type="button" value="Add file"/> <input type="button" value="Add from Folio"/> <input type="text" value="IDCM_P2_support"/>	<input type="button" value="X"/>
<input type="button" value="+ Add Another"/> <input type="button" value="X Remove Empty Rows"/>			

Save Draft

Save And Complete



Tips:

Error



Message:

Please fill in all comment sections or assessment summary before proceeding

Request Id:

c448a184-c3d2-4db9-a7e2-39fe0490bc95

Ok

1. The above **dialogue box** will pop up if the Applicant **FAILS** to respond all Post TRC comments issued. Please review all comments provided in the comment box and provide all necessary information on the e-Form.
2. If there are **CHANGES** made to the e-Form, the Applicant is suggested to specify the changes in the **Additional Information**.
3. If the form contains **Appendix**, please ensure each of the Appendix is saved before clicking the **Save and Complete** Button. The Appendix forms can be saved by clicking the **Save Draft** button at the bottom of the e-Form.



A5.8.7 Reply to Post TRC Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Attempted 8P | Credits Anticipated 8P | Current Rating **Prerequisite Achieved** > | Target Rating: **Prerequisite Achieved (0.000%)**

Integrated Design & Construction Management		Credits Attempted	Credits Anticipated	
IDCM P1	Sustainability Champions - Project (CEM) ✓	3P	3P	▲
IDCM P2	Environmental Management Plan (CEM) ✓	PR	PR	▶
IDCM P3	Timber Used for Temporary Works (MA) ✓	PR	PR	▶
IDCM 1	Sustainability Champions - Design (CEM)	NS	-	▶
IDCM 2a	Complimentary Certification - BEAM Plus ND (IHBAS)	NS	-	▶

Response Summary

Credit Summary

- Reassessment Certification
- Reports Minutes
- Acknowledgement Letter

Reply to Post TRC Comments

Step 14: Upon completing the review of the e-Form for the credit, ✓ shall be displayed next to the corresponding credit



A5.8.8 Reply to Post TRC Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Attempted 8P Credits Anticipated 8P Current Rating Prerequisite Achieved > Target Rating: Prerequisite Achieved (0.000%)

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Response Summary

Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter


Choose credits and send

Step 15:
Click **Credit Summary** to review the information provided for the **General Information**



A5.8.9 Reply to Post TRC Comments

iBEAM No.
HKGBC No.
Final Project 20210511

 NB V2.0
PA

Overview Credits Documents Discussions

Credit Summary [Credit Requirements](#)

Part 1 of 8

General Information

Comment [Display All](#) [Display Last](#)

TSD/TCS/SPE/MA(1) 28 Apr 2021 10:03 AM

No comment.

[Add Comment](#)

- General Information
- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)

Step 16: *If comment is available, click **Add Comment** to make a respond to the comments issued*



A5.8.10 Reply to Post TRC Comments

IBEAM No.
HKGBC No.
Final Project 20210511

NB V2.0
PA

Overview Credits Documents Discussions

Credit Summary [Credit Requirements](#)

Part 1 of 8

General Information

Comment Display All Display Last

TSD/TCS/SPE/MA(1) 28 Apr 2021 10:03 AM

No comment.

Add File

Save Draft Submit Cancel

- General Information
- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)
- Water Use (WU)
- Health and Wellbeing (HWB)

Step 19a (Optional):
Click **Save Draft** to save the information made on the comment box for later editing

Step 17: Make the relevant reply to the comments in the **Comment** box


Step 19b: Click **Submit** to save the reply made to the General Information

Step 18 (Optional):
Add **Add File** to support for the comment



A5.8.11 Reply to Post TRC Comments

iBEAM No.
 HKGBC No.
Final Project 20210511


 NB V2.0
 PA

Overview Credits Documents Discussions

Credit Summary

Credit Requirements

Part 1 of 8

General Information

Comment Display All Display Last

TSD/TCS/SPE/MA(1) 28 Apr 2021 10:03 AM
 No comment.

Tim/Applicant 28 Apr 2021 03:30 PM
 Noted.

Delete

Add Comment

- General Information
- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)
- Water Use (WU)
- Health and Wellbeing (HWB)
- Innovations and Additions (IA)

Step 21: Click **Credits** to go back to the **Credit Summary Dashboard**

Step 20: Click **Delete** to remove replies made previously in General Information



A5.8.12 Reply to Post TRC Comments

1 2 3 4
Submission Checking **Assessment** Certification

Credits Attempted 8P Credits Anticipated 8P Current Rating Prerequisite Achieved > Target Rating: Prerequisite Achieved (0.000%)

Category	Credits Attempted	Credits Anticipated	Dropdown
Integrated Design & Construction Management	3P	3P	▼
Sustainable Site	1P	1P	▼
Materials and Waste	1P	1P	▼
Energy Use	1P	1P	▼
Water Use	1P	1P	▼
Health and Wellbeing	1P	1P	▼
Innovations and Additions	0	0	▼

Choose credits and send

Response Summary
Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter

Step 28 (Optional):
Click **Response Summary** to view the summary of replies made to all the submitted e-Form



A5.8.13 Reply to Post TRC Comments

Step 29 (Optional):

Click on the different aspect tab on the top to access the response summary of the aspect

Response Summary

IDCM	SS	MW	EU	WU	HWB	IA
------	----	----	----	----	-----	----

PostTrcComment

Credit Head	Section	Bas Comments	Applicant Reply
IDCM P2 (CEM)	General Comment	Please resubmit environmental management plan for review.	The EMP has been resubmitted.
	Form S - A - 04	Please resubmit acceptance criteria.	The acceptance criteria has been resubmitted.

Step 30 (Optional):

Scroll down to the **Post TRC Comment** section

Step 32 (Optional):

Click the corresponding **Credit Head** to amend the Applicant Reply in the e-Form

Step 31 (Optional):

Validate the reply to the Post TRC comments under the **Applicant Reply** column



A5.8.14 Reply to BAS Comments

Submission Checking **Assessment** Certification

Credits Attempted: 8P | Credits Anticipated: 8P | Current Rating: Prerequisite Achieved > | Target Rating: Prerequisite Achieved (0.000%)

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Response Summary
Credit Summary

Reassessment Certification
Reports Minutes
Acknowledgement Letter

Choose credits and send

Step 33: Back to the Credit Summary Dashboard, click **Choose Credits and Send** to complete making a reply to the BAS comments and submitting the revised submission for assessment



A5.8.15 Reply to Post TRC Comments

Choose credits and send

Step 35: Click **Submit** to confirm sending out the reply to Post TRC Comments

Credit Head	Choose Action
ALL(Reply to Post TRC Comments)()	<div data-bbox="1243 682 2000 821"> <p>No Action</p> <p>Post TRC Report (Main) (BAS)</p> </div>
<div data-bbox="2262 835 2415 915"> <p>Submit</p> </div>	

Step 34: Select **Post TRC Report** to instruct iBEAM to send out the reply to Post TRC comments



