

# iBEAM User Guide

General Volume

Version 2.0 (Aug 2023)

# Change Log

Version	Publication Date	Details of Update
Version 2.0	01 Aug 2023	<ol style="list-style-type: none"><li>1. Minor amendment to steps under Section A1.2 to A1.6, A2.1 to A2.3, A3.1, A4.1, A5.1, A5.3, A5.4, A5.7 and A5.8</li><li>2. Revamp of content in Section A3 and A7</li><li>3. Update of Section A5 to include BEAM Plus EB v.2.0 Portfolio Assessment (MAN &amp; EU)</li><li>4. Addition of Section A1.8, A3.3, A3.4, A5.9, A6.1, A7.3 and Appendix D</li><li>5. Minor updates to steps under Section A3.2, A3.3, A4.2 and A5.3</li></ol>
Version 1.0	18 June 2021	<ol style="list-style-type: none"><li>1. Addition of Section A7</li><li>2. Minor amendment to steps under Section A5.4, A5.5, A5.6, A5.8 and A6.1</li><li>3. Minor updates of screen capture for selective flow under Section A5</li><li>4. Renaming of overriding function to pre-approved condition function</li></ol>
Initial Version	13 May 2021	<ol style="list-style-type: none"><li>1. Initial publication of this document</li></ol>



# 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** Forgot Password  
Refer to Section  
A2.3

**2**

**4** ALL

**3**

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

Sign in

Email Address\*

Password\*

By clicking on "Login", you agree to abide our Terms Of Use, Disclaimer, End User License Agreement and Privacy Policy for the lawful use of this website.

I agree.\*

Login

Forgot Password?

No account? Register now!

iBEAM Overview >

Learn More >

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

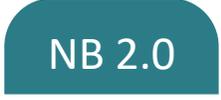
- 1** Narration describing a certain function or step to a process
- 2** Screen capture of a particular feature or function
- 3** Tips to enhance the user experience in using the feature or function
- 4** *Where applicable*, the annotation of user groups or assessment scheme applicable to the process



# 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		Expert Group		Assessment Scheme	
	All User Groups		Technical Checking Section		All Assessment Tool
	Administration and Finance		Marketing Section		BEAM Plus New Buildings v.2.0
	Development & Technical Secretariat Section		System Administrator		BEAM Plus EB v.2.0 Portfolio Assessment (MAN & EU)
	Project Assessment Section				
					
					



# 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 Assessment Automation System. 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 e-mail to  
[assessment\\_automation@beamsociety.org.hk](mailto:assessment_automation@beamsociety.org.hk)



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



# 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 Mr. Michael PANG (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 Management Team

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

## Operational Management Team

Ir CS HO, Mr. Tim LO, Mr. Icarus AU, Ms. Priscilla LIU, Mr. Jeff CHAN and Ms. Kiona CHAN

## 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

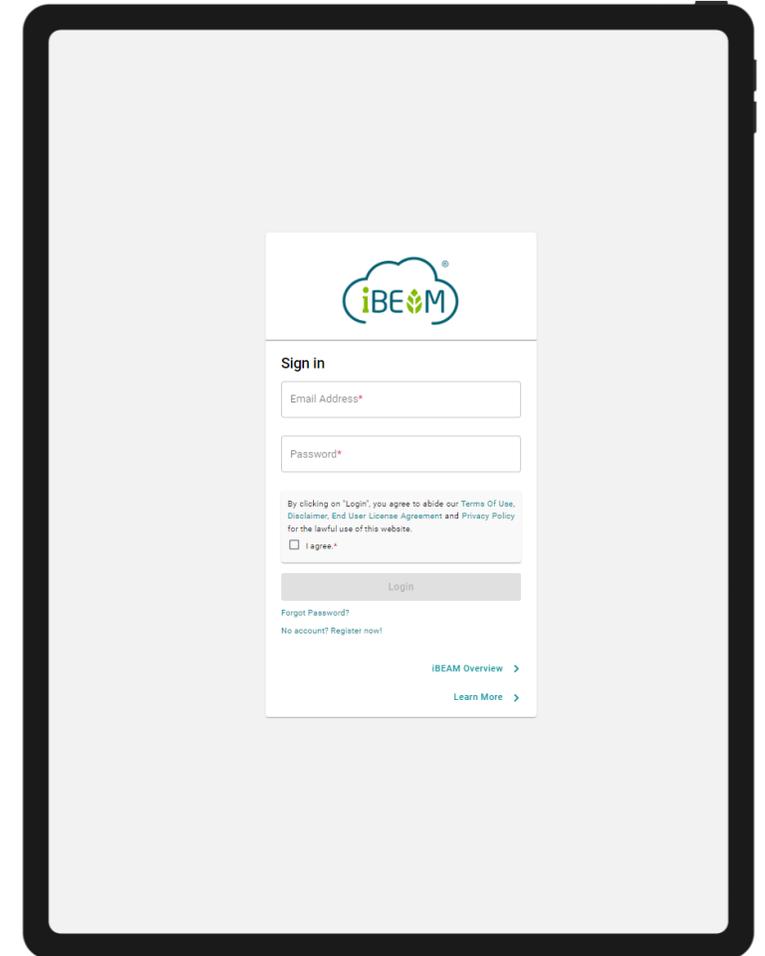
**Section A2** Account Management

**Section A3** Contract and Finance

**Section A4** Credit Interpretation Request (CIR)

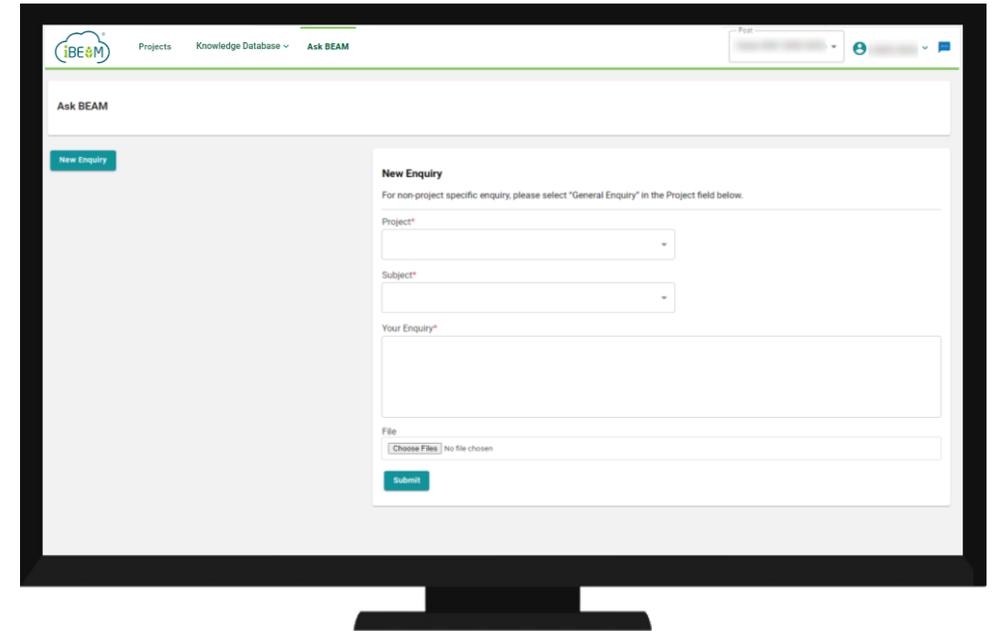
**Section A5** Project Submission

**Section A6** Enquiry



# Table of Content General Functions (II)

## Section A7 Knowledge Database



# 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**

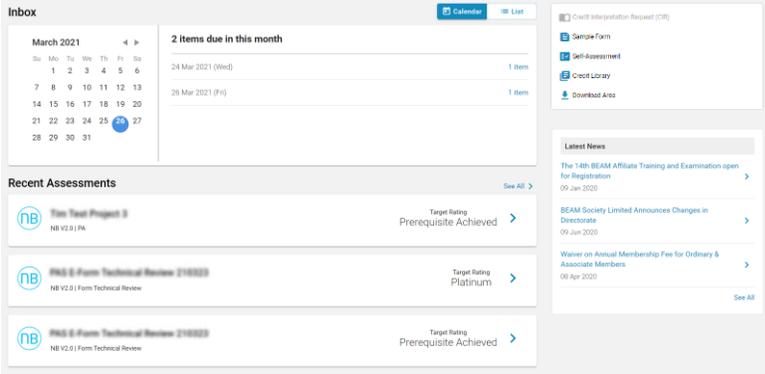
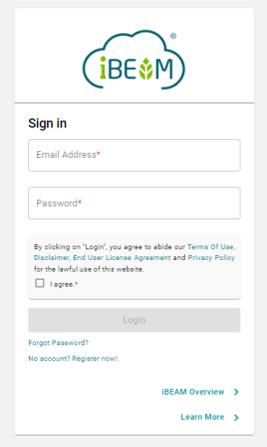
**A1.6 Credit Summary Dashboard**

**A1.7 e-Form**

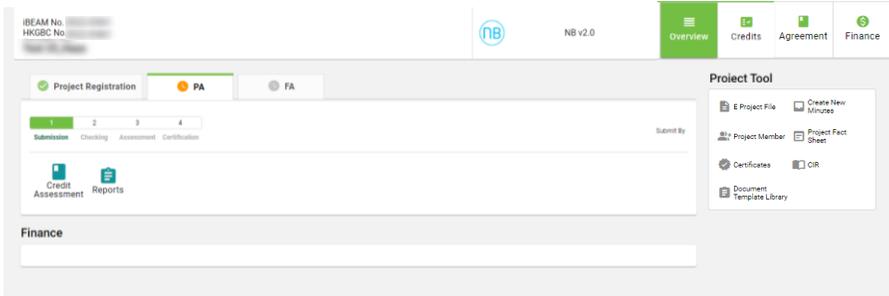
**A1.8 Newsfeed**



# A1.1.1 Overall Site Map



**2 Account Dashboard<sup>^</sup>**  
*Refer to Section A1.4*



**Continue onto  
Section A1.1.2**

**1 Login Page**  
*Refer to Section A1.2*

**3 Project Dashboard<sup>^</sup>**  
*Refer to Section A1.5*

<sup>^</sup>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 Summary Dashboard showing categories: Integrated Design & Construction Management, Sustainable Site, Materials and Waste, Energy Use, Water Use, Health and Wellbeing, and Innovations and Additions. Each category has 'Credits Attempted' and 'Credits Anticipated' columns.

**4** Credit Summary Dashboard<sup>^</sup>  
Refer to Section A1.6



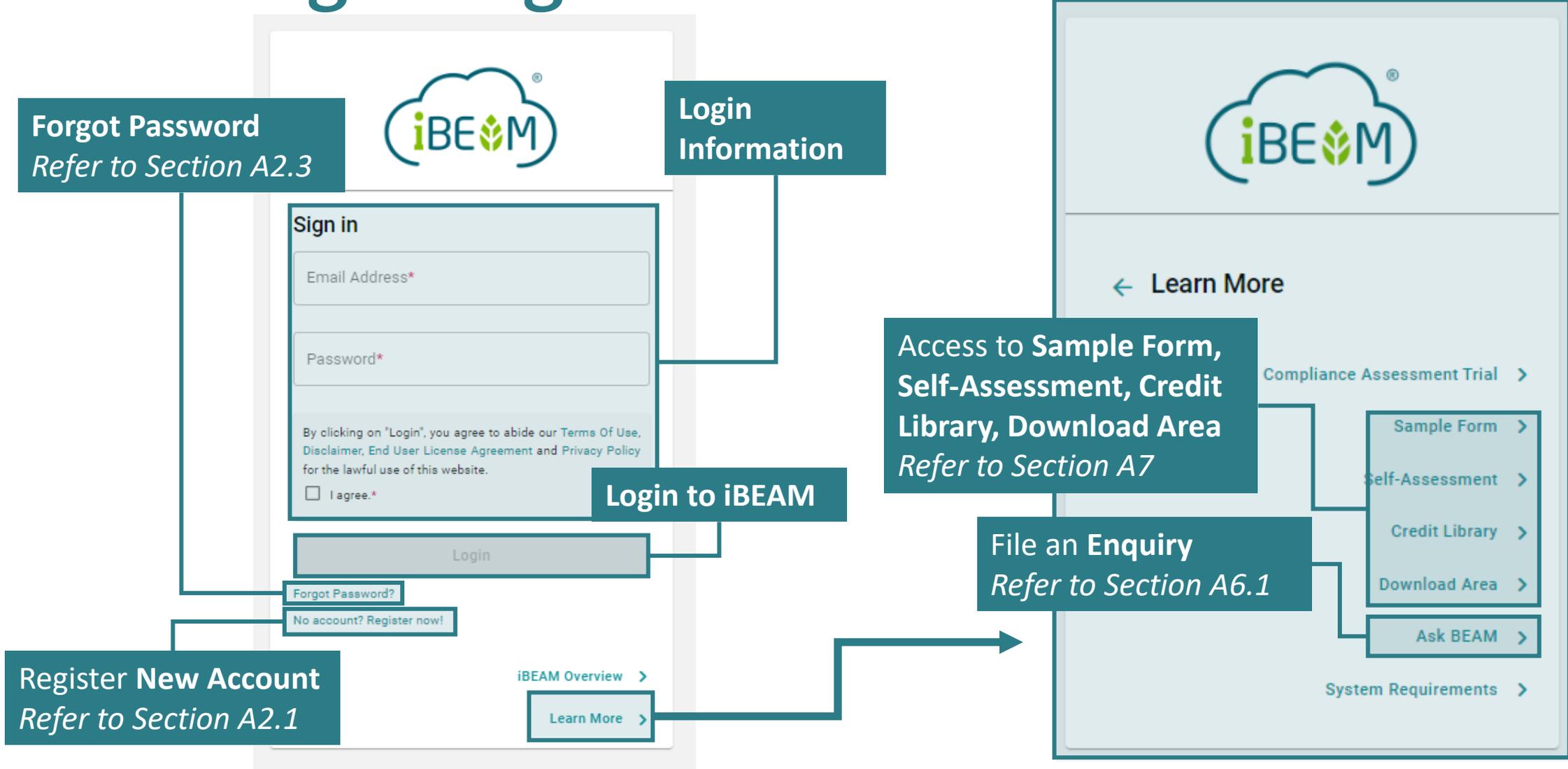
Section A. Harvested Rainwater submission form. It includes a 'File' field with 'Add File' and 'Add from Folio' options. Below the form, it shows 'Credit Anticipated for WU 8a' as 0 with an 'Override' toggle. A table for 'Justification shall be provided to support the selection of Override in Documentary Readiness.' is also visible.

Explanations	Supporting Document
Row 1	File: <input type="text"/> Add file Add from Folio SS_02a_support

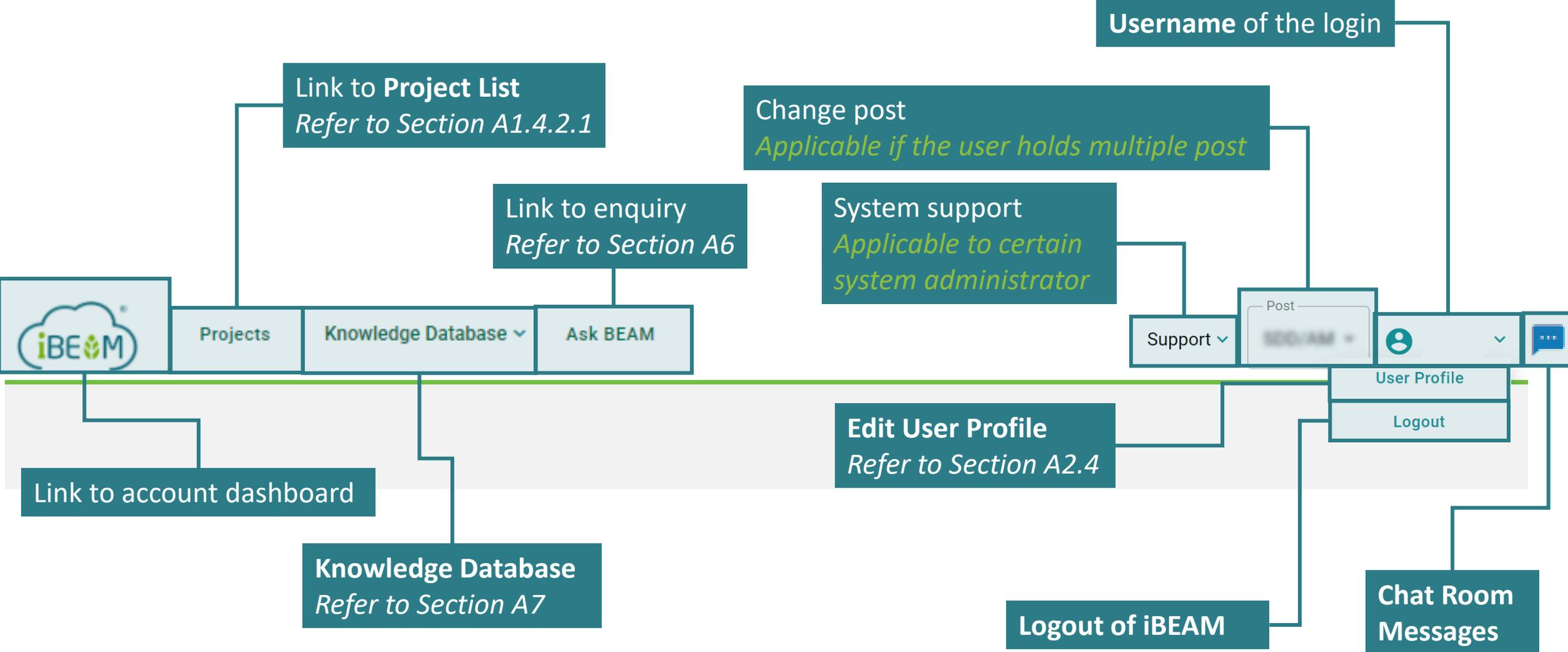
**5** e-Form of Individual Credit<sup>^</sup>  
Refer to Section A1.7

<sup>^</sup>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

Credit Interpretation Request (CIR)

- Sample Form
- Self-Assessment
- Credit Library
- Download Area

**Function Elements**  
Refer to  
Section A1.4.3

**Recent Assessments**  
Refer to  
Section A1.4.2

**Recent Assessments** See All >

-  **Test Project 2**  
NB V2.0 | PA Target Rating Prerequisite Achieved >
-  **Form Technical Review (10000)**  
NB V2.0 | Form Technical Review Target Rating Platinum >
-  **Form Technical Review (10000)**  
NB V2.0 | Form Technical Review Target Rating Prerequisite Achieved >

**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

**Newsfeed**  
Refer to Section A1.8 See All



# A1.4.1.1 Inbox

## Calendar View

**Inbox** Calendar List

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3 x1	4 x2	5 x4	6 x3	7
8	9 x2	10 x4	11 x2	12 x1	13 x2	14
15	16 x2	17	18	19	20 x2	21
22	23	24	25	26 x4	27 x8	28
29	30	31				

**273 items due in this month**

01 Dec 2022 (Thu)	7 items
30 Nov 2022 (Wed)	2 items
29 Nov 2022 (Tue)	2 items
27 Nov 2022 (Sun)	1 item
25 Nov 2022 (Fri)	2 items

Link to individual item that requires attention

**Inbox** Calendar List

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6 x1	7
8	9	10	11	12	13	14
15	16	17	18 x1	19	20	21
22	23	24	25	26 x1	27 x1	28
29	30 x1	31 x1				

< 18 Jan 2023 (Wed)

Receipt of BEAM Plus Submission  
Submission

List of items that require attention



# A1.4.1.2 Inbox

List View

Sorting of items that require the users' actions

Sorting of items that require attention by project stage

Link to individual item that requires attention

Delete item for information item

The screenshot shows an 'Inbox' interface with a header bar containing 'Calendar' and 'List' buttons. Below the header is a filter bar with a 'Need Your Actions' toggle and buttons for 'All', 'Registration', 'Finance', and 'Submission'. The main area is a table with columns: Actions, HKGBC ID, Item, Type, Module Name, Send Date, and Due Date. The first row is highlighted and has a trash icon in the 'Actions' column and a chevron in the 'Due Date' column. The second row is not highlighted and also has a chevron in the 'Due Date' column. Callouts point to the 'Need Your Actions' toggle, the filter buttons, the trash icon, the chevron in the first row, and the chevron in the second row.