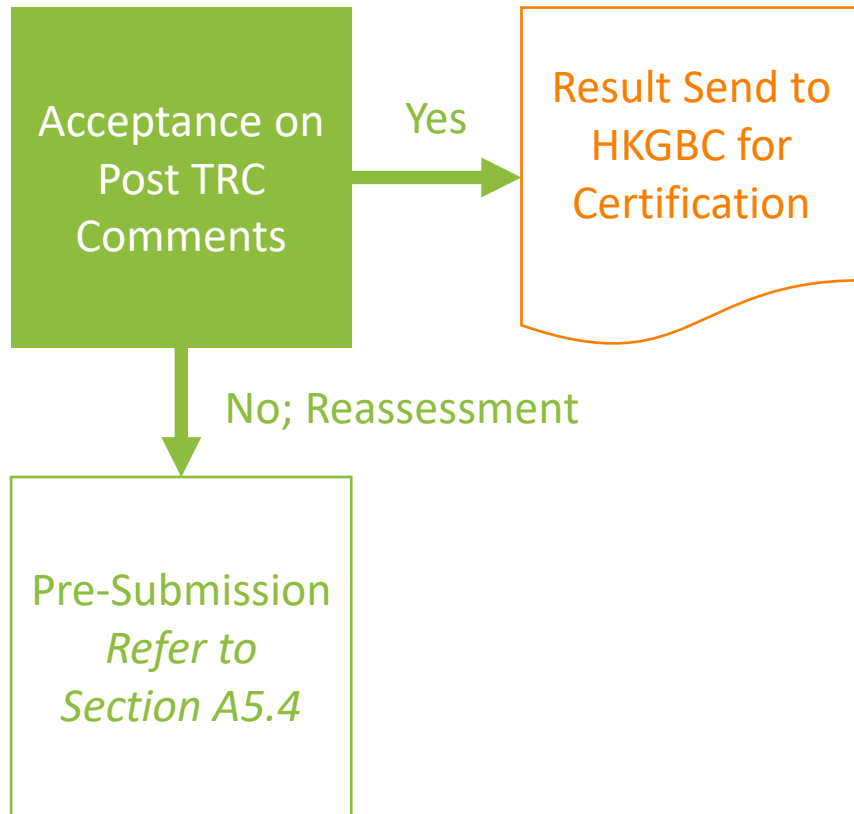
Tips:

Post TRC Report option will only be shown if the comments to the e-form have been **properly completed for all submitted credits under that aspect.**



A5.9 Acceptance on Assessment Result

Process Overview



A5.9.1 Acceptance on Assessment Result

Inbox

Calendar List

Need Your Actions | All Registration Finance Submission

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date	Status	
	Tim Test Project 20210409	Acceptance on Assessment Result	Task	Submission	11 May 2021	11 May 2021	● PENDING	>

Step 1:

In the **Account Dashboard**, click **List** view under **Inbox**

Step 2:

Once the assessment result has been issued, **Notification** will be shown in the **Inbox** requesting the Applicant to make an **Acceptance on Assessment Result**. Click the link provided in the notification to access the project.

 **Tips:**

For items that require Applicant to accept Assessment Result, the identity of **Acceptance on Assessment Result** will be shown under **Item**.



A5.9.2 Acceptance on Assessment Result

1 2 3 4
Submission Checking Assessment **Certification**

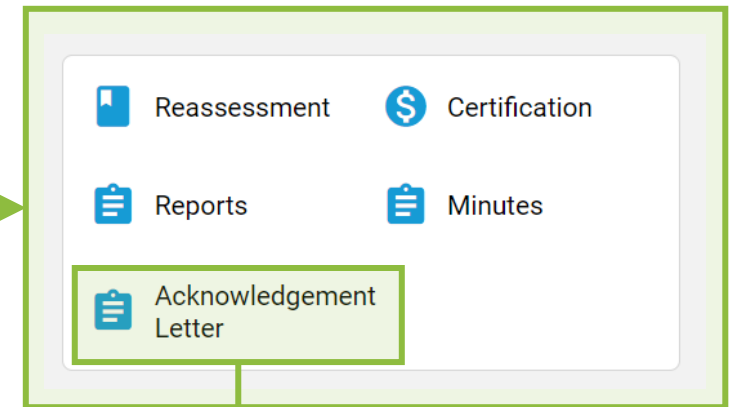
Credits Anticipated: 8P | Credits Achieved: 7P | Current Rating: Prerequisite Achieved > | Target Rating: Prerequisite Achieved (0.000%)

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	0
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Credit Summary

- Reassessment
- Certification
- Reports
- Minutes
- Acknowledgement Letter

Accept Result



Step 3: Click **Acknowledgement Letter** to download the result acknowledgement letter issued by BSL



A5.9.3 Acceptance on Assessment Result

Acknowledgement Letter ×

Download Uploaded Acknowledgement Letter

Type	Download
Result Acknowledgement Letter	Download
Comment Acknowledgement Letter	Download
PTRC Acknowledgement Letter	Download

Step 4: Click the **Download** next to **Result Acknowledgement Letter** to download the result acknowledgement letter



A5.9.4 Acceptance on Assessment Result

The screenshot shows the 'Certification' step of the assessment process. At the top, there are four tabs: 1 Submission, 2 Checking, 3 Assessment, and 4 Certification. Below the tabs, the current status is 'Prerequisite Achieved >'. The 'Credits Anticipated' is 8P and 'Credits Achieved' is 7P. The 'Current Rating' is 'Prerequisite Achieved >' and the 'Target Rating' is 'Prerequisite Achieved (0.000%)'. A table lists the categories and their credit status:

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	0
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

At the bottom right, there is a blue button labeled 'Accept Result'.

The diagram shows a navigation menu with the following items: Reassessment, Certification, Reports, Minutes, and Acknowledgement Letter. The 'Reports' item is highlighted with a green box, and an arrow points from this box to the 'Step 5' instruction box below.

Step 5: Click **Report** to download the assessment report issued by BSL



A5.9.5 Acceptance on Assessment Result

1 2 3 4
Submission Checking Assessment **Certification**

Credits Anticipated 8P | Credits Achieved 7P | Current Rating Prerequisite Achieved > | Target Rating: Prerequisite Achieved (0.000%)

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	0
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Step 6a: Click **Accept Result** to accept the assessment result and have the assessment be sent to HKGBC

Accept Result

Step 6b: Click **Reassessment** to proceed with the reassessment of the project

💡 Tips:

1. After clicking the **Accept Result** button, ALL project information will be frozen and be sent to HKGBC for certification. **Please ensure all information in the Project Fact Sheet is updated before clicking the Accept Result button.**
2. **Please do NOT click the Accept Result button if the project will undergo Review or Appeal.**



A5.9.6 Acceptance on Assessment Result

The screenshot shows a project assessment dashboard. At the top, a progress bar indicates the project is in the 'Accepted' stage (5 out of 5 steps). Below this, a summary row shows 'Credits Attempted: 8P' and 'Credits Anticipated: 8P'. The 'Current Rating' is 'Prerequisite Achieved' and the 'Target Rating' is 'Prerequisite Achieved (0.000%)'. A table lists seven credit categories with their respective attempted and anticipated credits. A green box highlights the 'Accepted' status bar and the 'Credits Attempted' and 'Credits Anticipated' columns.