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
	[blurred]	Receipt of BEAM Plus Submission	For Information	Submission		
	[blurred]	Acceptance on Assessment Result	Task	Submission		



# A1.4.2 Recent Assessments

Recent Assessments		See All >
 <b>BSL Demo Project</b> NB V2.0   PA	Target Rating Prerequisite Achieved	>
 <b>iBEAM Demo</b> NB V2.0   Form Technical Review	Target Rating Platinum	>
 <b>BSL Demo Project</b> NB V2.0   Form Technical Review	Target Rating Prerequisite Achieved	>

Link to Project List  
*Refer to Section A1.4.2.1*

Link to individual project



# A1.4.2.1 Project List

**Search individual project**

Projects

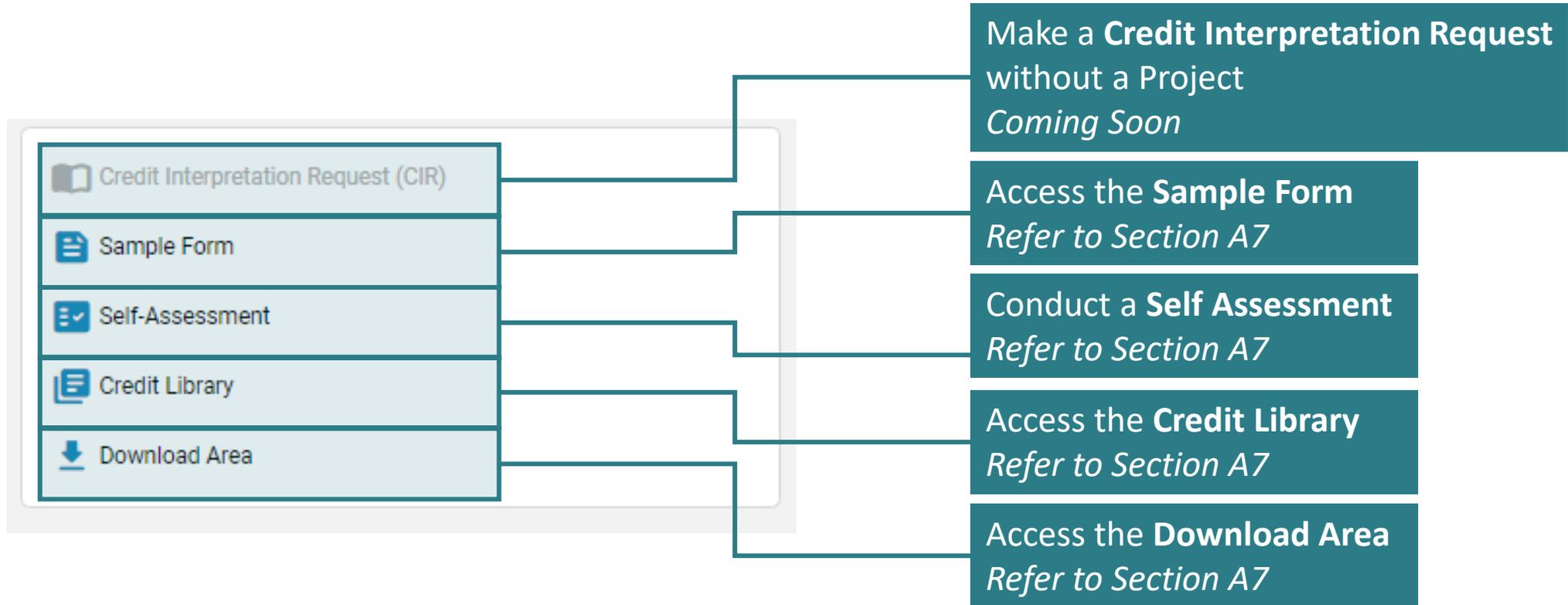
Search:  × Create a new project ▾

Project Name (English)	HKGBC Project No	iBEAM Project No	Name Of Owner	Target Rating	Assessment Tool
<b>iBEAM Demo</b>					
	HKGBC Project No: iBEAM Project No: 2022-0369 Owner / Developer: BBB Company BEAM Consultant: EEE Company Project Status Code: Registered		NB v2.0   -   -	Target Rating	

**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*

The screenshot shows a web interface for a project dashboard. At the top left, there are fields for 'iBEAM No.' and 'HKGBC No.'. The top navigation bar includes a logo 'NB', the version 'NB v2.0', and menu items: 'Overview' (highlighted in green), 'Credits', 'Agreement', and 'Finance'. Below the navigation bar, there are tabs for 'Project Registration' (active), 'PA', and 'FA'. The main content area displays 'Project Status: Registered' and 'Acknowledgment Date: 30 Nov 2022'. A row of icons includes 'Project Fact Sheet', 'Agreements', and 'Finance'. A 'Project Tool' sidebar on the right contains icons for 'E Project File', 'Create New Minutes', 'Project Member', 'Project Fact Sheet', 'Certificates', 'CIR', and 'Document Template Library'. A 'Finance' section at the bottom left features an 'Invoice' button and the text 'Assessment Fee (Full)'. Three callout boxes are overlaid on the interface: one pointing to the 'Overview' menu item, one pointing to the 'Project Status' text, and one pointing to the 'Project Tool' sidebar.

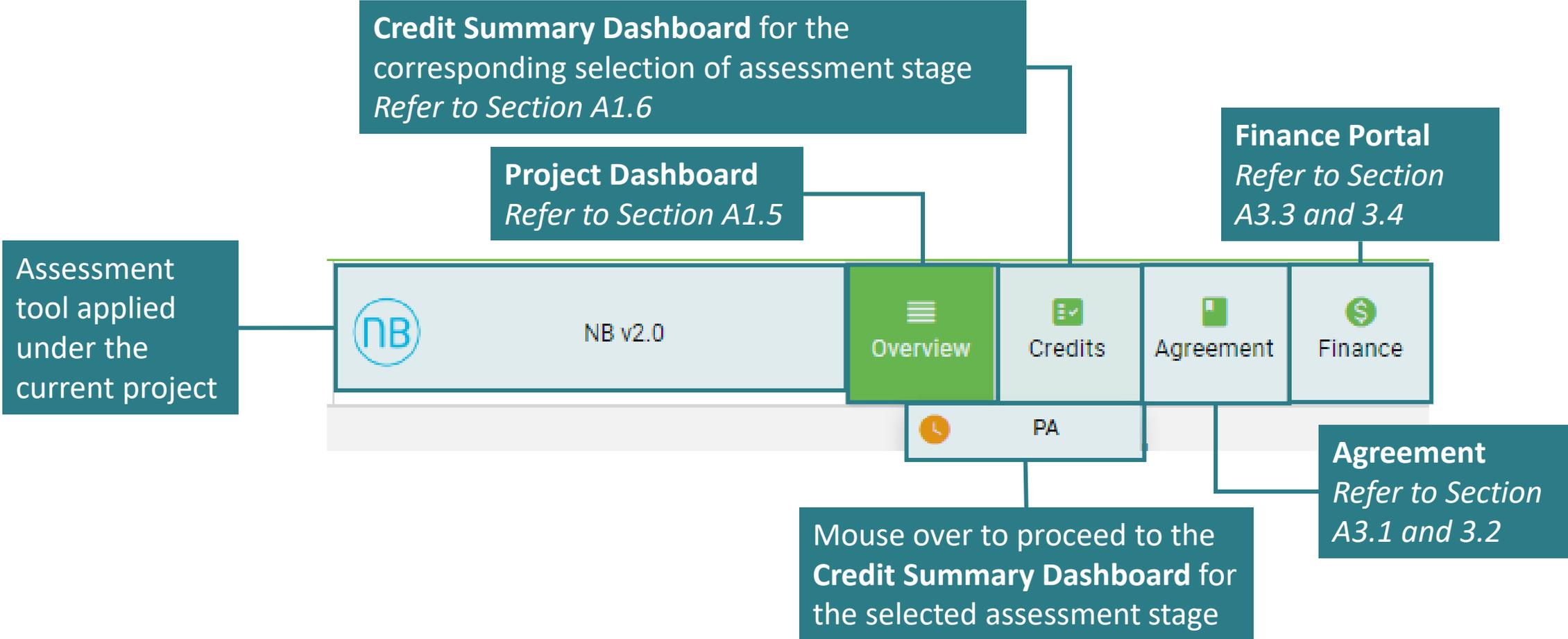
Project Status Element  
*Refer to Section A1.5.2*

Project Finance Dashboard



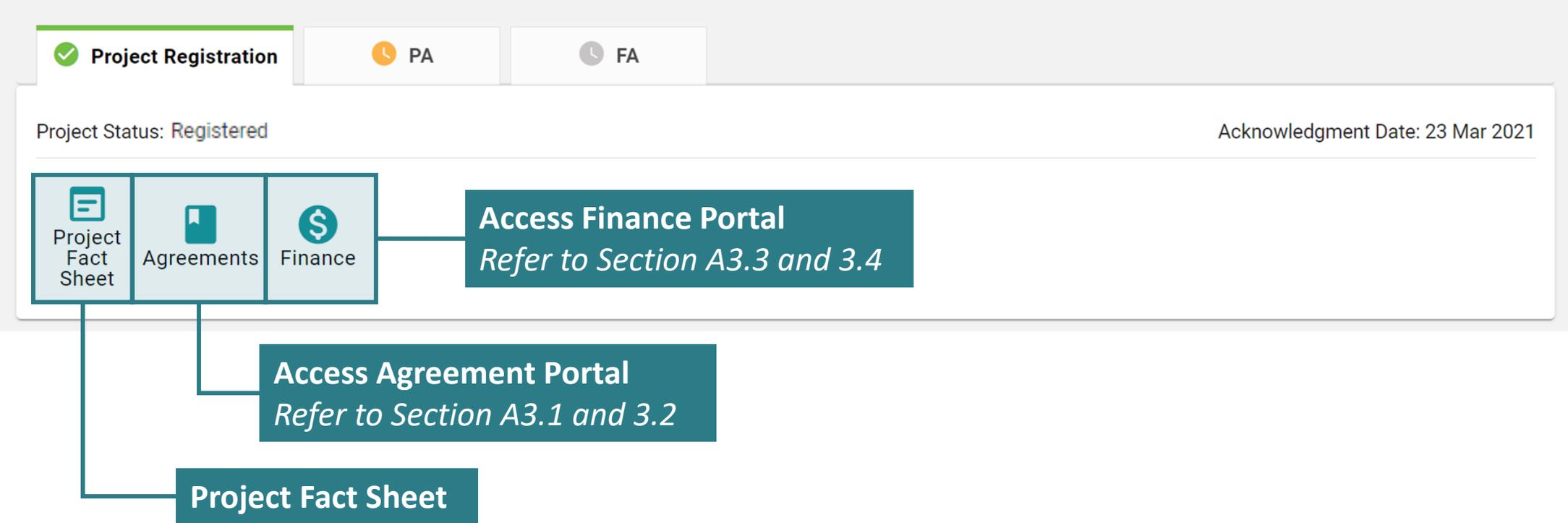
# A1.5.1 Project Dashboard

## 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 a dashboard with three tabs: 'Project Registration' (checked), 'PA' (orange clock icon), and 'FA' (grey clock icon). The 'PA' tab is active. Below the tabs is a progress bar with four steps: 1 Submission, 2 Checking, 3 Assessment, and 4 Certification. A callout box points to the 'Assessment' step, containing the text 'Project Status Bar Refer to Section A1.6.1'. Below the progress bar is a 'Credit Summary' button with a checkmark icon. A callout box points to this button, containing the text 'Create Credit Summary'.



# A1.5.2.3 Project Dashboard

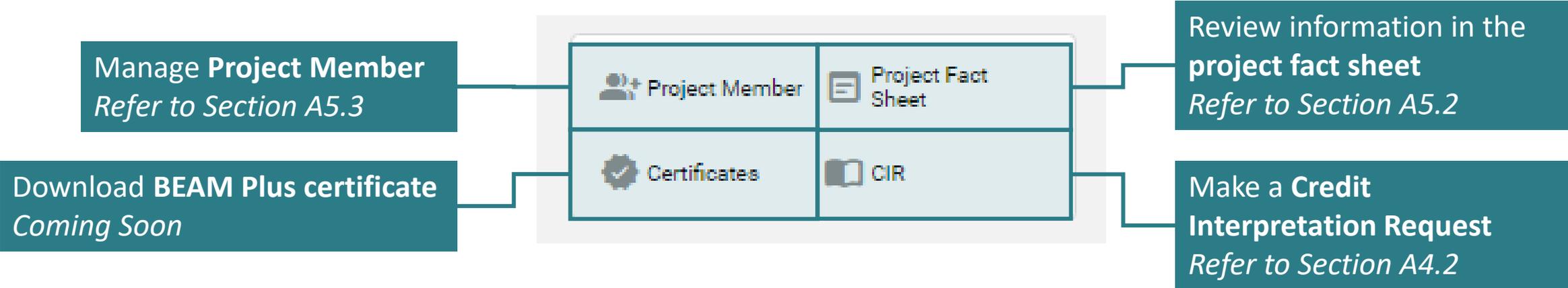
Project Status Element – Assessment Tab (Credit Summary Created)

The screenshot shows a dashboard with three tabs: 'Project Registration' (checked), 'PA' (selected), and 'FA'. Below the tabs is a progress bar with four steps: '1 Submission', '2 Checking', '3 Assessment', and '4 Certification'. The 'Submission' step is highlighted in green. Below the progress bar are two buttons: 'Credit Assessment' and 'Reports'. Callout boxes provide additional information: 'Project Status Bar' (refer to Section A1.6.1) points to the progress bar; 'Download Assessment Report' (available upon the issuance of result) points to the 'Reports' button; and 'Credit Summary Dashboard' (refer to Section A1.6) points to the 'Credit Assessment' button.



# 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

Credits Attempted 8P | Credits Anticipated 0

Current Rating  
Pre-requisite(s) Not Achieved >

Target Rating: Pre-requisites Achieved (0.000%)

**Rating Summary**  
Refer to Section A1.6.2

**Credit Summary Setting**  
Refer to Section A1.6.3

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

Credit Summary

Certification Reports  
Acknowledgement Letter Reassessment

**Function Element**  
Refer to Section A1.6.4

**Generate pre-Assessment Summary**

Export to Excel

**Expansion of Credit Menu**  
Refer to Section A1.6.5

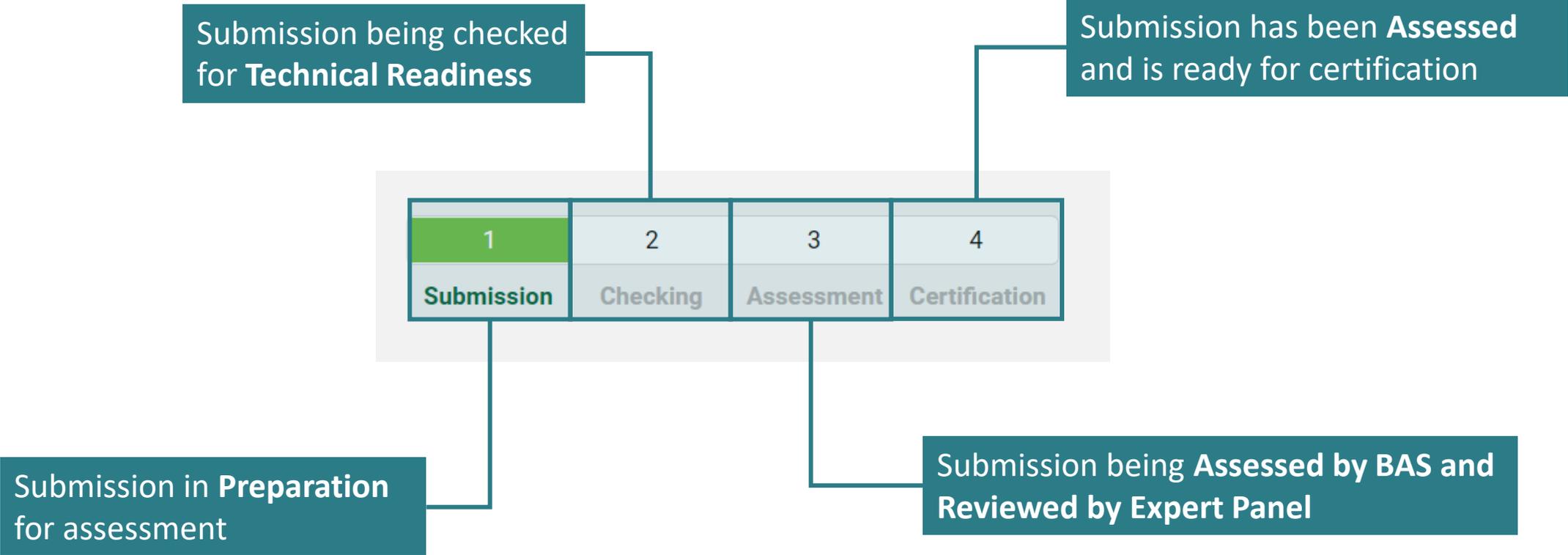
**Submit Project Assessment**

Submit



# 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

Rating Summary | Full Credit List

Integrated Design & Construction Management (IDCM)

Credit Name	Section	Credit Applicable	Credit Anticipated	Post TRC	PA result
IDCM P1	a	PR	-	✘	-
IDCM P2	a	PR	-	✘	-
IDCM P3	a	PR	-	✘	-
IDCM 1	a	1+1B	-	✘	-
IDCM 2a	a	0+1B	-	✘	-
IDCM 2b	a	0+1B	-	✘	-
IDCM 2c	a	0+1B	-	✘	-
IDCM 3a	a	2	-	✘	-
IDCM 3b	-	1	-	✘	-

Summary of credits applicability, anticipation and achievement for the submission



# A1.6.3.1 Credit Summary Dashboard

## Credit Summary Setting – General Information

**Credit Summary**

**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.

**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	Category	Building Type [1]	Type of Area [2]	Ventilation Mode/ System [3]
No records to display				

2. Layout Plan: Please upload the layout plan of the development to demarcate the different types of area.\*

File 1: iBeam Logo.jpg 304.0 KB G\_SA-1-0-1 [View](#) [Delete](#)

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

**Rating Details**

Score attempted: 0.000

Target rating: Pre-requisites Achieved

**Navigation:** 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)

**Buttons:** Credit history, 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 Details 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*

**Download Credit History of Credit Summary**

**Navigation to general information and different Aspects**

**Save information in the current Aspect and proceed inputting information in the next Aspect**

**Selection of Credit Attempt**

**Save information in the current Aspect**

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

**Save** **Save And Continue**

**Credit history**

**General Information**

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



# A1.6.3.2.1 Credit Summary Dashboard

Credit Summary Setting – Individual Aspect

Download Credit History

File Name	File Size	Version	CreatedDate	Download
[Blurred]	36.4 KB		03 Oct 2022	↓
[Blurred]	36.4 KB	1	14 Oct 2022	↓
[Blurred]	36.4 KB	2	07 Dec 2022	↓

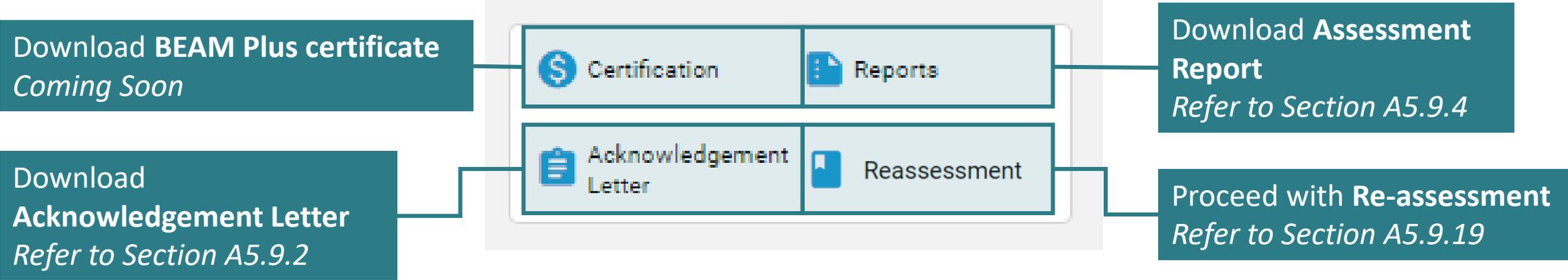
List of pre-Assessment Summary generated

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**

**Credits ready for Submission**

**Credits with CIR Applied**

**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	CIR
EU P1	Minimum Energy Performance	✓	
EU 1	Low Carbon Passive Design - Option 1: Prescriptive Path		CIR
EU 2	Reduction of CO2 Emissions - Option 1: Performance Path		CIR
EU 3	Peak Electricity Demand Reduction - Option 1: Performance Path		



# A1.7 e-Form

✕

### Select form

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



Credits Applicable	1	Credits Attempted	1	Credits Applicable	1	Credits Attempted	1	Credits Anticipated	1
--------------------	---	-------------------	---	--------------------	---	-------------------	---	---------------------	---

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

**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 type="text"/>	File: <input type="text"/> <span style="font-size: x-small; color: teal;">Add file   Add from Folio   SS_02a_support</span>	✕

+ 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 e-Form

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

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

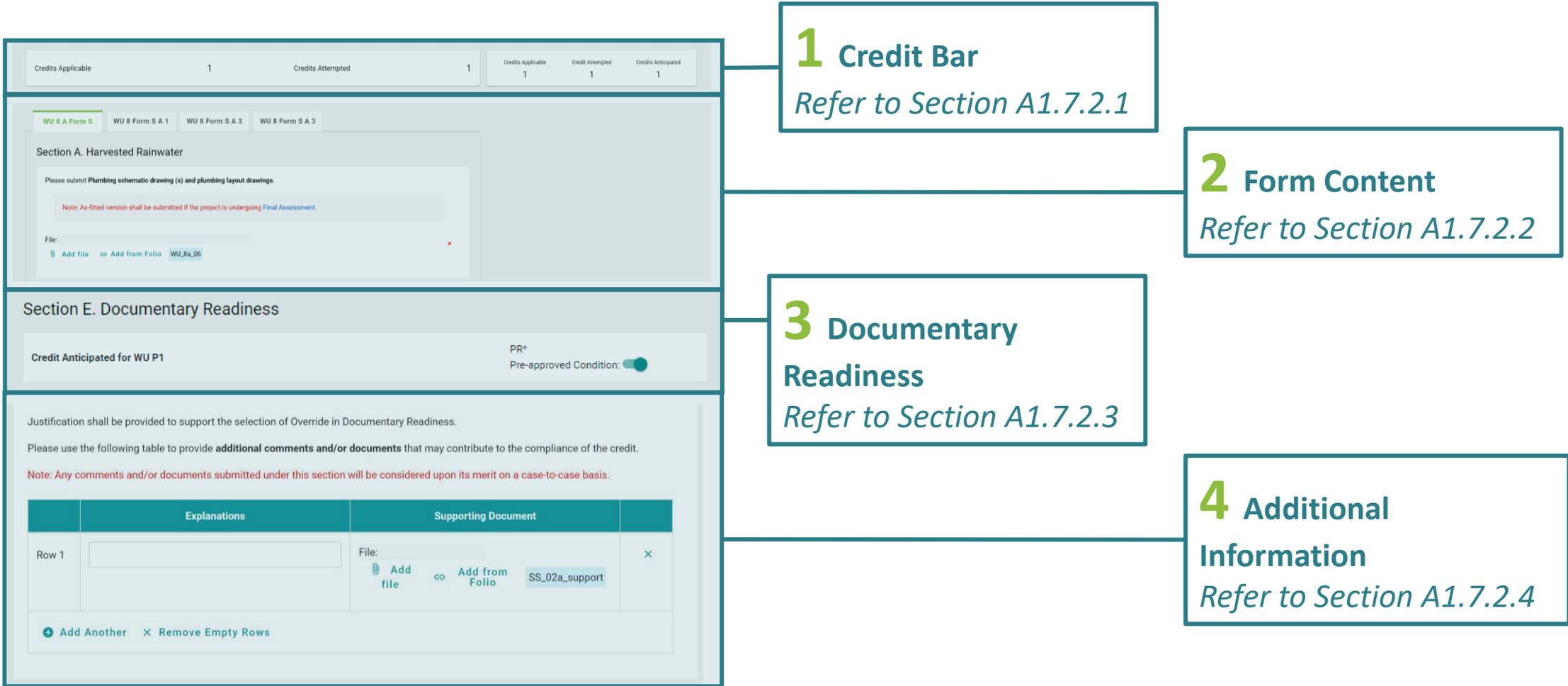
Callouts in the image:

- A box with a checkmark points to the "Current Form" column for version 8, with the text: "Form being applied to the credit".
- A box with two right-pointing arrows points to the "Current Form" column for version 7, with the text: "Access the corresponding version of the form".



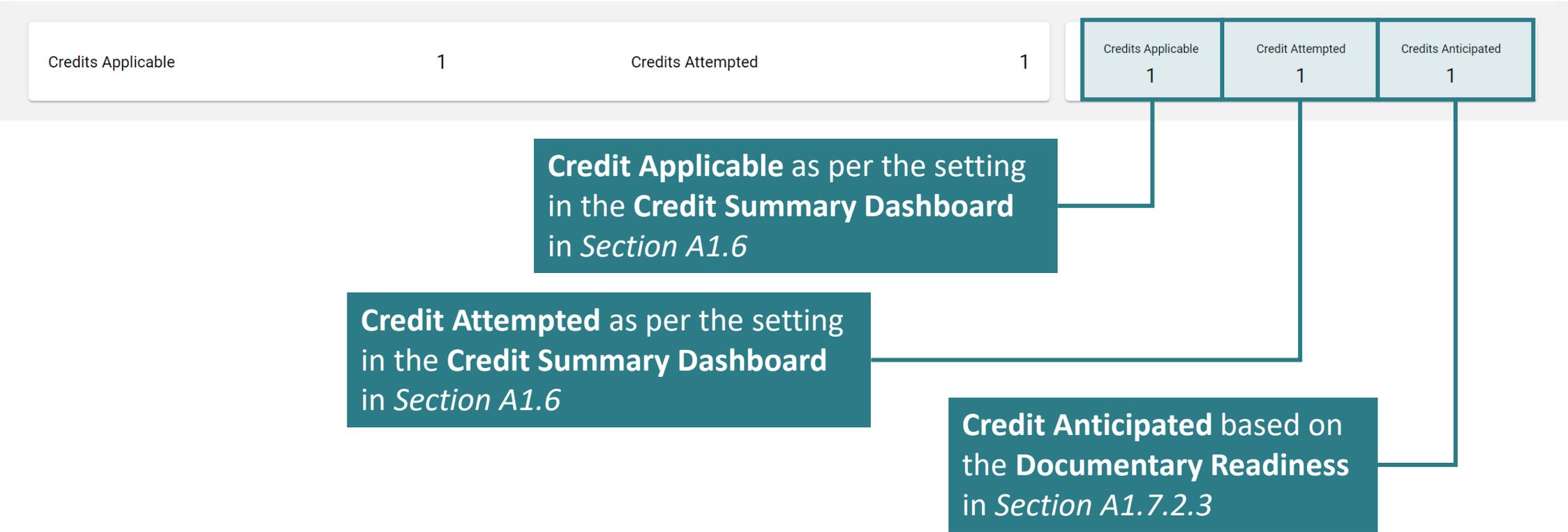
# A1.7.2 e-Form of Individual Credit

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="checkbox"/>

+ Add Another    × Remove Empty Rows

2.2  
Supermarkets/  
wet markets

**Features enabled after selecting the option**

**Deselection of option**

<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
----------------------	----------------------	--------------------------

### 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

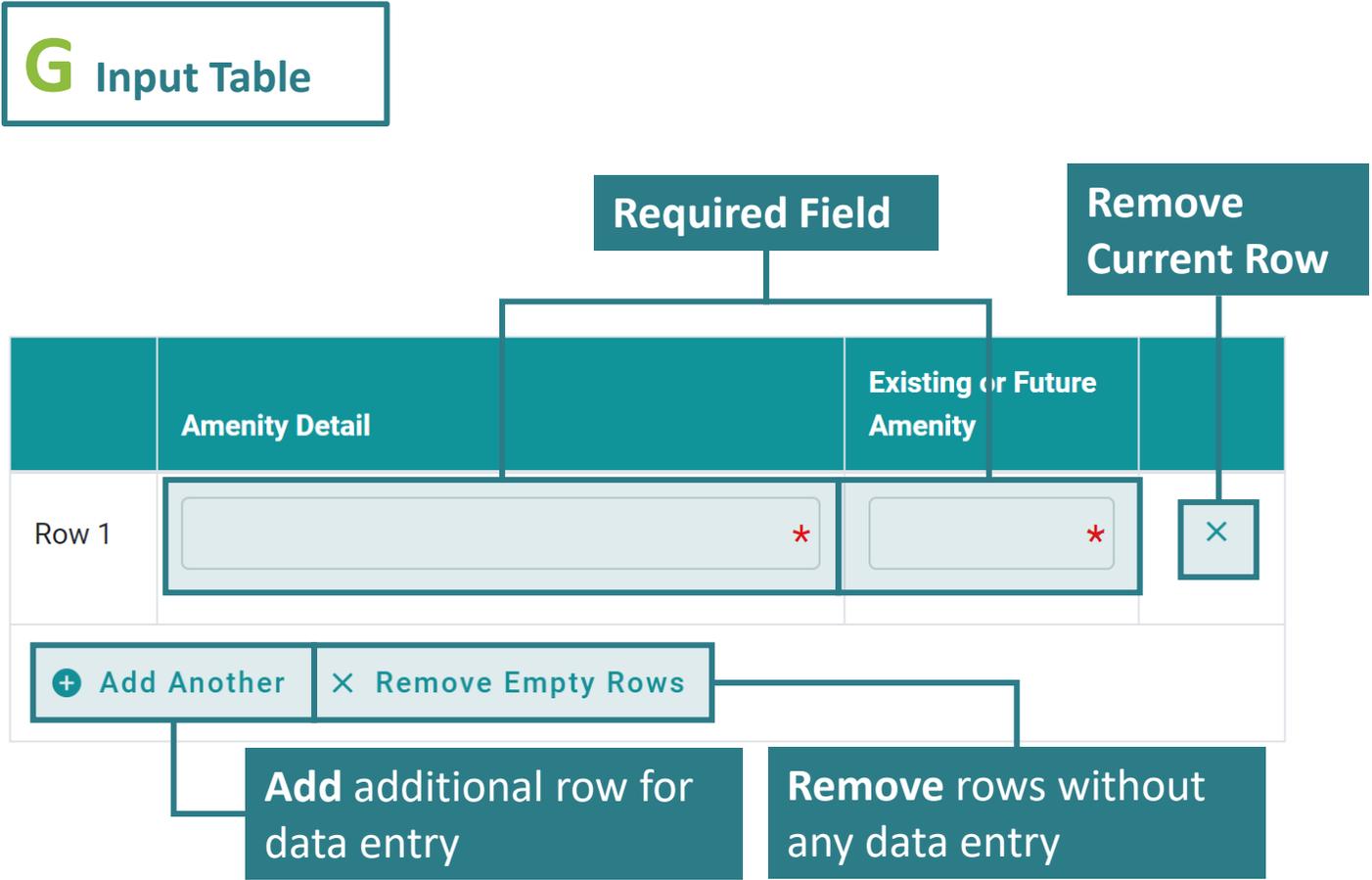
E1: Educational Building - Pre-school / Primary / Secondary School

**Unselected options**



# A1.7.2.2.3 e-Form of Individual Credit

## Form Content – Content Elements



# 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"/>
---------	---------	-----------	----------------------------------

**Choose Files to Upload**

**Remove the File**

**Start Uploading File(s)**

 **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

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



### Tips:

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



# 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.

#### Credit Anticipated

(PR / Scoring / PR\* / Scoring\* / 0)

0

Pre-approved Condition:

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



**Tips:**

\* will be indicated next to the 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

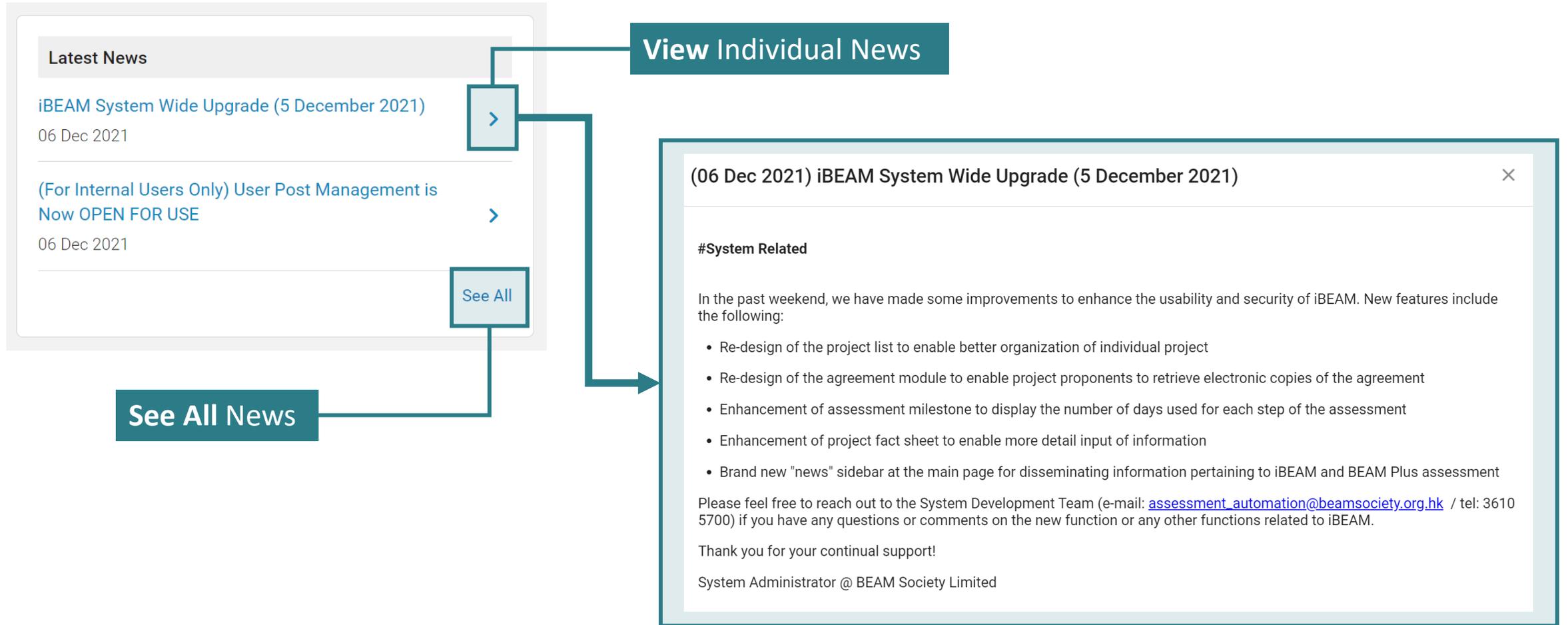
**Optional field** for typing up explanations to justify the compliance of the credit