Category	Credits Attempted	Credits Anticipated
Integrated Design & Construction Management	3P	3P
Sustainable Site	1P	1P
Materials and Waste	1P	1P
Energy Use	1P	1P
Water Use	1P	1P
Health and Wellbeing	1P	1P
Innovations and Additions	0	0

Step 7a: If result is accepted under Step 6a, the project status bar will indicate **5 Accepted** demonstrating that the assessment has been completed.



Section A6 Enquiry

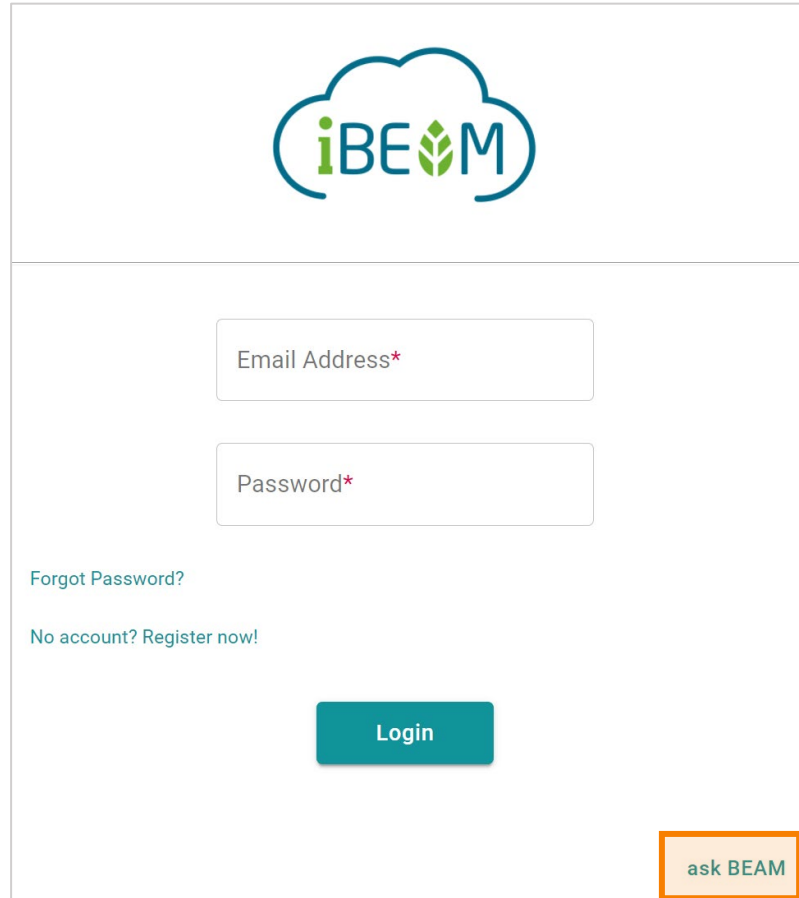
This section provides the guidance in preparing enquiry on the iBEAM.

A6.1 General Enquiry (without logging in)

A6.2 Project Specific Enquiry



A6.1.1 General Enquiry (without logging in)



The screenshot shows the iBEAM login interface. At the top is the iBEAM logo, which consists of a blue cloud outline containing the text 'iBEAM' in blue and green. Below the logo are two input fields: 'Email Address*' and 'Password*'. Underneath these fields are two links: 'Forgot Password?' and 'No account? Register now!'. A teal 'Login' button is centered below the links. At the bottom right of the page, there is a small button labeled 'ask BEAM' in a light blue box, which is highlighted with an orange border. An orange line connects this button to an instruction box on the right.

Step 1:
Click the **ask BEAM** button to
file a new general enquiry.



A6.1.2 General Enquiry (without logging in)

New Enquiry ×

For project specific enquiry, please use the discussion function within the project.

Name*

Company*

Title*

Email*

Telephone*

Subject*

Your Enquiry*

Submit

Step 2:
A window will pop up.
Complete all fields
marked with *

Step 3:
Click the **Submit**
button to submit the
enquiry

Submit success ×


Your enquiry reference number is **E120**.

Step 4:
A message box will pop up
confirming the **Success** in
submitting the enquiry



A6.1.3 General Enquiry (without logging in)

Enquiry Submit Success

 **iBEAM**
Sat 4/3/2021 5:26 PM
To:

Dear Hathaway Leon,

Your enquiry submit success.

Submitted Date: 03 Apr 2021

Subject: Registration

Ref. Number: E123

Your Enquiry:

I have a question on registration.

Best Regards,
iBeam

*** This is an automatically generated email, please do not reply ***

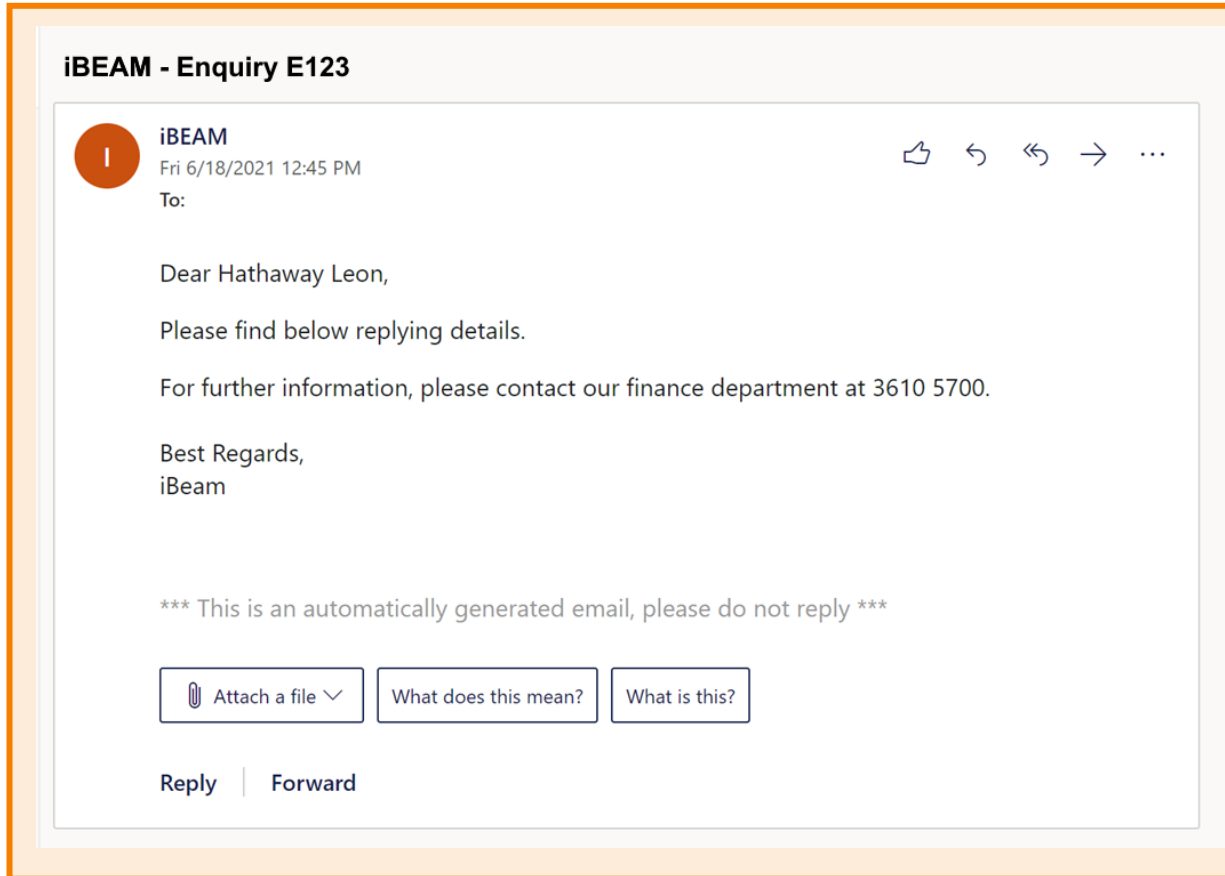
[Reply](#) | [Forward](#)

Step 5:

A **confirmation e-mail** will be sent to the designated e-mail address confirming BSL's receipt of the enquiry



A6.1.4 General Enquiry (without logging in)



Step 6:
Once BSL has made a response to the enquiry, a **response e-mail** will be sent to the designated e-mail address.



A6.2.1 Project Specific Enquiry

The screenshot displays the BEAM Account Dashboard. At the top left is the 'Inbox' section with a calendar for April 2021 and a list of 7 items due in the month. Below this is the 'Recent Assessments' section, showing a project 'DTSS_Walk Through_Residential Development at Kowloon Tong' with a 'Prerequisite Achieved' status. On the right side, the 'Account Function Element' contains several menu items: 'Credit Interpretation Request (CIR)', 'Self-Assessment', 'Credit Library', 'Frequently Asked Questions', and 'Ask BEAM'. The 'Ask BEAM' button is highlighted with an orange box, and an orange line points from this box to the instruction below.

Step 1: In the Account Dashboard, click Ask BEAM in the Account Function Element



A6.2.2 Project Specific Enquiry

Ask BEAM

19 Dec 2020	Agreement	Pending
20 Dec 2020	Payment	Pending
22 Dec 2020	Registration	Pending
22 Dec 2020	Payment	Pending
22 Dec 2020	Payment	Pending
19 Jan 2021	Payment	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending

New Enquiry
For project specific enquiry, please use the discussion function within the project.

Project*
Beta Test Project 20210423

Subject*
Payment

Your Enquiry*
Dear BEAM Society,
I would like to seek a waiver to allow my project to proceed with the assessment without settling the fee. Grateful if you could enable the function for my project. Thanks.
Kind Regards, Ting Ting Li

Submit

Submit success ✕
Your enquiry reference number is **E130**.

Step 2: Click New Enquiry to file a new enquiry

Step 3: Select the Project

Step 4: Select the Subject

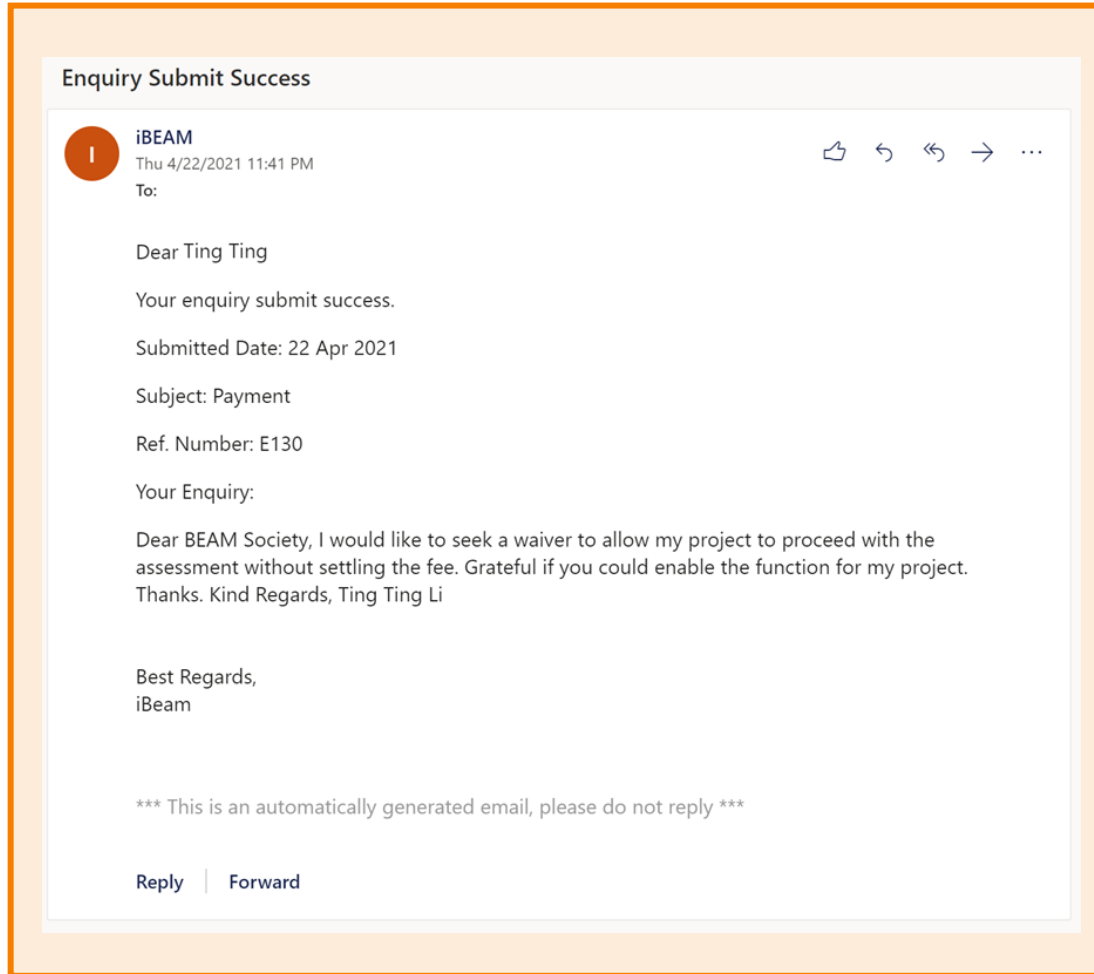
Step 5: Type in the content of the enquiry in the Your Enquiry textbox

Step 6: Click the Submit button to submit the enquiry

Step 7: A message box will pop up confirming the Success in submitting the enquiry.