**Uploading of Supporting document** to support the compliance of the credit



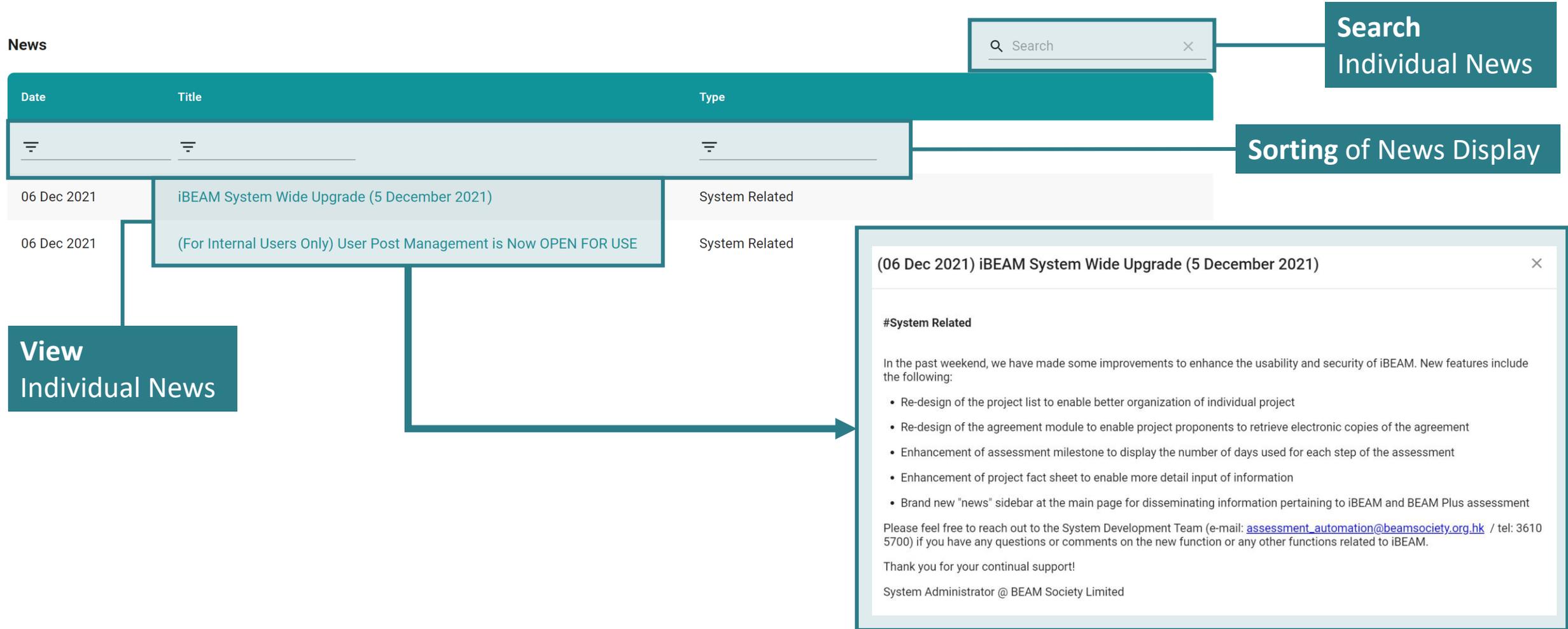
# A1.8.1 Newsfeed

## Latest News



# A1.8.2 Newsfeed

## News Portal



# 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**

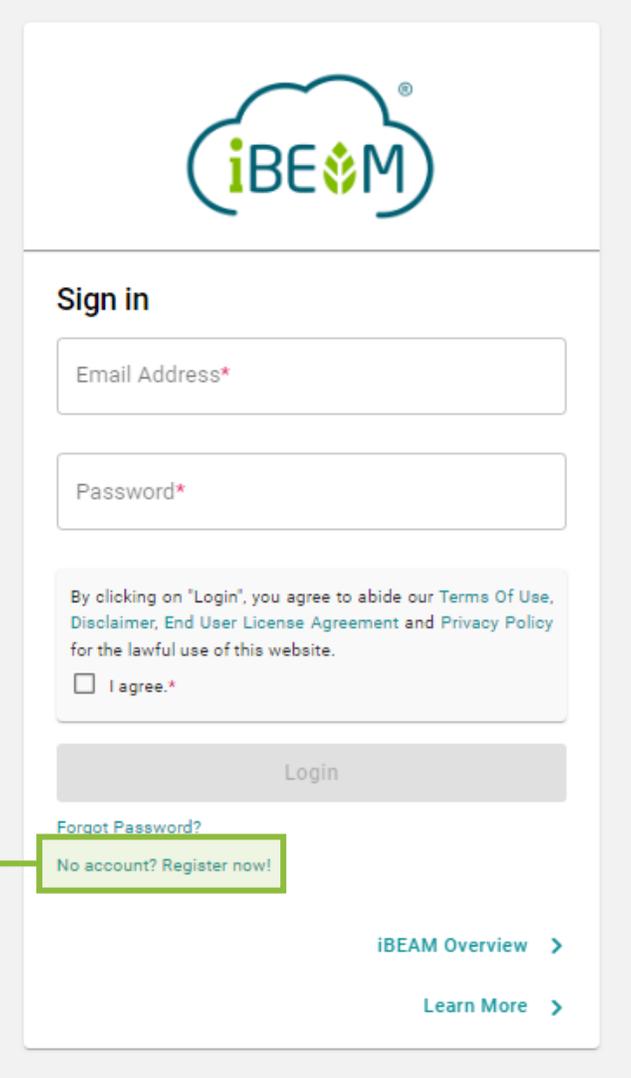
**A2.3 Forgot Password**

**A2.4 User Profile Management**

**A2.5 Log Out**



# A2.1.1 Create Account



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 is a 'Sign in' section with two input fields: 'Email Address\*' and 'Password\*'. Underneath these fields is a text block containing a disclaimer: 'By clicking on "Login", you agree to abide our Terms Of Use, Disclaimer, End User License Agreement and Privacy Policy for the lawful use of this website.' Below the disclaimer is a checkbox labeled 'I agree.\*'. A grey 'Login' button is positioned below the checkbox. At the bottom of the sign-in section, there are two links: 'Forgot Password?' and 'No account? Register now!'. The 'No account? Register now!' link is highlighted with a green box, and a green arrow points from this box to a green callout box on the left. At the bottom right of the page, there are two links: 'iBEAM Overview >' and 'Learn More >'.

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



# A2.1.2 Create Account

The screenshot shows the iBEAM registration page. At the top is the iBEAM logo. Below it is a back arrow and the word "Register". There are three main input areas highlighted with green boxes: 1) An "Email Address\*" field. 2) A section with a paragraph of terms and conditions and a checkbox labeled "I agree.\*". 3) A "Sign Up" button. Below these are some smaller text notes and contact information.

Step 2:  
Type the E-mail Address

Step 3:  
Click the **Checkbox** to confirm that you agree to abide our **Terms Of Use, Disclaimer, End User License Agreement and Privacy Policy**

Step 4:  
Click **Sign Up**

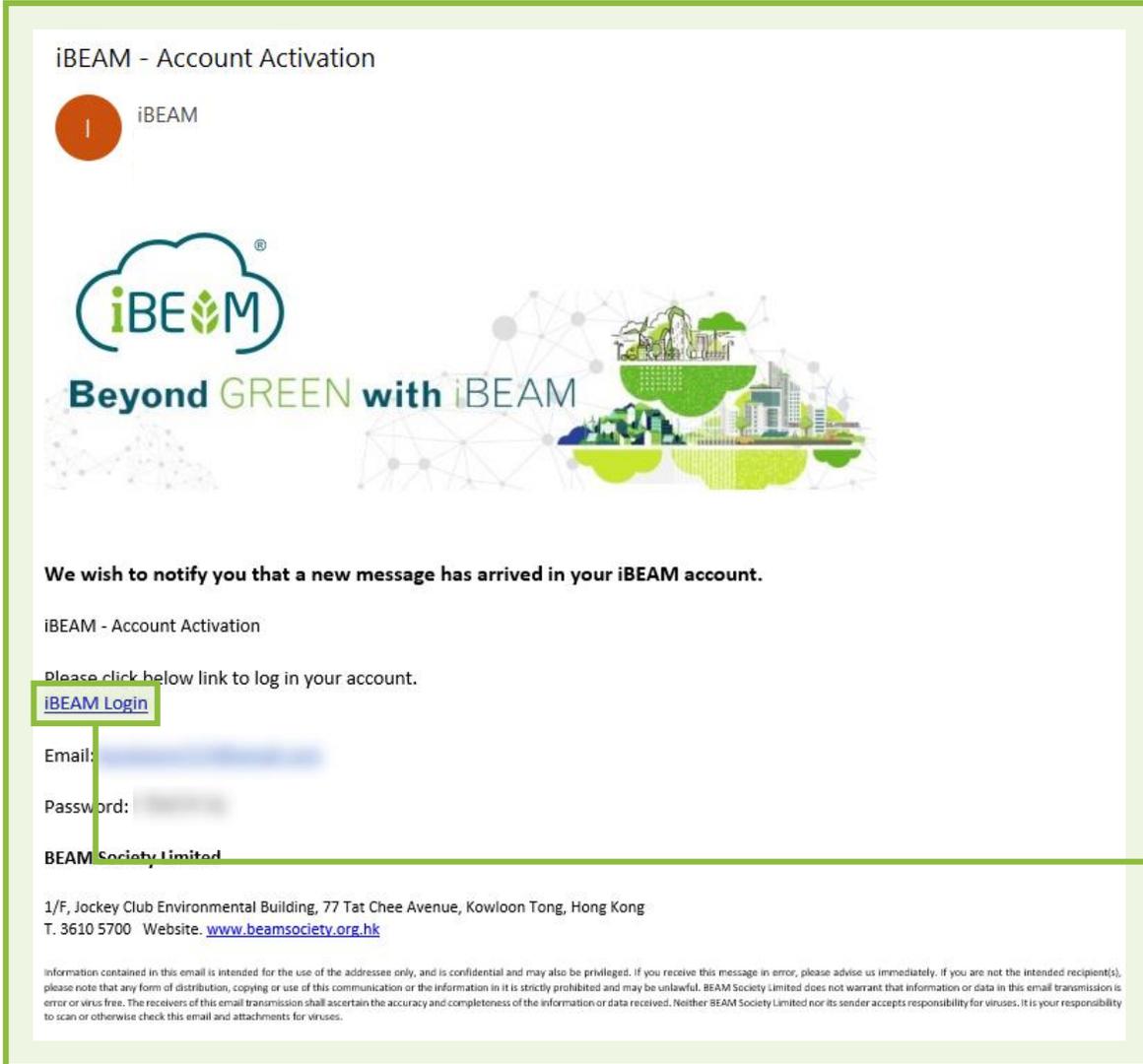
 **Tips:**  
Please read the **Terms of User, Disclaimer and Privacy Policy** before proceeding with the registration.

The screenshot shows a confirmation message box with a white background and a grey border. The text inside says "Register info will be sent to [redacted]. Please check your email." At the bottom left of the box is a blue button with the text "Ok". A green box highlights the "Ok" button.

Step 5:  
Click **OK** to proceed



# A2.1.3 Create Account



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

 **Tips:**

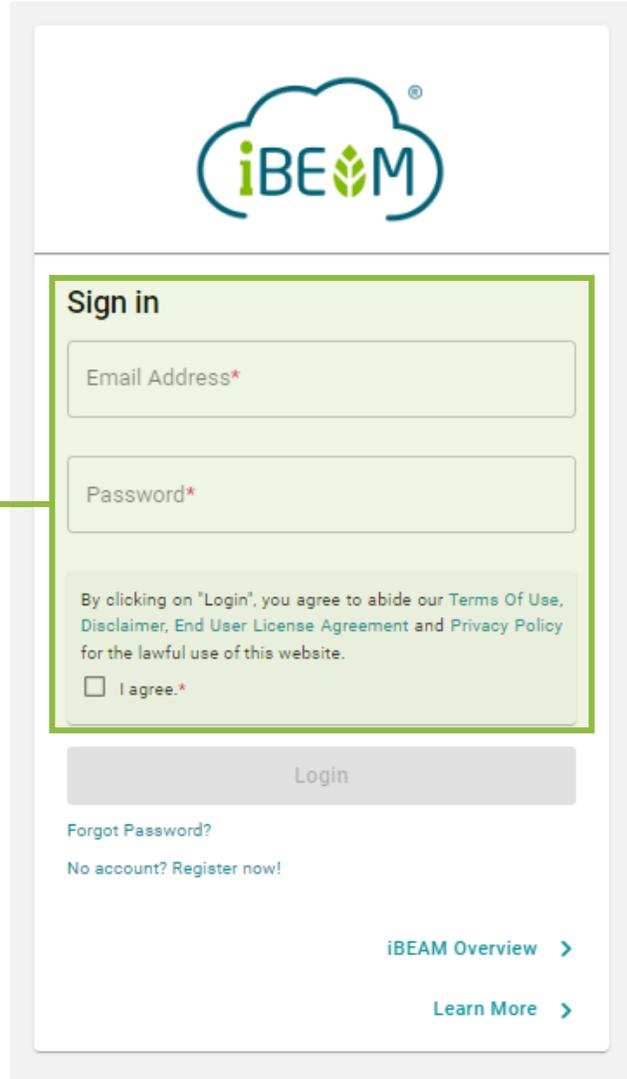
The registration notification may be filtered out by email spam filter. Please check the **junk folder** if the registration notification does not appear in the inbox. Additionally, please ensure that **ibeam@beamsociety.org.hk** is added as a safe sender in the email setting.

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



# A2.1.4 Create Account

Step 7:  
Type the **E-mail Address** and **Password** given in the account activation notification at the login page, and click the checkbox for login agreement





**Sign in**

Email Address\*

Password\*

By clicking on "Login", you agree to abide our [Terms Of Use](#), [Disclaimer](#), [End User License Agreement](#) and [Privacy Policy](#) for the lawful use of this website.

I agree.\*

Login

[Forgot Password?](#)

[No account? Register now!](#)

[iBEAM Overview >](#)

[Learn More >](#)



# 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 3:  
Click **Login**

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 green and blue. Below the logo is a 'Sign in' section. It contains two input fields: 'Email Address\*' and 'Password\*'. Below these fields is a checkbox labeled 'I agree.\*' with a small text block above it: 'By clicking on "Login", you agree to abide our Terms Of Use, Disclaimer, End User License Agreement and Privacy Policy for the lawful use of this website.' Below the checkbox is a grey 'Login' button. At the bottom of the form, there are two links: 'Forgot Password?' and 'No account? Register now!'. At the very bottom of the page, there are two more links: 'iBEAM Overview >' and 'Learn More >'.

Step 2:  
Click the **Checkbox** to confirm that you agree to abide our **Terms Of Use, Disclaimer, End User License Agreement and Privacy Policy**



# A2.3.1 Forgot Password

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

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

**Step 3:**  
Click **Submit**

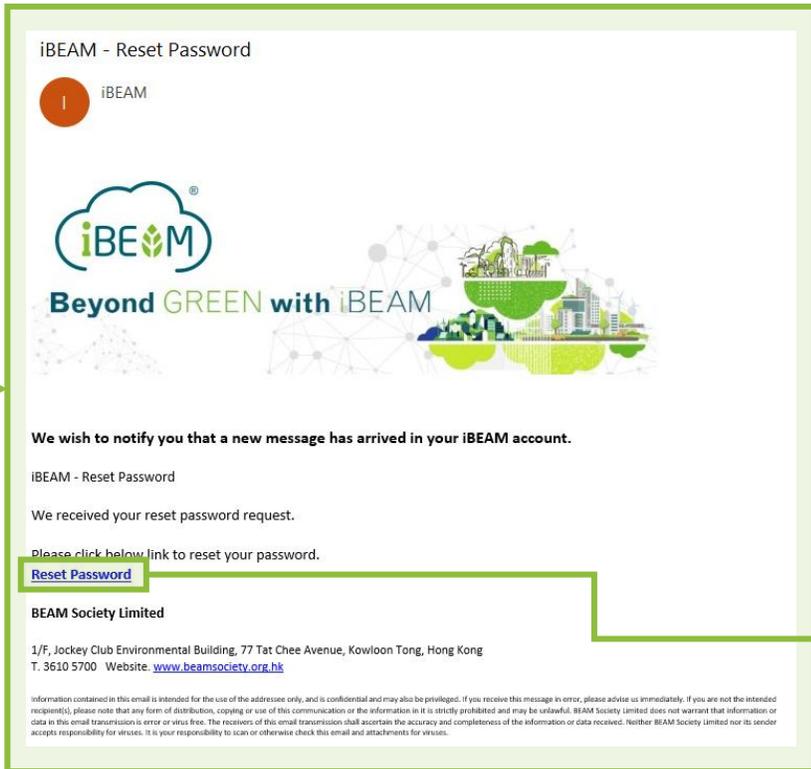


# A2.3.2 Forgot Password

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**

New Password

New Password Confirm

Submit

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. Below it is the 'Sign in' section. It contains two input fields: 'Email Address\*' and 'Password\*'. Below these is a checkbox labeled 'I agree.\*' with a text block above it: 'By clicking on "Login", you agree to abide our Terms Of Use, Disclaimer, End User License Agreement and Privacy Policy for the lawful use of this website.' Below the checkbox is a 'Login' button. At the bottom of the form are links for 'Forgot Password?' and 'No account? Register now!'. At the very bottom of the page are links for 'iBEAM Overview >' and 'Learn More >'.

Step 10:  
Click the **Checkbox** to confirm that you agree to abide our **Terms Of Use, Disclaimer, End User License Agreement and Privacy Policy**

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

Step 11:  
Click **Login**



# A2.4 User Profile Management

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

**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 4: Type in the Current Password**

**Step 3c (Optional):**  
Change the **Password** for the account

**Step 3d (Optional):**  
Change the **Personal Particular** for the account

**Step 5: Click Save to save the changes made to the user profile**



# A2.5 Log Out

The screenshot shows the top navigation bar of the iBEM website. On the left is the iBEM logo. In the center are the links 'Projects' and 'Ask Beam'. On the right, there is a 'Support' dropdown menu, a clock showing '10:01 AM', and a user profile dropdown menu. The user profile menu is open, showing a 'User Profile' link and a 'Logout' button. Two green callout boxes provide instructions: 'Step 1: On the Navigation Bar, mouse over Username' points to the user profile icon, 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

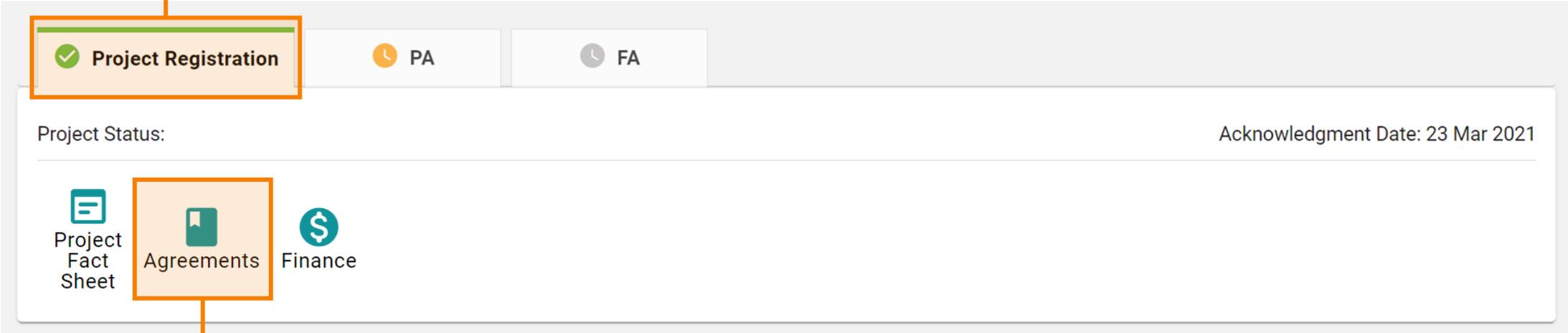
This section provides guidance in settling contract and financial issues on the iBEAM.

- A3.1 Download Agreement**
- A3.2 Upload Signed Agreement**
- A3.3 Invoice and Payment**
- A3.4 Download Receipt**



# A3.1.1 Download Agreement

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



Step 2:  
Click **Agreements**



# A3.1.2 Download Agreement

## Agreement

### Important Note:

Please return all copies of the Assessment Agreement upon signature to BEAM Society Limited for the proper execution of the Agreement, and settle the full assessment fee listed in the invoice, within 90-days from the issue date of the Agreement, failing which the offer granted to your project will lapse, and you will have to ask for a subsequent offer priced according to the then prevailing fee scale, and a new set of Agreement if necessary.

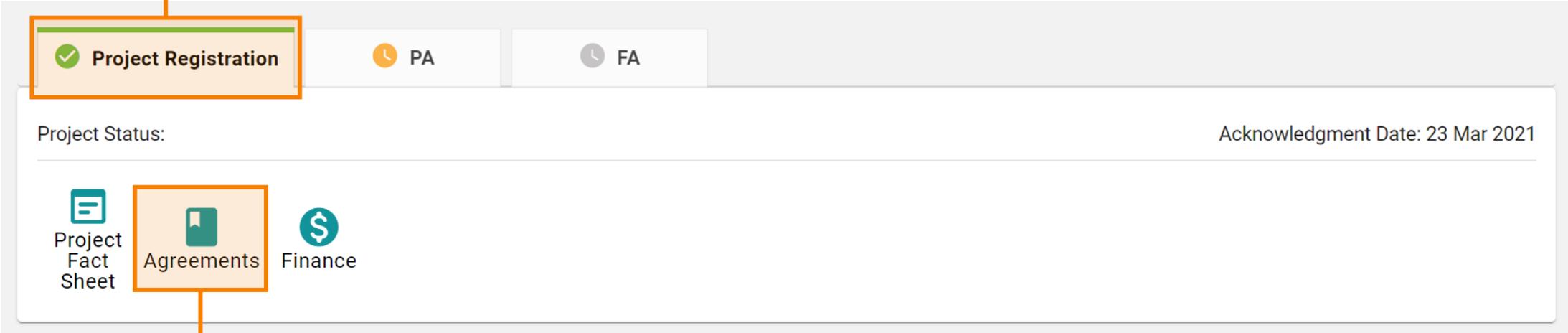
Actions	File	Agreement Type	Status	Submit Date	Submit By	Reply Status	Receive Date	Remark
								
	<a href="#">agreement_NB_1001.pdf</a>	NB1.2&2.0_Agreement_v1.0_w_Sunset	Offered	01 Aug 2021 09:10 PM	A&F/ACO/FIN	-	-	- >

Step 3:  
Click the **File Name** of the corresponding agreement to download the agreement



# A3.2.1 Upload Signed Agreement

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



Step 2:  
Click **Agreements**



# A3.2.2 Upload Signed Agreement

## Agreement

**Important Note:**

Please return all copies of the Assessment Agreement upon signature to BEAM Society Limited for the proper execution of the Agreement, and settle the full assessment fee listed in the invoice, within 90-days from the issue date of the Agreement, failing which the offer granted to your project will lapse, and you will have to ask for a subsequent offer priced according to the then prevailing fee scale, and a new set of Agreement if necessary.

Actions	File	Agreement Type	Status	Submit Date	Submit By	Reply Status	Receive Date	Remark
	<a href="#">agreement_NB_2021.pdf</a>	NB1.2&2.0_Agreement_v1.0_w_Sunset	Offered	01 Aug 2021 09:10 PM	A&F/ACO/FIN	-	-	-



Step 3:  
Click > to prepare the uploading of the signed agreement



# A3.2.3 Upload Signed Agreement

The screenshot shows a web interface titled "Update file" with a close button (X) in the top right. It features a table with the following data:

File	Agreement Type	Status
	NB1.2&2.0_Agreement_v1.0_w_Sunset	Offered

Below the table are three input fields: "Acceptance Date" (containing "19 Jan 2022"), "Received Date" (empty), and "Acceptance Status" (a dropdown menu with "Accepted" selected). At the bottom left is a section titled "Upload Signed Agreement" with an "Add File" button. At the bottom right are "Close" and "Submit" buttons.

**Step 4:** Input the **Acceptance Date** of the agreement

**Step 5:** Select the **Status** of the updated agreement (*Accepted* for accepting the offered agreement and sending the agreement to BSL for review / *Draft* for saving the agreement for future editing)

**Step 6:** Click **Add File** to upload the signed agreement

**Step 7:** Click **Submit** to submit the signed agreement for BSL's review or save the changes to the uploaded agreement for future editing



# A3.2.4 Upload Signed Agreement

## Agreement

**Important Note:**

Please return all copies of the Assessment Agreement upon signature to BEAM Society Limited for the proper execution of the Agreement, and settle the full assessment fee listed in the invoice, within 90-days from the issue date of the Agreement, failing which the offer granted to your project will lapse, and you will have to ask for a subsequent offer priced according to the then prevailing fee scale, and a new set of Agreement if necessary.

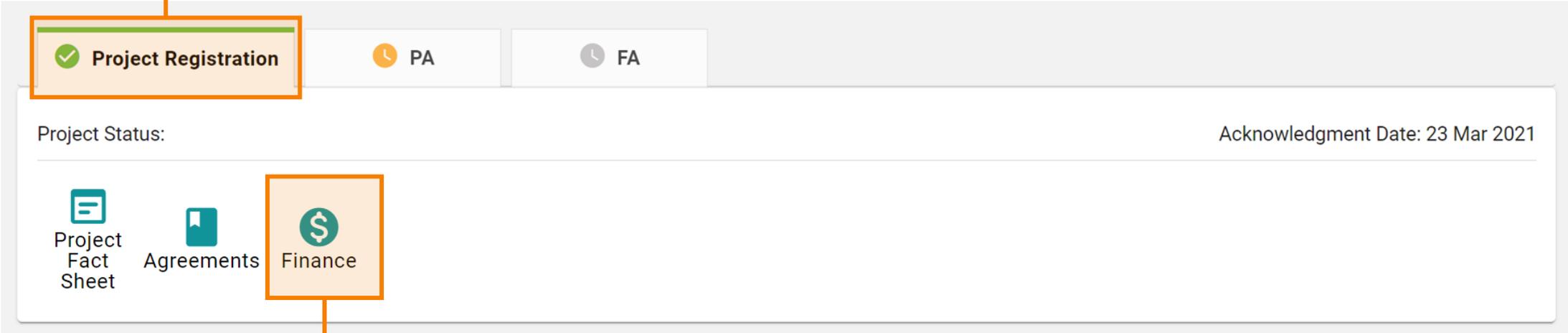
Actions	File	Agreement Type	Status	Submit Date	Submit By	Reply Status	Receive Date	Remark
<a href="#">agreement_NB_2021.pdf</a>		NB1.2&2.0_Agreement_v1.0_w_Sunset	Offered	01 Aug 2021 09:10 PM	A&F/ACO/FIN	Accepted		

**Step 8:**  
Once the agreement has been accepted by iBEAM, the reply status for the corresponding agreement will change to **Accepted**



# A3.3.1 Invoice and Payment

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



The screenshot shows a project status interface. At the top, there are three tabs: 'Project Registration' (with a green checkmark icon), 'PA' (with a clock icon), and 'FA' (with a clock icon). The 'Project Registration' tab is highlighted with an orange box. 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 icons: 'Project Fact Sheet' (with a document icon), 'Agreements' (with a book icon), and 'Finance' (with a dollar sign icon). The 'Finance' icon is highlighted with an orange box. Lines connect the 'Project Registration' tab to the Step 1 text and the 'Finance' icon to the Step 2 text.

Step 2:  
Click **Finance**



# A3.3.2 Invoice and Payment

**Finance**

Application Payment

**Step 4:**  
Click **Add Payment** to add the payment details for the corresponding invoice

Invoice	Issue Date	Amount (HKD)	Type of Fee	Payment Due Date	Status	Remark	Paid on	Payment Method
	19 Jan 2022	\$489,800.00	Assmeement Fee (Full)	26 Jan 2022	● Valid		<a href="#">Add Payment</a>	<a href="#">View</a>

**Step 3:**  
Click the **File Name** of the corresponding invoice to download the invoice



# A3.3.3 Invoice and Payment

Add Payment



Invoice	Issue Date	Amount (HKD)	Invoice Category	Type of Fee	Payment Due Date
	19 Jan 2022	\$489,800.00	01 Assessment Fee	Assmeement Fee (Full)	26 Jan 2022

Upload proof of payment

Add File

Close

Save As Draft

Submit

**Step 6b (Optional):**

Click **Save as Draft** to save the invoice for further internal editing

**Step 6a:**

Click **Submit** to post the payment for BSL's review

**Step 5:**

Upload the **Proof of Payment** (e.g. scanned e-cheque, payment records, etc.) to demonstrate that the invoice has been settled



# A3.3.4 Invoice and Payment

## Finance

### Application Payment

Invoice	Issue Date	Amount (HKD)	Type of Fee	Payment Due Date	Status	Remark	Paid on	Payment Method
								
	19 Jan 2022	\$489,800.00	Assmeement Fee (Full)	26 Jan 2022	<span style="color: green;">●</span> Valid			<a href="#">View</a> 

### Step 7a (Optional):

In the finance panel, click > to validate the uploaded proof of payment



# A3.3.5 Invoice and Payment

Edit Payment

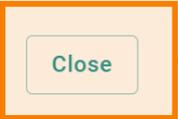


Invoice	Issue Date	Amount (HKD)	Invoice Category	Type of Fee	Payment Due Date
	19 Jan 2022	\$489,800.00	01 Assessment Fee	Assmeement Fee (Full)	26 Jan 2022

Upload proof of payment

File 1: 20210113.pdf      402.2 KB      G\_1847\_PaymentProof-1-0-1

**Step 8a (Optional):**  
Confirm the uploaded proof of payment

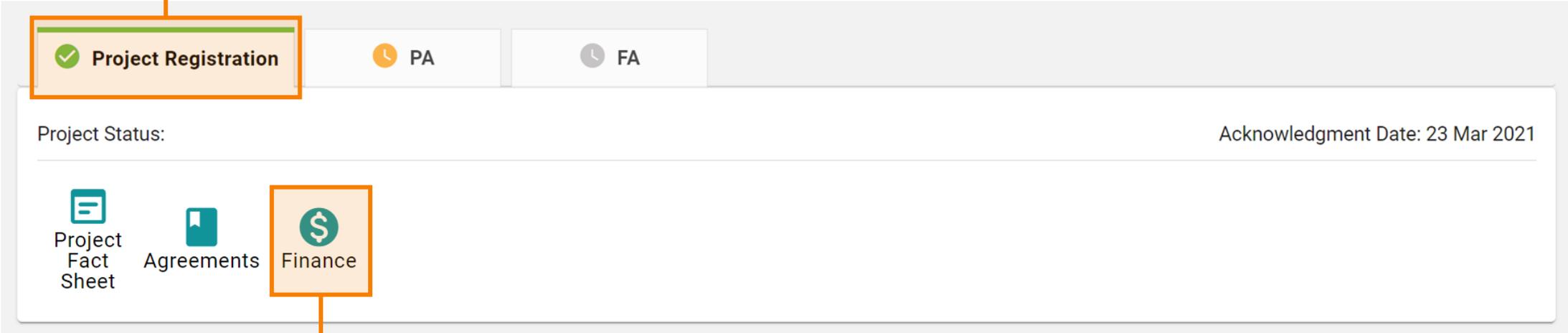


**Step 9a (Optional):**  
Close the dialogue box



# A3.4.1 Download Receipt

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



The screenshot shows a project status interface. At the top, there are three tabs: 'Project Registration' (with a green checkmark icon), 'PA' (with a clock icon), and 'FA' (with a clock icon). The 'Project Registration' tab is highlighted with an orange box. 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 icons: 'Project Fact Sheet' (with a document icon), 'Agreements' (with a book icon), and 'Finance' (with a dollar sign icon). The 'Finance' icon is highlighted with an orange box. Lines connect the 'Project Registration' and 'Finance' boxes to their respective step instructions.

Step 2:  
Click **Finance**



# A3.4.2 Download Receipt

## Finance

### Application Payment

Invoice	Issue Date	Amount (HKD)	Type of Fee	Payment Due Date	Status	Remark	Paid on	Payment Method	
	19 Jan 2022	\$489,800.00	Assmeement Fee (Full)	26 Jan 2022	● Valid		19 Jan 2022	Direct Deposit	<a href="#">View</a> 

Step 3:  
Click > to view the payment details



# A3.4.3 Download Receipt

Payment Info



Invoice	Issue Date	Amount (HKD)	Invoice Category	Type of Fee	Payment Due Date
	19 Jan 2022	\$489,800.00	01 Assessment Fee	Assmeement Fee (Full)	26 Jan 2022

Payment Method

Direct Deposit

Cheque Number

Updated Receipt for

File 1:	<b>20210115.pdf</b>	402.2 KB	G_1847_Receipt-2-0-1
---------	---------------------	----------	----------------------

Step 4:  
Click the **File Name** to download the receipt corresponding to the invoice

Close

Step 5:  
Close the dialogue box



# 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

File a new CIR

BEAM Plus Credit Interpretation Request (CIR) Form

Form Name	Submission Date	Response Date	Commencement Date	Payment Status	Status	View Form/Edit Form	Delete Form
XXXXXXXXXX	30 Sep 2022 09:28 AM	30 Sep 2022	30 Sep 2022	Paid	Replied		

Status of the Payment  
*(Unpaid / Paid)*

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



# A4.2.1 Filing a CIR under a Specific Project

The screenshot displays the BEAM project dashboard. At the top, there is a header with the BEAM logo, the version 'NB v2.0', and a navigation menu with 'Overview', 'Credits', 'Agreement', and 'Finance'. Below the header, there are tabs for 'Project Registration', 'PA', and 'FA'. The main content area shows 'Project Status: Registered' and 'Acknowledgment Date: 26 Jan 2023'. On the left, there are icons for 'Project Fact Sheet', 'Agreements', and 'Finance'. On the right, the 'Project Tool' section contains icons for 'Project Member', 'Project Fact Sheet', 'Certificates', and 'CIR'. The 'CIR' icon is highlighted with a blue box and a line pointing to a text box on the right.

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



# A4.2.2 Filing a CIR under a Specific Project

Step 2:  
Click + to file a new CIR

BEAM Plus Credit Interpretation Request (CIR) Form								+
Form Name	Submission Date	Response Date	Commencement Date	Deadline	Payment Status	Status	View Form/Edit Form	Delete Form
No records to display								



# A4.2.3 Filing a CIR under a Specific Project

General Information	
Reference No.	<input type="text"/>
CIR Submission Date	<input type="text"/>
Project Name	<input type="text"/>
BEAM Plus Version	<input type="text"/>

Applicant's Contact / Billing Information	
Applicant - Contact Person*	<input type="text"/>
Applicant - Email Address*	<input type="text"/>
Applicant - Contact Phone No.*	<input type="text"/>
Billing Party - Name of Company/Organisation*	<input type="text"/>
Billing Party - Registered Address*	<input type="text"/>
Billing Party - Representative First Name*	<input type="text"/>
Billing Party - Representative Last Name*	<input type="text"/>

Step 3:  
Complete the required field under the **Applicant's Contact/ Billing Information** 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

**CIR Question**

1.

Performance Categories\*

Credit Head / Subhead\*

Note: CIR applicable to multiple credit head(s) / subhead(s)

Description\*

Not more than 800 words

Attachment Files

**Step 5:**  
Select the **Credit Head** or **Subhead**

**Step 4:**  
Select the **Performance Categories**



**Step 8 (Optional):**  
Click + to add **additional CIR question**

**Step 7 (Optional):**  
Add attachment **files** to support the CIR

**Step 6:**  
Provide **Description** of the CIR



# A4.2.5 Filing a CIR under a Specific Project

**CIR Fee**

Total No. of Credit Head and /or Subhead	Estimated CIR Fee
1	HK\$ 2000

**Payment Information**

CIR fee are non-refundable and should be paid EITHER 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

**Save Draft** **Submit**

Step 10b:  
Click **Submit** to submit  
the CIR for BSL's review

Step 10a (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** under **Step 9a**, **Saved** should be displayed on top of general information.