A6.2.3 Project Specific Enquiry



Step 8:

A **confirmation e-mail** will be sent to the designated e-mail address confirming BSL's receipt of the enquiry



A6.2.4 Project Specific Enquiry


Inbox Calendar List

Need Your Actions | All Registration Finance Submission

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date	Status
-		Agreement	Task	Finance	-		PENDING >
-		Agreement	Task	Finance	-		PENDING >
-		Agreement	Task	Finance	-		PENDING >
	Alpha Test Project 20210415	Applicant Reply Technical Checking Comment	Task	Submission	-	24 Apr 2021	PENDING >
-		Agreement	Task	Finance	-		PENDING >
-		Agreement	Task	Finance	-		PENDING >
-		Agreement	Task	Finance	-		PENDING >
-		ENQUIRY-[Payment]	Task	Enquiry	-		PENDING >

Step 9:
In the **Account Dashboard**, click **List** view under **Inbox**

Step 10:
Once then enquiry has been answered, **Notification** will be shown in the **Inbox** notifying the Applicant to review the **Response** of the enquiry. Click the link provided in the notification to access the project.

 **Tips:**
For enquiry response that requires the review of the Applicant, the identity of **Enquiry** will be shown under **Item**.



A6.2.5 Project Specific Enquiry

22 Dec 2020	Payment	Pending
22 Dec 2020	Payment	Pending
19 Jan 2021	Payment	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
22 Feb 2021	TCS,PAS,DTSS	Pending
21 Apr 2021	Payment	Pending
22 Apr 2021	Payment	Replied

Submitted On 22 Apr 2021
Subject Payment
Enquiry Details Dear BEAM Society, I would like to seek a waiver to allow my project to proceed with the assessment without settling the fee. Grateful if you could enable the function for my project. Thanks. Kind Regards, Ting Ting Li

BEAM's reply
Approved

Step 9:
Click the corresponding response in the **Message Pane** and **Replied** shall be shown to demonstrate that the enquiries has been replied

Step 10:
Check the **Reading Pane** to read the reply to the enquiry

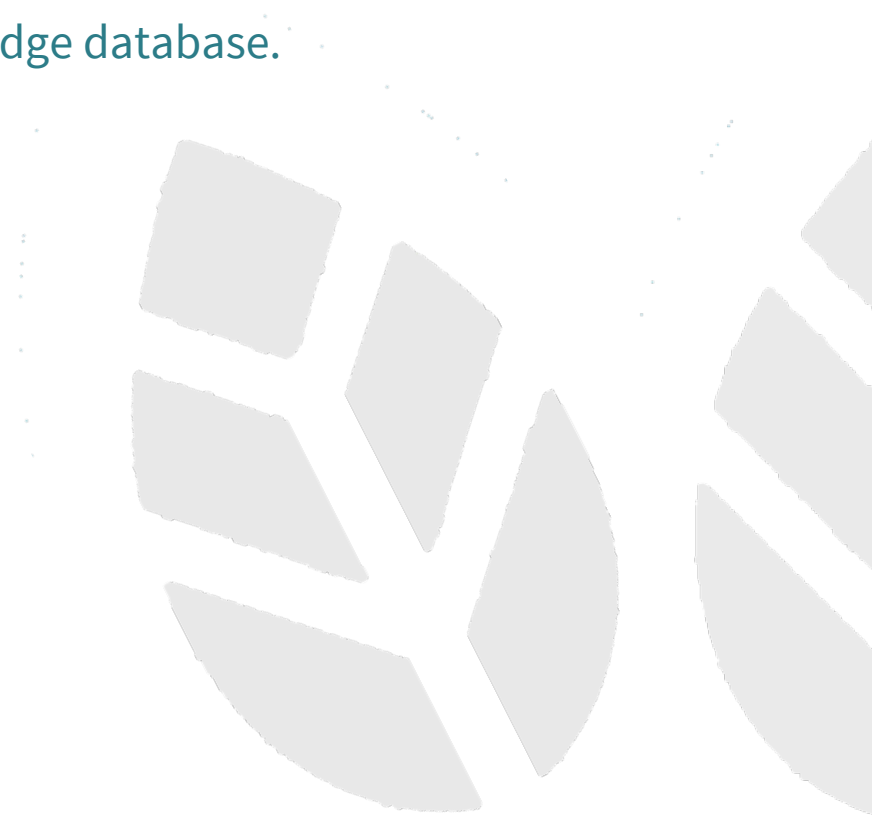


Section A7 Knowledge Database

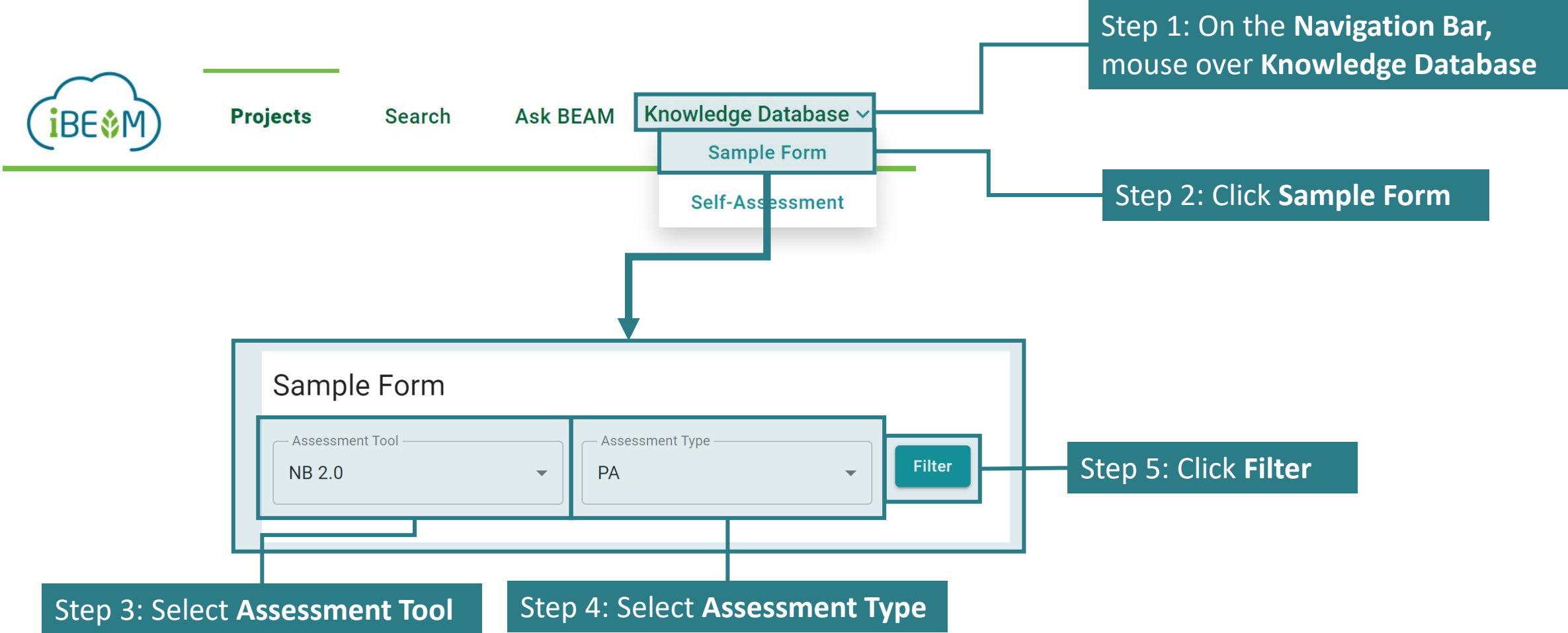
This section provides an overview of the different functions on the iBEAM knowledge database.

A7.1 Sample Form

A7.2 Self-Assessment



A7.1.1 Sample Form



A7.1.1 Sample Form

Integrated Design & Construction Management

IDCM P1 Sustainability Champions - Project

IDCM P2 Environmental Management Plan

Step 6: Click v to access the detail credit information to each aspect

IDCM P 1 Form S

Section A. Period of design and Construction Stage

Please provide the **start date** and **end date** of construction stage of the project below.

Note:

1. The Design stage should include the period from project inception to completion of detailed design and specifications stage of the project.
2. The construction stage should include the period from commencement of respective contract (i.e. if applicable project scope covers foundation and superstructure, a Construction BEAM Pro shall be engaged at foundation stage) to completion of the certification process of the project.

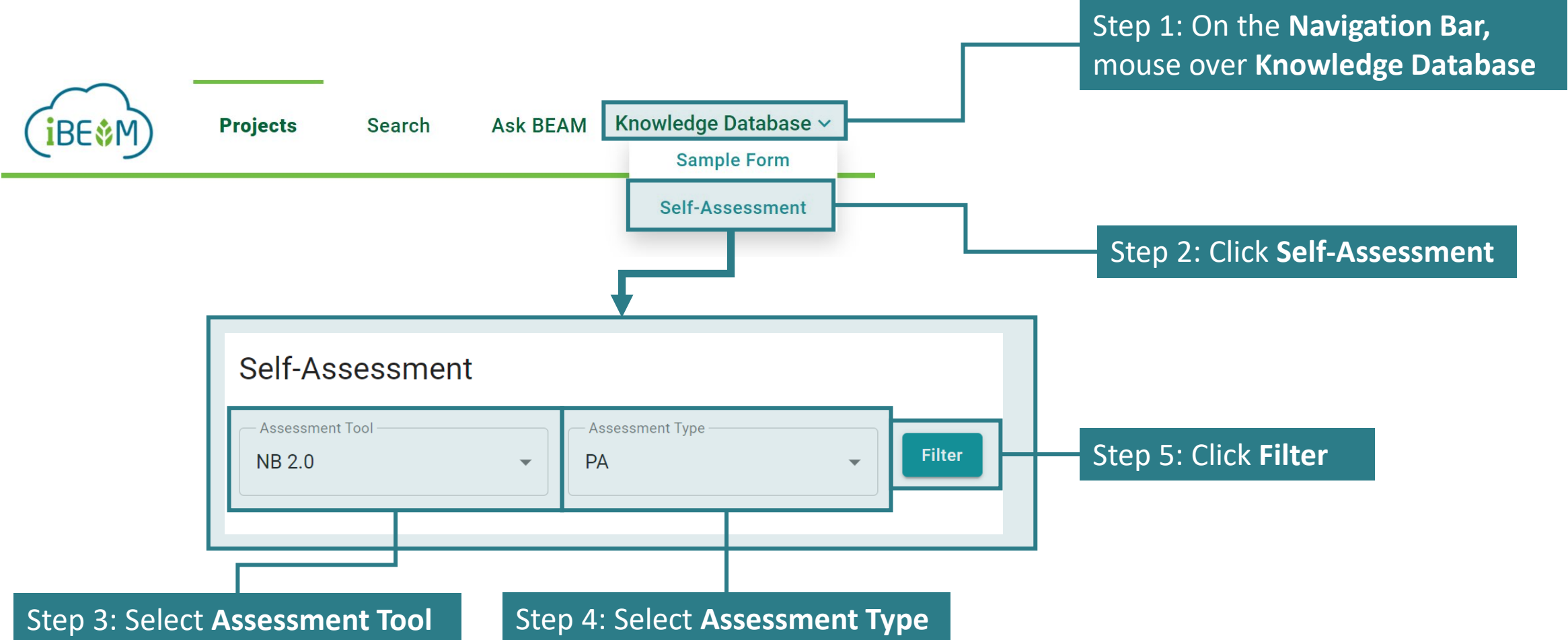
	Design Stage	Construction Stage
Start Date	dd/mm/yyyy	dd/mm/yyyy
End Date	dd/mm/yyyy	dd/mm/yyyy

Construction works commenced?

Step 7: Click ► to access the e-Form of the corresponding credits



A7.2.1 Self-Assessment



A7.2.1 Self-Assessment

Integrated Design & Construction Management (IDCM)		Attempt?	Credits applicable	Bonus	Credits attempted
IDCM P1	Sustainability Champions - Project	<input type="checkbox"/>	PR	0	NS
IDCM P2	Environmental Management Plan	<input type="checkbox"/>	PR	0	NS
IDCM P3	Timber Used for Temporary Works	<input type="checkbox"/>	PR	0	NS
IDCM 1	Sustainability Champions - Design	<input checked="" type="checkbox"/>	1	1	1+0B 1+1B
IDCM 2a	Complimentary Certification - BEAM Plus ND	<input type="checkbox"/>	0	1	NS
IDCM 2b	Complimentary Certification - BEAM Plus BI	<input type="checkbox"/>	0	1	NS
IDCM 2c	Complimentary Certification - BEAM Plus EB	<input type="checkbox"/>	0	1	NS

Part 1 of 7

- Integrated Design & Construction Management (IDCM)
- Sustainable Site (SS)
- Materials and Waste (MW)
- Energy Use (EU)
- Water Use (WU)
- Health and Wellbeing (HWB)
- Innovations and Additions (IA)

Score attempted: 0.720
Target rating: Prerequisite Not Achieved

Step 8 (Optional):
Click the different **Aspect** to change aspect

Step 9: The **Score Attempted** and **Target Rating** will change based on the selection under *Step 6 to 7*

Step 6: Select the **Credit Attempt**

Step 7: Select the **Credit Scoring** for the attempted credit items



Appendix A Data Dictionary (General Functions)

This section provides the definition of common terminology adopted for the general functions of iBEAM.