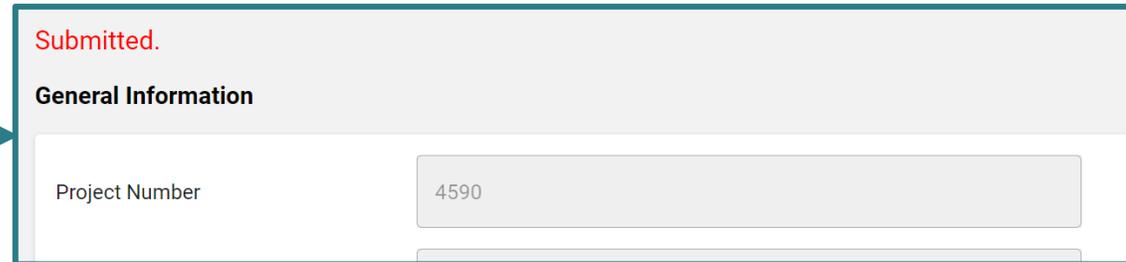
The screenshot shows a form titled "General Information" with a "Project Number" field containing the value "4590". A red "Saved" label is positioned at the top left of the form area.

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



The dialog box is titled "Submit" and contains the question "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 with "Project Number" set to "4590". A red "Submitted." label is now displayed at the top left of the form area.

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



# A4.3.1 Rejection of CIR

BEAM Plus Credit Interpretation Request (CIR) Form +

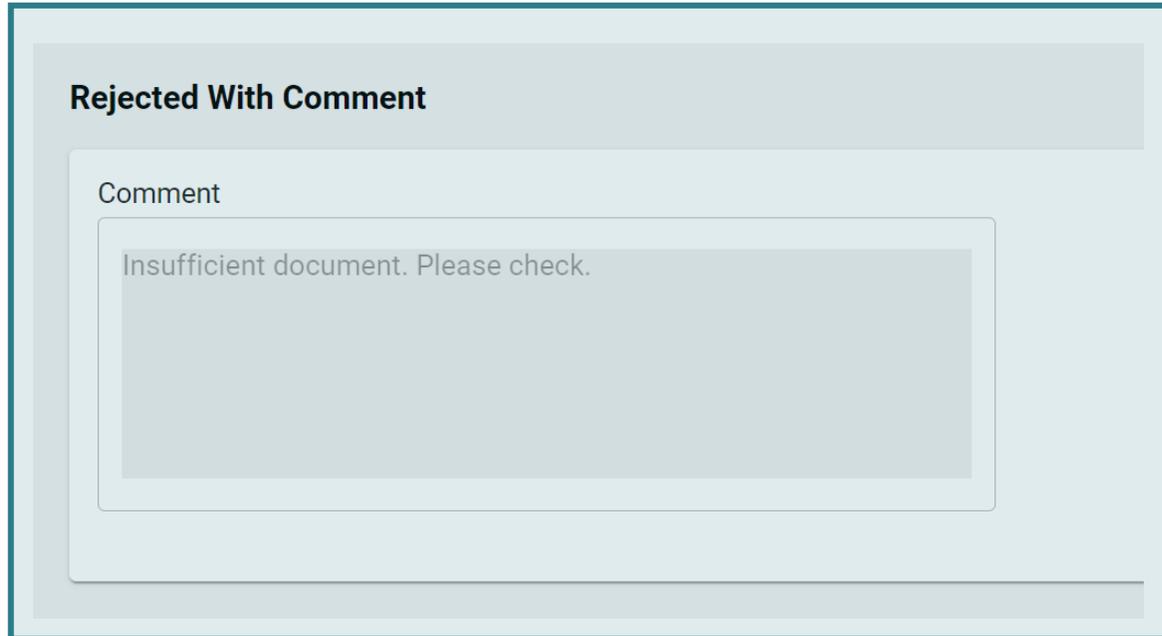
Form Name	Submission Date	Response Date	Commencement Date	Payment Status	Status	View Form/Edit Form	Delete Form
XXXXXXXXXX	30 Sep 2022 09:28 AM	30 Sep 2022	30 Sep 2022	Paid	Rejected		

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

**BEAM Plus Credit Interpretation Request (CIR) Form** +

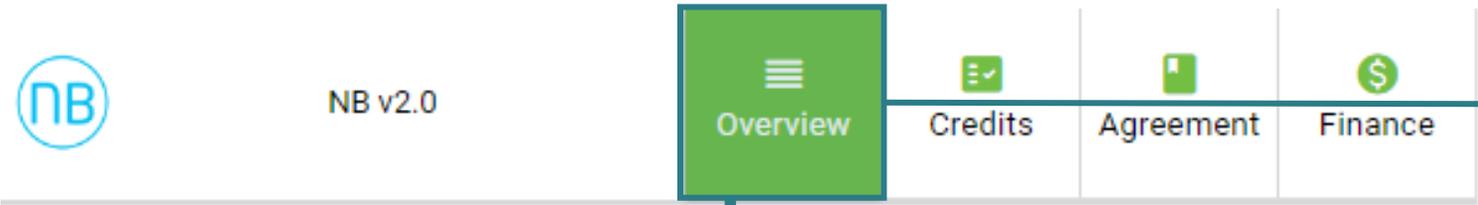
Form Name	Submission Date	Response Date	Commencement Date	Payment Status	Status	View Form/Edit Form	Delete Form
	30 Sep 2022 09:28 AM	-			Draft		

**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



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

The screenshot shows the Project Dashboard interface. At the top, there is a header with the 'NB v2.0' logo and a navigation menu with 'Overview', 'Credits', 'Agreement', and 'Finance'. The 'Overview' menu item is highlighted. Below the header, the dashboard is divided into several sections. On the left, there is a 'Project Registration' section with a green checkmark icon, and buttons for 'PA' and 'FA'. Below this, the 'Project Status' is 'Registered' and the 'Acknowledgment Date' is '26 Jan 2023'. There are also icons for 'Project Fact Sheet', 'Agreements', and 'Finance'. On the right, there is a 'Project Tool' section with icons for 'Project Member', 'Project Fact Sheet', 'Certificates', and 'CIR'. At the bottom, there is a 'Finance' section with a box for 'Assessment Fee' and the date '23 Mar 2021 (Tue)'. A blue arrow points from the 'Overview' menu item in the navigation bar to the 'Project Dashboard' screenshot.



# A4.4.3 Processing of CIR

The screenshot shows a project management interface. At the top, there are fields for 'iBEAM No.' and 'HKGBC No.', a logo with 'NB' in a circle, and 'NB v2.0'. A navigation bar includes 'Overview', 'Credit', and a dollar sign icon. Below this, a status bar shows 'Project Registration' with a green checkmark, '1 PA' with a green checkmark, '2 PA' with an orange clock, and 'FA' with a grey clock. The main content area displays 'Project Status: Registered' and 'Acknowledgment Date: 28 Sep 2022'. There are three icons: 'Project Fact Sheet', 'Agreements', and 'Finance'. A 'Finance' section is visible at the bottom left, containing a button labeled 'CIR Fee' which is highlighted with a red box. A red line extends from this box towards the right side of the image.

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

BEAM Plus Credit Interpretation Request (CIR) Form +

Form Name	Submission Date	Response Date	Commencement Date	Payment Status	Status	View Form/Edit Form	Delete Form
[REDACTED]	30 Sep 2022 09:28 AM	30 Sep 2022	30 Sep 2022	Paid	Replied		

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.

Performance Categories

Credit Head / Subhead

Note: CIR applicable to multiple credit head(s) / subhead(s)

Description	Asking for exemption for BEC.
-------------	-------------------------------

Attachment Files

2.

Performance Categories

Credit Head / Subhead

Note: CIR applicable to multiple credit head(s) / subhead(s)

Description	Asking for exemption for BEC.
-------------	-------------------------------

Attachment Files

Step 7:  
The corresponding  
**answer** will be displayed  
under the **CIR question**  
section of the CIR form



# A4.5.1 Applying a CIR onto a Specific Project

The screenshot displays the BEAM project dashboard. At the top, there is a header with the iBEAM and HKGBC numbers, the NB logo, and the version 'NB v2.0'. A navigation bar includes 'Overview', 'Credits', 'Agreement', and 'Finance'. Below this, a 'Project Status' section shows 'Project Registration' as complete, '1 PA' (Project Approval) as active, '2 PA' as pending, and 'FA' (Final Approval) as not started. A progress bar indicates the current step is '5 Accepted', with previous steps '1 Submission', '2 Checking', '3 Assessment', and '4 Certification'. A 'Project Tool' sidebar on the right lists various actions like 'E Project File', 'Create New Minutes', 'Project Member', 'Project Fact Sheet', 'Certificates', 'CIR', and 'Document Template Library'. A 'Finance' section at the bottom shows a 'CIR Fee' button. A red box highlights the 'Credit Assessment' button in the progress bar, and a red line connects it to a callout box on the right.

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 001

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

**Credit Summary**

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

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

 **Tips:**  
The CIR 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
[blurred]	[blurred]	31 Mar 2021	Replied	▶
[blurred]	[blurred]	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**

Reference No.	<input type="text"/>
CIR Submission Date	<input type="text"/>
Project Name	<input type="text"/>
BEAM Plus Version	<input type="text"/>

## 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**

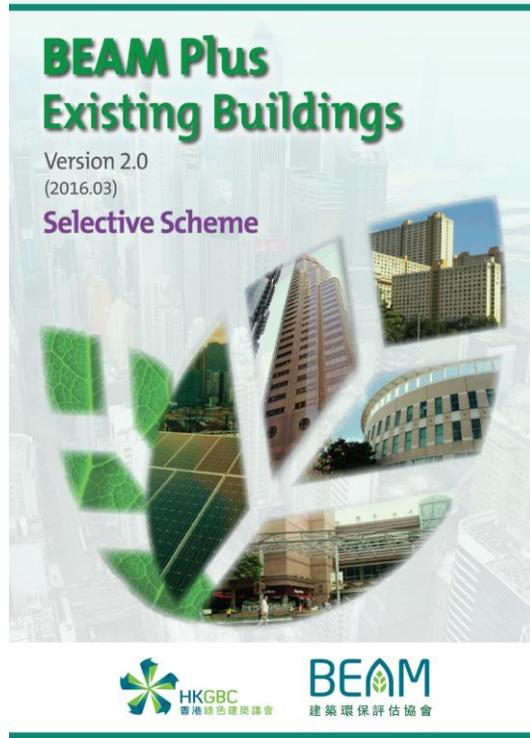
**A5.8 Reply to Post TRC Comments**

**A5.9 Acceptance of Result**



# A5.1 Process Flow Overview

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

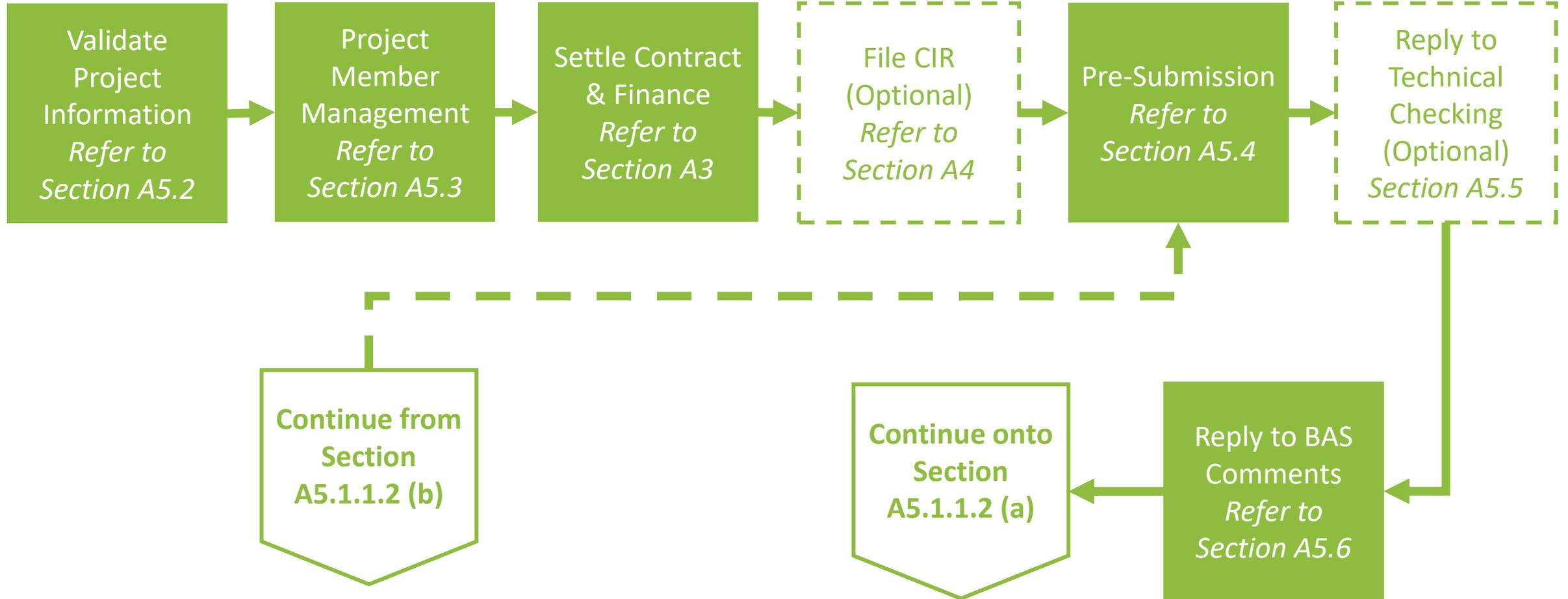


Portfolio Assessment  
(MAN & EU)



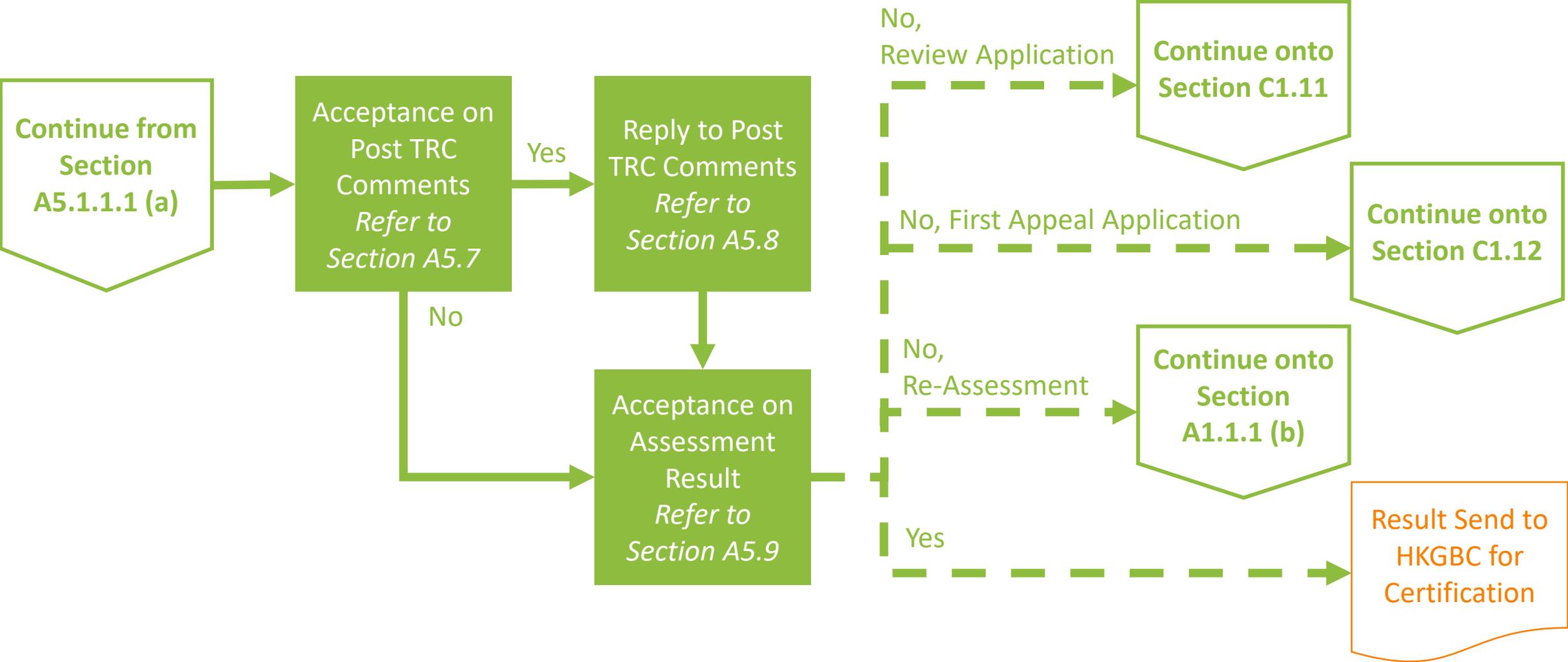
# A5.1.1a Process Flow Overview

BEAM Plus NB v.2.0



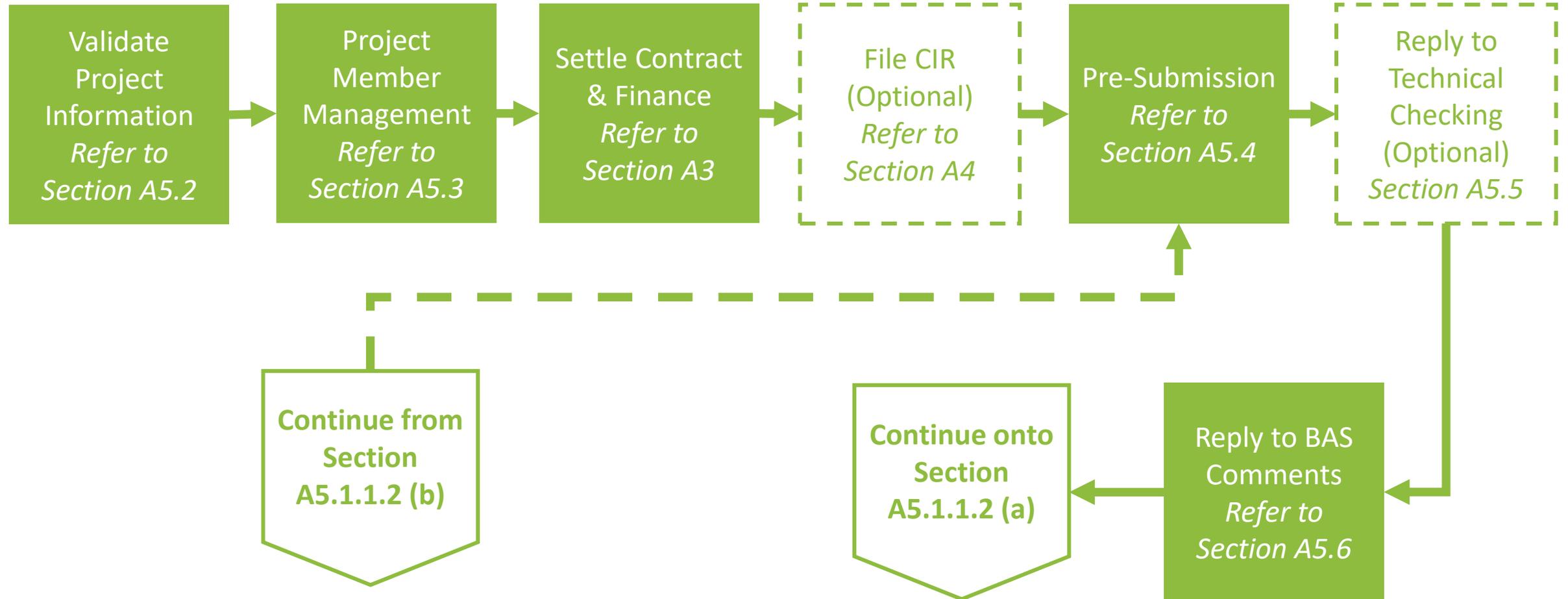
# A5.1.1b Process Flow Overview

BEAM Plus NB v.2.0



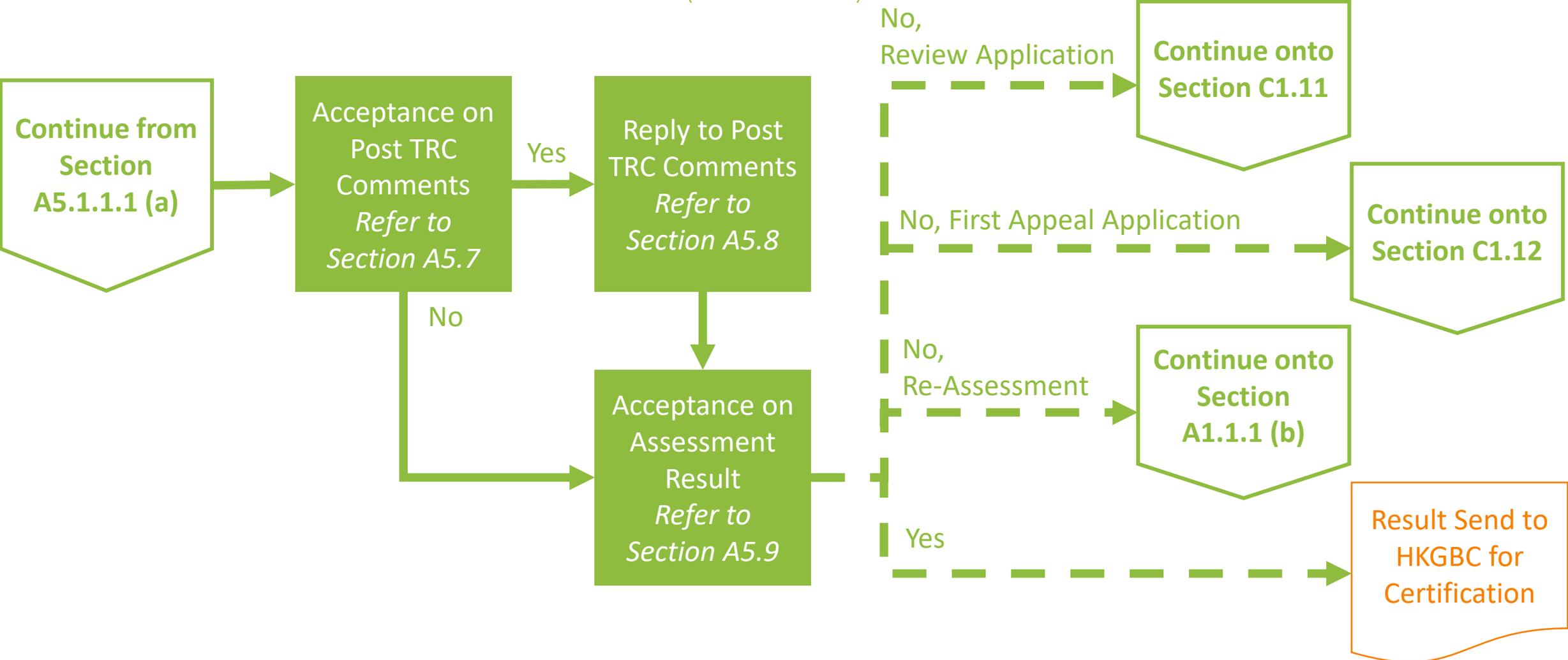
# A5.1.2a Process Flow Overview

BEAM Plus EB v.2.0 Portfolio Assessment (MAN & EU)



# A5.1.2b Process Flow Overview

BEAM Plus EB v.2.0 Portfolio Assessment (MAN & EU)



# 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)\*

The New Project 20210409

Project Name (Chinese)

Project Address (English)\*

The New Project 20210409

Project Address In Chinese

Lot Number\*

HL 22294

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 synchronised across all platforms.*



# A5.2.3 Validate Project Information

**C. Tentative Assessment Submission Schedule**

**Note:** By default, iBEAM will create 1 PA and 1 FA for the project. If the project requires 2-stage PA or multiple phasing assessments, please click the + button on the right upper hand corner of the corresponding assessments to edit the number of assessments for the project.

Multiple Provisional Assessments (PA)?  Yes  No

Multiple OP Phase?  Yes  No

Multiple Final Assessments (FA)?  Yes  No

**Provisional Assessments (PA)**

Assessment	Phase	Stage	LPA	Tentative Submission Date
1 PA	N/A	1	N	Sep 2022
2 PA	N/A	2	N	Sep 2022

**OP Date**

Assessment	Phase	Tentative OP Date
No records to display		

**Final Assessments (FA)**

Assessment	Phase	LFA	Tentative Submission Date
FA	N/A	N	Sep 2022

Step 4:  
Indicate whether the project has  
**Multiple Provisional Assessment,  
OP Phasing or Final Assessment**



# 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 Date					
Assessment	Phase	Tentative OP Date			
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 + to add an assessment

Step 8: Indicate the Tentative Submission Time

# A5.2.5 Validating Project Information

**D. Building Work Details**

Project Type*	<input type="text" value="Hotel"/>
Additional Project Type*	<input type="text" value="Hotel"/>
Total Site Area (sq.m.)*	<input type="text" value="20000.000"/>
No. of Towers / Blocks (Content)*	<input type="text" value="1"/>
No. of Towers / Blocks (Calculation)	<input type="text" value="1"/>
No. of Floors (Content)*	<input type="text" value="10"/>
No. of Floors (Calculation)	<input type="text"/>
No. of Flats*	<input type="text" value="50"/>
Total Gross Floor Area (sq.m.) (Tentative)*	<input type="text" value="200000.000"/>
Total Construction Floor Area (sq.m.)*	<input type="text" value="200000.000"/>

**Step 11:  
Confirm/Amend the  
Building Work Details**



# A5.2.6 Validate Project Information

Commencement Schedule

Provisional Assessments (PA)				
Actions	Assessment	Rating	Total CFA (sq.m.)	Tentative Submission Date
	1 PA	Bronze	123.000	Sep 2022
	2 PA	Bronze	123.000	Sep 2022

Final Assessments (FA)				
Actions	Assessment	Rating	Total CFA (sq.m.)	Tentative Submission Date
	FA	Bronze	123.000	Sep 2022

Step 12: 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

1 PA
×

Tentative Submission Time\*

Specific Building Type\*

Rating\*

Site Area\*

Construction Floor Area\*

Gross Floor Area\*

No. of Towers / Blocks (Content)\*

No. of Floors (Content)\*

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\* BSL

Registered Address\* 77 Tat Chee Avenue

Representative First Name\*

Representative Last Name\*

Representative Title\*

Representative Phone No.\*

Representative Email Address\*

Business Registration Number

Business Registration Expiry Date

Business Registration (or equivalent)

[Add File](#)

Require Hard Copy Of The Agreement\*  Yes  No

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



# A5.2.8 Validate Project Information

## F. Assessment Fee

Assessment Fee Concession For NGO\*

 Yes

 No

### Project Scale (CFA) and Assessment Fee

Assessment	Target Rating	Total CFA (sq.m.)	Assessment Fee	Inflation Rate	Fee Payable
1 PA	Bronze	123.000	\$15,000.00		\$15,000.00
2 PA	Bronze	123.000	\$77,200.00		\$77,200.00
FA	Bronze	123.000	\$77,200.00		\$77,200.00
Total Assessment Fee					\$169,400.00

Step 17: Select the Assessment Fee Concession for NGO 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.\*

### Declaration

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

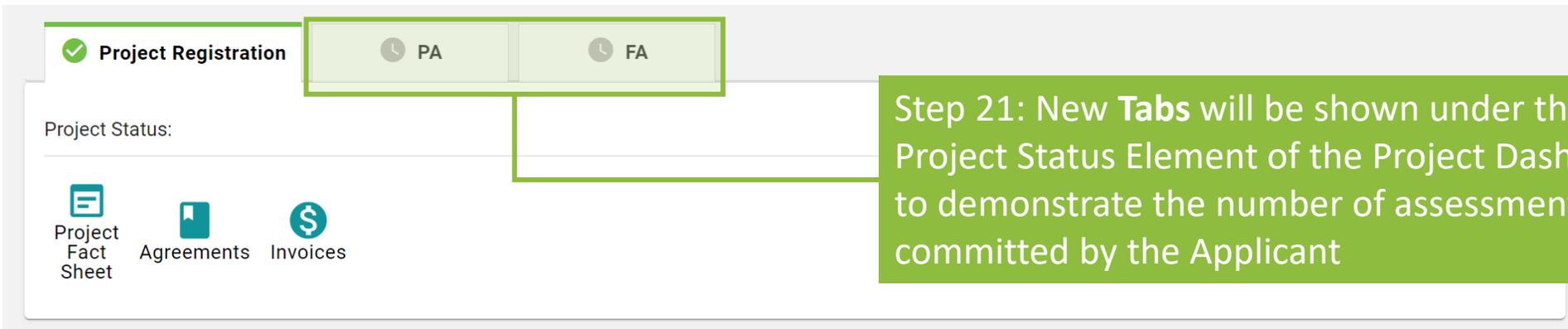
2. Yes. I hereby declare that this project within the defined assessment boundary has not been registered with any other BEAM Plus Assessment Tools.\*

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

Step 20: Click **Submit** 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 under the 'Project Status' element. Below the 'Project Status' element, there are three icons: 'Project Fact Sheet', 'Agreements', and 'Invoices'. A green callout box points to the 'PA' and 'FA' tabs.

Step 21: New Tabs will be shown under the Project Status Element of the Project Dashboard 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 1<sup>st</sup> 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

The screenshot displays a project dashboard with the following elements:

- Navigation Bar:** Includes 'Project Registration' (checked), 'PA', and 'FA'.
- Project Status:** Registered. Acknowledgment Date: 27 Jan 2023.
- Main Content Area:** Contains icons for 'Project Fact Sheet', 'Agreements', and 'Finance'.
- Project Tool Sidebar:** Contains 'Project Member' (highlighted), 'Project Fact Sheet', 'Certificates', and 'CIR'.

Step 1: Access the Project Dashboard

Step 2: Click Project Member in the Function Element

# A5.3.2 Project Member Management

## Project Member Management

Project Id

88

Project Group

- Active Project Users
- CIR Review Group
- Finance
- Owner
- Project Administrator
- Project BEAM Pro
- Project Users (Read-only)

**Step 3: Select the Project Group**

*Please refer to **Appendix D** for the authority of each project group*



# A5.3.3 Project Member Management

(a) Add user(s) to Project Member

**Project Member Management**

Project Id

Project Group

**Project Member List**

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

**Step 4: Click + to add Project Member to the Project Group**

# A5.3.4 Project Member Management

(a) Add user(s) to Project Member

Dialog box titled "Edit Project Member #5922925" with a close button (X). The form contains two input fields: "Email Address" and "User Post". Below the fields are two buttons: "Close" and "Submit". The "Submit" button is highlighted with a green border.

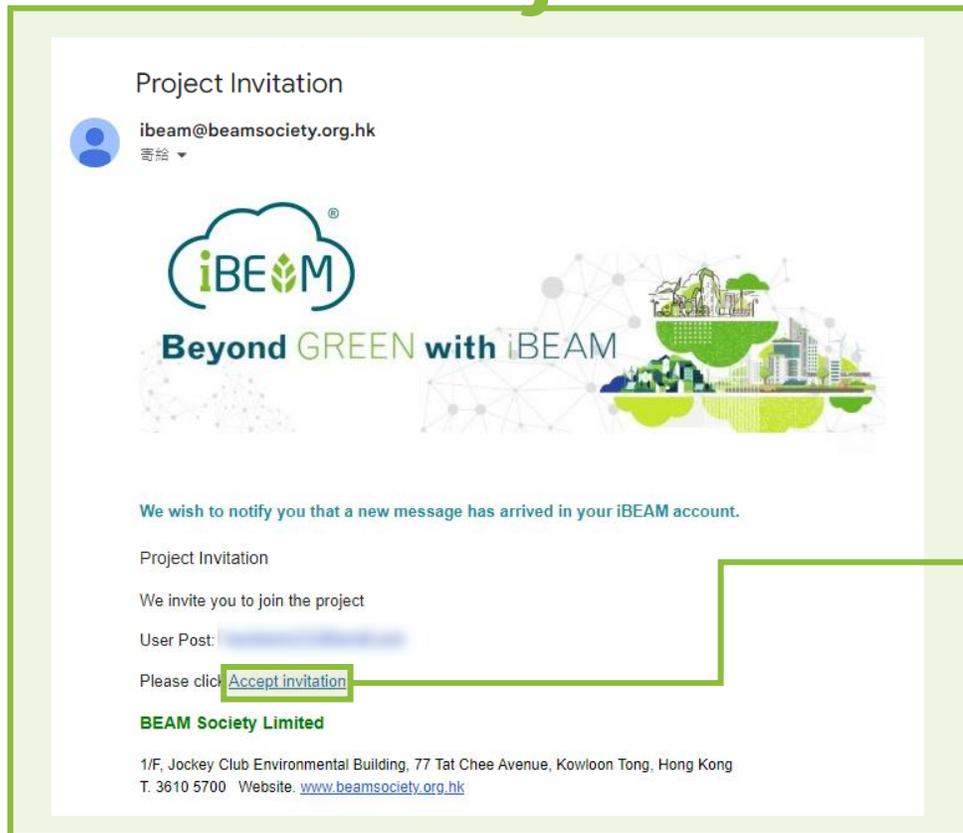
Step 5a: Indicate the **User Post Email Address**

Step 5b: Indicate the **User Post Name**

Step 6: Click **Submit** to complete editing the Project Member



# A5.3.5 Project Member Management

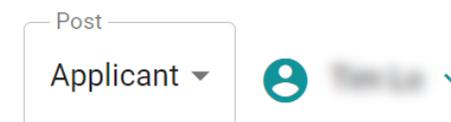


Step 8: Click  
**Accept  
Invitation** in  
the notification

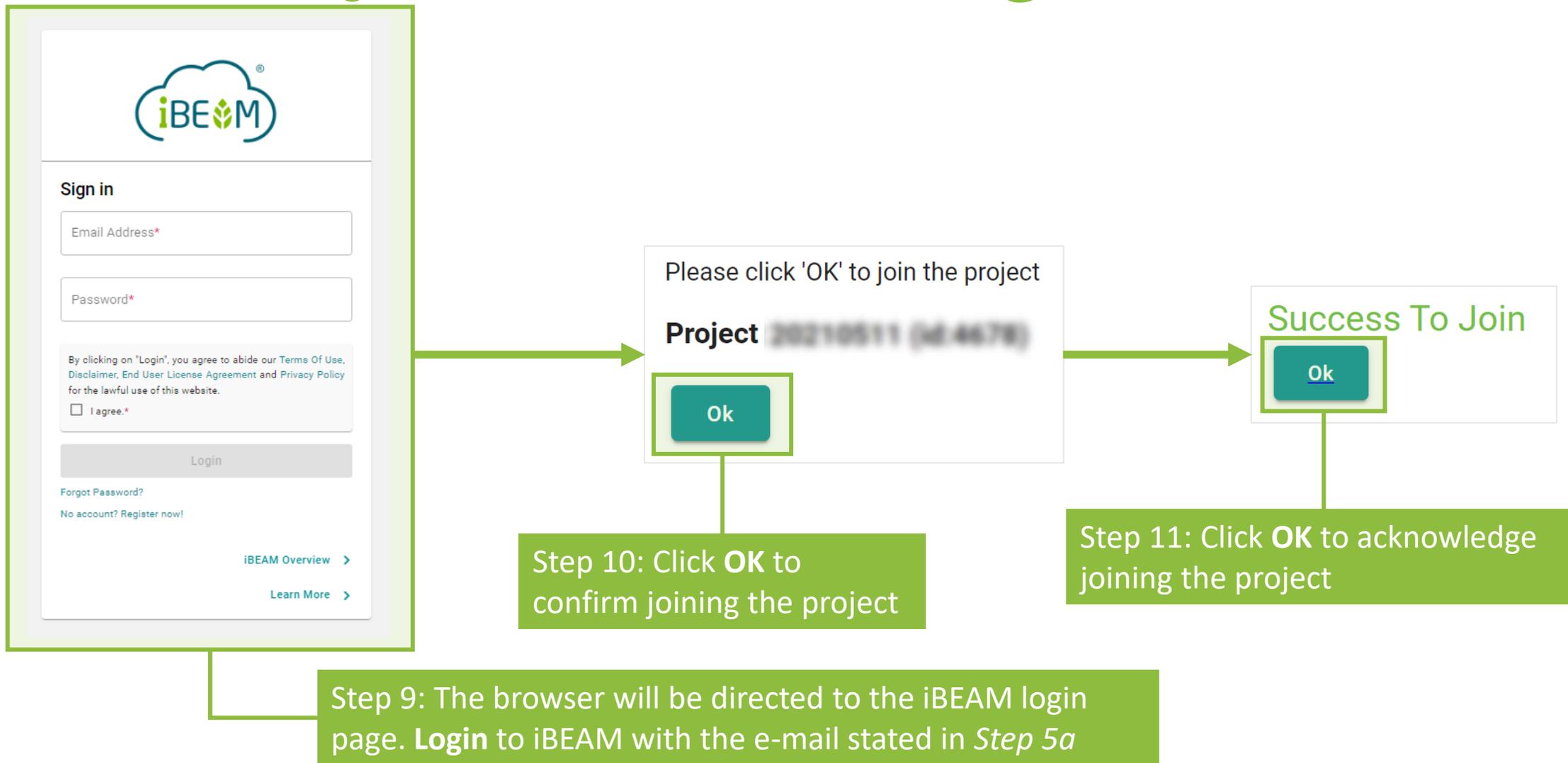
Step 7: A project invitation  
notification will be sent to the  
e-mail stated in *Step 5a*

## 💡 Tips:

1. 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.
2. If your account has multiple post. Please ensure that you select the **same post** as indicated in the project invitation notification before clicking the **Accept Invitation** button. The post can be selected on the right-hand side of the **Navigation Bar**.