A-1 General Functions

A-2 Operational Functions

A-3 Assessment Functions



A-1.1 Data Dictionary

General Functions

Functional Classification	Field Name	Definition	Reference Sections
<i>General</i>	<i>Aspect</i>	Assessment categories as defined by the corresponding assessment tools	-
<i>General</i>	User	Any person operating on the iBEAM	-
Account Dashboard	HKGBC Project No	Unique project ID assigned by Hong Kong Green Building Council (HKGBC) to a project	A1.4.2.1
Account Dashboard	Assessment ID	Unique project ID assigned by iBEAM to a project	A1.4.2.1
Account Dashboard	Project	Unit of BEAM Plus assessment created either on iBEAM and synchronized from HKGBC database	A1.4
Credit Summary	Pre-Assessment Summary	System generated excel template summarizing the credit requirement, credit attainable, credit attempted and anticipated rating for the submission	A1.6, A1.6.3.2, A1.6.3.2.1
Credit Summary	Submission	e-Forms, drawings, calculations or any other being data uploaded by the Applicant onto iBEAM for the purpose of assessment	A1.6.1, A5



A-1.2 Data Dictionary

General Functions

Functional Classification	Field Name	Definition	Reference Sections
Credit Summary	Assessment Report	Report of the BEAM Plus assessment generated by the system based on the result generated from iBEAM	A1.6.4
Credit Summary	Acknowledgement Letter	Letter generated by iBEAM acknowledging the completion of certain stages of the BEAM Plus assessment.	A1.6.4
Login	Account	Unit of user record on iBEAM	A1.2, A2
Navigation Bar	Post	Classification of job function on iBEAM	A1.3
e-Form	Additional Information	Optional information submitted by the Applicant to justify the compliance of the credit	A1.7.2.4



A-1.3 Data Dictionary

General Functions

Functional Classification	Field Name	Definition	Reference Sections
e-Form	Documentary Readiness	Programming logic built into the e-form to check the sufficiency of documents submitted for the credit assessment	A1.7.2.3
e-Form	Excel Template	Appendix forms of certain credit used for the purpose of reporting detailed data items and/or calculation to support for the credit assessment	A1.7.2.2.1
e-Form	File Designation	File identify given by iBEAM to illustrate certain data requirement on the system	A1.7.2.2.1
e-Form	Folio	Index of folders provided on iBEAM to store files uploaded by system Applicant	A1.7.2.2.1
e-Form	Pre-approved Condition	Function that enables the Applicant to override the documentary readiness check in the e-form due to the special circumstances of the assessment	A1.7.2.3
e-Form	Versioning	Unique version identify given to individual e-form for the purpose of identifying the effective date and inactive date of the individual e-Form	A1.7.1
Project Member Management	Active Project User	User that occupies the project on a routine basis and is given the right to manage information in a submission	A5.3



A-1.4 Data Dictionary

General Functions

Functional Classification	Field Name	Definition	Reference Sections
Project Member Management	Applicant	User making a project application of a BEAM Plus assessment on iBEAM and is given full access to information for the project	A5.3
Project Member Management	Consultant	User nominated by the Applicant and Owner as party that provides expert advices for the project	A5.3
Project Member Management	Owner	User that owns a particular project on iBEAM and is given full access to information for the project	A5.3
Project Member Management	Project BEAM Pro	Designated BEAM Pro given the right to make a submission for an assessment on iBEAM	A5.3
Project Member Management	Project Users (Read-only)	User that occupies the project on an occasional basis and is given the right to read the for the project	A5.3



A-1.5 Data Dictionary

General Functions

Functional Classification	Field Name	Definition	Reference Sections
Process Flow	BAS Comments	Comments raised by the BAS from a professional checking on the technical data provided in the submission	A5.2.3
Process Flow	Post TRC Comments	Final comments issued on the submission based on the findings by the Assessment Authority	A5.2.5
Process Flow	Pre-Submission	Submission being prepared for BEAM Plus assessment	A5.2.1
Process Flow	Reporting	Process of exercising adjudication and professional judgement on the submission by the BAS and Assessment Authority for the determination of scoring of the assessment	A5.2.4
Process Flow	Response Summary	Summary of responses to comments issued by BSL made by the Applicant	A5.5
Process Flow	Result Issuance	Outcome of the assessment issued after the completion of the BEAM Plus assessment process	A5.2.6
Process Flow	Technical Readiness	Technical issues raised on the submission regarding the correctness and appropriateness of information provided in the assessment submission	A5.2.2



Appendix B List of Milestones

This section provides the terminologies used for the milestone functions of iBEAM.



B-1 List of Milestones

The milestones below are listed in the **chronological sequence** to the assessment.

ID	Stages of Assessment	Milestone Name	Description	Reference Section
2	Technical Readiness	Reply to Technical Checking Comment	Applicant's response to the comments made on the technical readiness of the submission	A5.5
8	BAS Comment	Reply to BAS Comment	Applicant's response to the comments made by the BAS	A5.6
23	Post TRC Comment	Acceptance on Post TRC Comment	Instruction issued by the Applicant to proceed or decline the reply to the Post TRC comment	A5.7
24	Post TRC Comment	Reply to Post TRC Comment	Applicant's response to the Post TRC comment made by the BAS	A5.8
35	Result Issuance	Acceptance on Assessment Result	Instruction issued by the Applicant to proceed or decline the result of the assessment	A5.9



Appendix C Calculation Logic

This section provides the calculation logic for the calculated data field in e-Form.

C-1 BEAM Plus NB v.2.0



C-1.1 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input	Calculation Result	
		Decimal Places	Decimal Places	Rounding
IDCM 8	Percentage of Waste Recycled	Waste Quantity: 3	2	Round down
SS P1	Percentage of Greenery	Total greenery area: 3	2	Round-down
SS 1a	Accessibility Index	Walking Distance: No limit Headway: No limit Horizontal Commuting Time of the Mechanical Means: No limit	2	Round-down
SS 8a(1)	Percentage of total site area with shade	Total area with shade: 3	2	Round-down
SS 8a(1)	Percentage of non-roof impervious area with shade	Total area of non-roof impervious surfaces: 3 Total area of non-roof impervious surface with shade: 3	2	Round-down
SS 8b	Percentage of tree coverage area	Total Tree Coverage Area: 3	2	Round-down
MW P1	Required RS & MRC Space	Usable Floor Space: 3	3	Round-down



C-1.2 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input		Calculation Result	
		Decimal Places	Decimal Places	Rounding	
MW 1	Percentage of Building Reuse	Quantity Retained and Reused from Existing Building (tonnes/m ³): 2 Total Quantity in New Building (tonnes/m ³): 2	2	Round-down	
MW 2	Percentage of Modular and Standardised Element	Quantity of Major Element/ Module (tonnes/m ³ /HKD/m ²): 2 Quantity of Modular and Standardised Element (tonnes/m ³ /HKD/m ²): 2 Number of Typical Unit: 0	2	Round-down	
MW 3	Percentage of Prefabrication	Quantity (Not Prefabricated / Prefabricated off-site) (tonnes/m ³): 2	2	Round-down	
MW 5	Percentage of Sustainable Forest Products	Quantity (HKD/kg/m ³): 2	2	Round-down	
MW 6	Percentage of Recycled Materials	Quantity (HKD/tonnes/m ³): 2 Percentage of Recycled Content: 2	2	Round-down	



C-1.3 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input	Calculation Result	
		Decimal Places	Decimal Places	Rounding
MW 7	Combined Contributions to Ozone Depletion and Global Warming Potentials	Quantity of HVAC&R Equipment: 0 Cooling Capacity (kW): 2 Refrigerant Charge (kg/unit): 2 Refrigerant Leakage Rate (%) (User Input): 2 Equipment Life (User Input): 0 End-of-Life Refrigerant Loss (%): 2	2	-
MW 8	Percentage of Regional Materials	Quantity (HKD/tonnes/m ³): 2 Percentage of Regional Material Content: 2	Percentage of Regional Material: 2	Round-down
MW 9a	Percentage of Certified Green Product	Amount (kg/m ³ /HKD/m ²): 2	Percentage of Certified Green Product: 2	Round-down



C-1.4 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input		Calculation Result	
		Decimal Places	Decimal Places	Rounding	
MW 9b	Percentage of Rapidly Renewable Materials	Amount (kg/m ³ /HKD/m ²): 2	Percentage of Rapidly Renewable Materials: 2	Round-down	
EU P1	Designed / Installed LPD	Area of Space: 2 Quantity: 0 Nominal Lamp Wattage / Lamp Control Gear Loss / Total Circuit Wattage: 2	Designed / Installed LPD: 2	-	
EU 1 Option 1	Percentage of External Wall Area	Total External Wall Area / External Wall Area by Non-conditioned Space: 3	2	Round-down	
EU 1 Option 1	Percentage of Roof Area with Vegetation	Roof Area of Conditioned Spaces / Roof Area of Conditioned Spaces with Vegetation: 3	2	Round-down	



C-1.5 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input		Calculation Result	
		Decimal Places	Decimal Places	Rounding	
EU 1 Option 1	Percentage of Façade Area with Vegetation	Façade Area of Conditioned Spaces / Façade Area of Conditioned Spaces with Vegetation: 3	2	Round-down	
EU 1 Option 2	Optimum Spatial Planning - Irradiation Gain Reduction	Overall Façade Irradiation/ Façade Irradiation of Non-conditioned Façade Area: 3	2	Round-down	
EU 1 Option 2	External Shading Devices – Solar Irradiation Reduction	Annual solar irradiation on façade (Baseline / Design): 3	2	Round-down	
EU 1 Option 2	Percentage Reduction in U-value of Roof by Vegetation	U-value of Roof (with / without vegetation): 3	2	Round-down	
EU 1 Option 2	Percentage floor area of normally occupied space achieved a wind velocity of 0.2 m/s	Total floor area of normally occupied space: 3 Floor area of normally occupied space achieving the requirement: 3	2	Round-down	



C-1.6 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input	Calculation Result	
		Decimal Places	Decimal Places	Rounding
EU 1 Option 2	Percentage area achieving sDA300/25%	Total area of normally occupied space: 3 Area of normally occupied space achieving the requirement: 3	2	Round-down
EU 2 Option 1	Percentage of Reduction of Annual CO ₂ Emission (%)	Annual Energy Consumption (Baseline / Proposed): 3	2	Round-down
EU 2 Option 2	Percentage Reduction in OTTV / RTTV	OTTV / RTTV: 2	2	Round-down
EU 2 Option 2	Percentage of Habitable Area with ventilation requirement achieved	Total Habitable Area / Habitable Area with Ventilation Requirements Satisfied: 3 [Form S-B2]	2	Round-down



C-1.7 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input	Calculation Result	
		Decimal Places	Decimal Places	Rounding
EU 2 Option 2	Percentage of Net Free Unobstructed Area of Openings to Net Occupied Floor Area	Net Free Unobstructed Area of Openings / Net Occupied Floor Area: 3 [Form S-B2]	2	Round-down
EU 2 Option 2	Performance Improvement of Coefficient of Performance (COP)	Rated Capacity: 2 Rated COP: 2 Min. allowed COP: 2 [Form S-B3]	2	Round-down
EU 2 Option 2	Performance Improvement of Lighting Power	Area of space: 3 Quantity: 0 Nominal Lamp Wattage / Lamp Control Gear Loss / Total Circuit Wattage: 2 Max. Allowed LPD: 2 [Form S-B4]	2	Round-down



C-1.8 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input	Calculation Result	
		Decimal Places	Decimal Places	Rounding
EU 2 Option 2	Reduction from Maximum Allowable Electrical Power for Lifts & Escalators	Rate Load: 0 Rated Speed: 1 Rated Power / Max. Allowed Electrical Power: 2 [Form S-B4]	2	Round-down
EU 3 Option 1	Percentage of Reduction of Peak Electricity Demand	Electricity Demand (Baseline / Proposed): 3	2	Round-down
EU 5b	Percentage of annual building energy consumption obtained from all the on-site renewable energy sources	Annual energy generated/ Annual Building Energy Use: 3	2	Round-down
EU 8	Percentage of Certified Energy Efficient Products	No. of Appliance: 0 Rated Power: 2	2	Round-down



C-1.9 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input	Calculation Result	
			Decimal Places	Rounding
WU P1 & 1	Percentage of Potable Water Consumption Reduction	Flow Rate: 2 No. of User: 0 Operation Day: 0	2	Round-down
WU 2	Percentage reduction in potable water consumption for irrigation	Annual irrigation demand (Baseline / Design): 3	2	Round-down
WU 7	Percentage reduction	Flush Volume: 2 No. of User: 0 Operation Day: 0	2	Round-down
WU 8a	Percentage reduction in potable water use replaced by harvested rainwater	Annual Potable Water Use: 3	2	Round-down
WU 8a	Monthly / Annual Yield of Rainwater	Monthly mean of rainfall: 1 Collection Area of Rainwater: 3 Run-off Coefficient: 2 Filter Efficiency: 2	-	-



C-1.10 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input	Calculation Result	
		Decimal Places	Decimal Places	Rounding
WU 8b	Percentage reduction in potable water use replaced by recycled grey water	Annual Potable Water Use: 3	2	Round-down
WU 8c	Percentage reduction in potable water use replaced by harvested rainwater and/or recycled grey water	Annual Potable Water Use: 3	2	Round-down
WU 8c	Monthly / Annual Yield of Rainwater	Monthly mean of rainfall: 1 Collection Area of Rainwater: 3 Run-off Coefficient: 2 Filter Efficiency: 2	-	-
HWB P1	Percentage of opening area to space area	Space Area: 2 Window opening area: 2	2	Round-down
HWB 2	Visual Quality Score	Area of Frame: 2	2	Round-down
HWB 4a (1.1 & 1.2)	Percentage of opening area to space area	Space Area: 2 Window opening area: 2	2	Round-down



C-1.11 Calculation Logic

BEAM Plus NB v.2.0

Credit	Calculation Function	Calculation Input	Calculation Result	
		Decimal Places	Decimal Places	Rounding
HWB 8b	Enclosed and/or semi-enclosed car park area as percentage of CFA (%)	CFA of the Project: 3 Enclosed and/or semi-enclosed car park area: 3	2	Round-down
HWB 11	Percentage of Area fulfilling sDA300/50%	Floor Area of the Studied Normally Occupied Space: 3 Area fulfilling sDA300/50%: 3	3	Round-down
HWB 11	Percentage of Area fulfilling ASE1000,250	Floor Area of the Studied Normally Occupied Space: 3 Area fulfilling ASE1000,250: 3	3	Round-up



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