# A5.3.6 Project Member Management



# A5.3.7 Project Member Management

## (b) Remove user(s) from Project Group

### Project Member Management

Project Id

Project Group

Project BEAM Pro

### Project Member List

Search

Actions Id User Post Name



Step 5c:

Click  to remove the corresponding user from the **Project Group**

Step 5d:

Click  to confirm removing the **User Post** from the **Project Group**

### Project Member List

Search



Actions Id Email

User Post Name

Activated?



Are you sure you want to delete this row?



# A5.4.1 Pre-Submission

The screenshot shows a web interface with three tabs: 'Project Registration' (checked), 'PA' (selected), and 'FA'. Below the tabs is a progress bar with four steps: '1 Submission', '2 Checking', '3 Assessment', and '4 Certification'. A green box highlights the 'PA' tab, with a callout box stating 'Step 1: Click an Assessment Tab'. Below the progress bar, a green box highlights the 'Initial Credit Summary' button, with a callout box stating 'Step 2: Click Initial Credit Summary to create a new Credit Summary for the assessment'. A notification icon with an exclamation mark and the text 'Submission Has Not Started Yet' is visible on the right side of the interface.



# A5.4.2 Pre-Submission

## 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	Category	Building Type [1]	Type of Area [2]	Ventilation Mode/ System [3]
 	Area A	Commercial	Hotel	A/C - Chiller System

2. Layout Plan: Please upload the layout plan of the development to demarcate the different types of area.\*

 Add File

General Information

Integrated Design & Construction Management (IDCM)

Sus

Mat (MV

Ene

Water Use (WU)

Health and Wellbeing (HWB)

Rating Details

Step 3: The General Information page will show up. Provide the Project Description

Step 4: Provide the schedule of area, including the Building Type, Type of Area and Ventilation Mode/System

Achieved



# A5.4.3 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 5: Upload the Project Programme



# A5.4.4 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\*

Yes  No

### 2.2 Demolition\*

Yes  No

### 2.3 Foundation\*

Yes  No

### 2.4 Superstructure

Superstructure Start Date\*

Superstructure End Date\*

### 2.5 Substantiation of Work Completion\*

Certificate On Work Completion

Occupation Permit OP

Other

Target/ Date of Issuance\*

### 2.4 Superstructure

Superstructure Start Date\*

Superstructure End Date\*

### 2.5 Substantiation of Work Completion\*

Certificate On Work Completion

Occupation Permit OP

Other

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\*

The Default Ratio Will Be Adopted For This Project

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 6: Provide the Key Milestones

# A5.4.5 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:

- 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
- 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 7: 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.



# A5.4.6 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 8: 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.



# A5.4.7 Pre-Submission

## F Declaration

I herewith declare to BEAM Society Limited that the submission of the captioned project, including all supporting documentation, is true, and complies fully and irrevocably, with requirements of BEAM Plus Assessment.

Endorsement\*

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

Save Draft

Save And Continue

**Step 10a (Optional):**  
Click **Save** to save the information input into this General Information page

Step 9: 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 10b: Click **Save and Continue** to proceed entering information in individual Aspect

# A5.4.8 Pre-Submission

Credit Summary		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 11: Select the **Credit Attempt**

Step 12: 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 **pre-requisite** must be **attempted** based on the assessment requirement. There are **no options to disable** the attempt of the pre-requisite.



# A5.4.9 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			<b>25</b>	<b>0+0B</b>	



**Tips:**

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

**Step 13a (Optional):**  
Click **Save** to save the information on the current Aspect

**Step 13b:** Click **Continue** to proceed entering information in other Aspects



# A5.4.10 Pre-Submission

The screenshot displays the 'Pre-Submission' stage of a BEAM certification process. At the top, there are four tabs: 'Submission' (active), 'Checking', 'Assessment', and 'Certification'. Below the tabs, a progress bar shows 'Credits Attempted' (8P) and 'Credits Anticipated' (0). The 'Current Rating' is 'Pre-requisite(s) Not Achieved', and the 'Target Rating' is 'Pre-requisites Achieved (0.000%)'. The main content area lists seven credit categories, each with its own 'Credits Attempted' and 'Credits Anticipated' values. A 'Credit Summary' button is highlighted with a green box and a callout arrow. At the bottom left, an 'Export to Excel' button is also highlighted with a green box and a callout arrow. A 'Submit' button is located at the bottom right.

Category	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

**Step 15 (Optional):**  
Click **Credit Summary**

**Step 14 (Optional):**

Click **Export to Excel** to generate the Credit Summary in excel format



# A5.4.11 Pre-Submission

**Step 18 (Optional):**  
Click **Credits** to go back to the Credit Summary Dashboard

IBEAM No. [REDACTED]  
HKGBC No. [REDACTED]

NB v2.0 PA

Overview Credits Agreement Finance

**Credit Summary**

**Credit history**

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.

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

**Step 16 (Optional):**  
Click **Credit History** of the Credit Summary

**Step 17 (Optional):**  
Click **↓** to **Download** the current or previous version of the Credit Summary

**Download Credit History**

File Name	File Size	Version	CreatedDate	Download
[REDACTED]	36.5 KB	0	26 Jan 2023	↓
[REDACTED]	36.5 KB	1	30 Jan 2023	↓



# A5.4.12 Pre-Submission

1 2 3 4  
Submission Checking Assessment Certification

Credits Attempted 8P | Credits Anticipated 0 | Current Rating Pre-requisite(s) Not Achieved > | Target Rating: Pre-requisites Achieved (0.000%)

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

Export to Excel

Submit

Credit Summary

- Certification
- Acknowledgement Letter
- Reports
- Reassessment

Step 19: Going back to the **Credit Summary Dashboard**, Click ▼ to access the detail credit information to each Aspect



# A5.4.13 Pre-Submission

1 2 3 4  
Submission Checking Assessment Certification

Credits Attempted 8P | Credits Anticipated 0 | Current Rating Pre-requisite(s) Not Achieved > | Target Rating: Pre-requisites Achieved (0.000%)

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

**Credit Summary**

- Certification
- Reports
- Acknowledgement Letter
- Reassessment

**Step 20:** 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**.



# A5.4.14 Pre-Submission

## IDCM P1 - Sustainability Champions - Project

[History](#)

Credits Applicable: 1P      Credits Anticipated: 0

Credits Applicable: 1P      Credit Attempted: 1P      Credits Anticipated: 0

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
<b>Start Date</b>	<input type="text" value="dd/mm/yyyy"/> <input type="calendar"/> *		<input type="text" value="dd/mm/yyyy"/> <input type="calendar"/> *
<b>End Date</b>	<input type="text" value="dd/mm/yyyy"/> <input type="calendar"/> *		<input type="text" value="dd/mm/yyyy"/> <input type="calendar"/> *
<b>Assessment Commencement Date</b>	-		

Step 21: Provide the **Required Information** as requested by the e-Form

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# A5.4.15 Pre-Submission

Section C. Documentary Readiness

Credit Anticipated for IDCM P1 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 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="button" value="Add file"/> <input type="button" value="Add from Folio"/> <input type="text" value="IDCM_P1_support"/>	<input type="button" value="x"/>

✓ Last auto saved: 01 Dec 2022 11:28:59 on?

**Step 22 (Optional):**  
 Enable the **pre-approved condition** for the credit

**Step 23 (Optional):**  
 Provide **Additional Information** to supplement the required information on the e-Form

## 💡 Tips:

1. Upon completing all required information, **Scoring** 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.



# A5.4.16 Pre-Submission

## Section C. Documentary Readiness

Credit Anticipated for IDCM P1

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 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.

### Step 24a (Optional):

Enable **AutoSave** to save the current information on the e-Form automatically

Supporting Doc

Add from Folio

### Step 24b (Optional):

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



Last auto saved: 01 Dec 2022 11:28:59 on?

Save Draft

Save And Complete



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** at the bottom of the e-Form.

Step 24c: Click **Save and Complete** to save the information on the e-Form for assessment submission

# A5.4.17 Pre-Submission

1 2 3 4  
Submission Checking Assessment Certification

Credits Attempted 8P | Credits Anticipated 1P\* | Current Rating Pre-requisite(s) Not Achieved > | Target Rating: Pre-requisites Achieved (0.000%)

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

**Credit Summary** ✎

- Certification
- Reports
- Acknowledgement Letter
- Reassessment

**Step 25:** After completing the e-Form for the credit, check the Credit Summary to see if ✓ is displayed next to the corresponding credit



# A5.4.18 Pre-Submission

Credits Attempted: 8P | Credits Anticipated: 1P\* | Current Rating: Pre-requisite(s) Not Achieved > | Target Rating: Pre-requisites Achieved (0.000%)

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

Step 26: After completing all the e-Forms, click **Submit** to submit the submission for assessment

## Tips:

### Error

Message:  
All Forms not completed

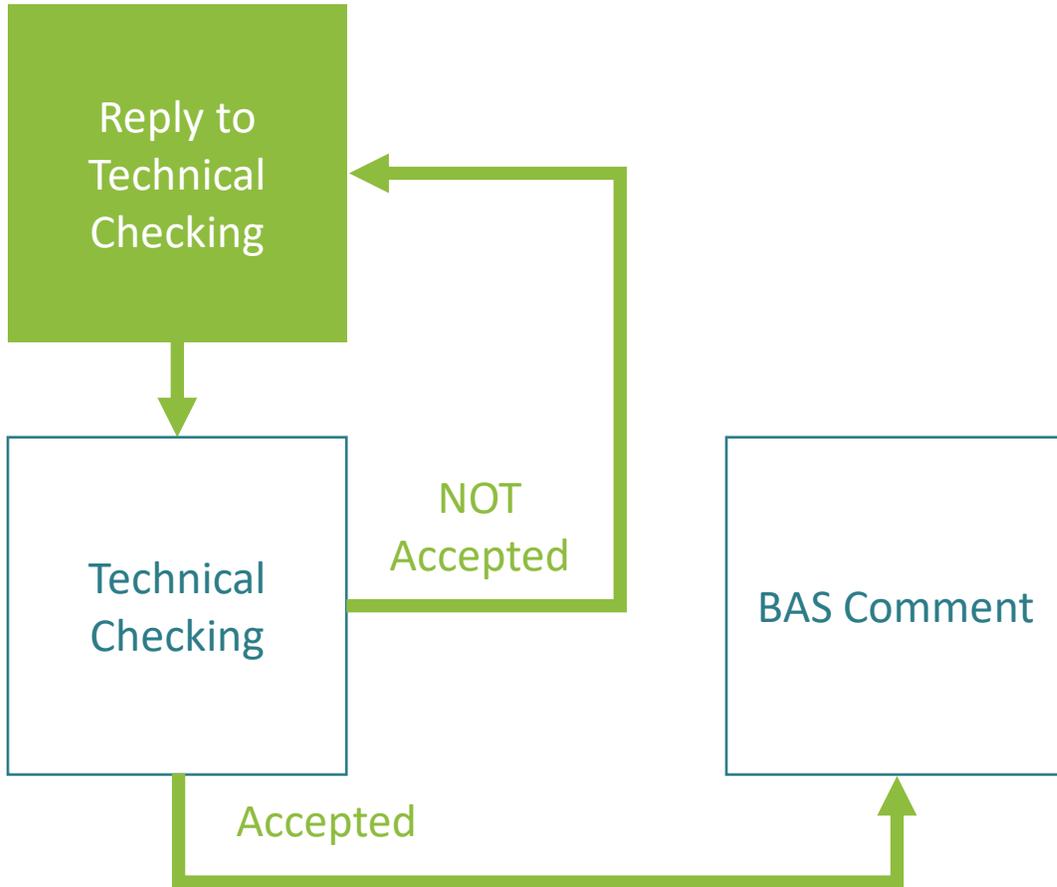
Request Id:  
260a1d09-9641-4f1a-96d2-29a3c17aff99

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** 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

The screenshot shows an 'Inbox' interface. At the top right, there are buttons for 'Calendar' and 'List'. Below these are filter buttons for 'All', 'Registration', 'Finance', and 'Submission'. A table with the following columns is visible: 'Actions', 'HKGBC ID', 'Item', 'Type', 'Module Name', 'Send Date', and 'Due Date'. A single row is shown with the 'Item' column containing 'Reply to Technical Checking', 'Type' as 'Task', and 'Module Name' as 'Submission'. A green box highlights the 'List' button, and another green box highlights the 'Reply to Technical Checking' item. A third green box highlights a right-pointing arrow icon in the 'Actions' column of the same row.

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
		Reply to Technical Checking	Task	Submission		

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 | Credits Anticipated 8P\* | Current Rating **Pre-requisites Achieved** > | Target Rating: **Pre-requisites 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 (CEM)	NS	-	▶
IDCM 2b	Complimentary Certification - BEAM Plus BI (CEM)	NS	-	▶
IDCM 2c	Complimentary Certification - BEAM Plus EB (CEM)	NS	-	▶

Response Summary

Credit Summary

Certification Reports  
 Acknowledgement Letter Reassessment

## 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 P1 - Sustainability Champions - Project**

Download All Files History

Credits Applicable	1P	Credits Anticipated	1P*
--------------------	----	---------------------	-----

Credits Applicable	1P	Credit Attempted	1P	Credits Anticipated	1P*
--------------------	----	------------------	----	---------------------	-----

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

Assessment Commencement Date: 2023-01-17

**Section B. Project BEAM Professional(s)**

Please submit the **BEAM Plus NB Certification Checklist**.

File:

[Add file](#)
[Add from Folio](#)
IDCM\_P1\_01

**BAS Assessment**

General Comment

BSL Comments  
Please provide the document again.

/BP

Applicant Reply

**B** *I* U ~~S~~ {} x<sup>2</sup> x<sub>2</sub>

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



# A5.5.4 Reply to Technical Checking

**IDCM P1 - Sustainability Champions - Project** Download All Files History

Credits Applicable	1P	Credits Anticipated	1P*
--------------------	----	---------------------	-----

Credits Applicable	Credit Attempted	Credits Anticipated
1P	1P	1P*

**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 <input type="text"/>	dd/mm/yyyy <input type="text"/>
End Date	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>

Assessment Commencement Date: 2023-01-17

**Section B. Project BEAM Professional(s)**

Please submit the **BEAM Plus NB Certification Checklist**.

File:  \*

[Add file](#) [Add from Folio](#) [IDCM\\_P1\\_01](#)

**BAS Assessment** Form S - B - 02

BSL Comments More

Please provide the document again.

**BP**

Applicant Reply

**B** / **I** **U** **S** **()** **x<sup>2</sup>** **x<sub>2</sub>** **↻**

**Save**

**Step 7a:**  
Click  to review the comments to a particular section of the e-Form

**Step 7b (Optional):**  
Use the **Dropdown Menu** to navigate between the comment area of **Different Sections**

**Step 8:** If comment has been issued, type the reply in the **Comment Box**

**Step 9:** Click **Save** to save the reply to the comments made for the section

# A5.5.5 Reply to Technical Checking

## Section C. Documentary Readiness

Credit Anticipated for IDCM P1

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 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

on will be considered upon its merit on a case-to-case basis.

### Supporting Document

File:



Add from Folio

IDCM\_P1\_support



[Add Another](#) [Remove Empty Rows](#)

✓ Last auto saved: 01 Dec 2022 11:28:59 on?

Save Draft

Save And Complete

### Step 10 (Optional):

Amend the **Information** provided on the e-Form

### Step 11a (Optional):

Enable **AutoSave** to save the current information on the e-Form automatically

### Step 11b (Optional):

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

Step 11c: Click **Save and Complete** to save the information on the e-Form for assessment submission



# A5.5.6 Reply to Technical Checking

Section C. Documentary Readiness

Credit Anticipated for IDCM P1 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 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	File: <input type="text"/> <input type="button" value="Add file"/> <input type="button" value="Add from Folio"/> IDCM_P1_support <input type="button" value="x"/>

Last auto saved: 01 Dec 2022 11:28:59 on?



## 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** at the bottom of the e-Form.



# A5.5.7 Reply to Technical Checking

Step 12: Upon completing the review of the e-Form for the credit, ✓ shall be displayed next to the corresponding credit

Submission **Checking** Assessment Certification

Credits Attempted 8P | Credits Anticipated 8P\* | Current Rating Pre-requisites Achieved > | Target Rating: Pre-requisites 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 (M&A) ✓	PR	PR*	▶
IDCM 1	Sustainability Champions - Design (CEM)	NS	-	▶
IDCM 2a	Complimentary Certification - BEAM Plus ND (CEM)	NS	-	▶
IDCM 2b	Complimentary Certification - BEAM Plus BI (CEM)	NS	-	▶
IDCM 2c	Complimentary Certification - BEAM Plus EB (CEM)	NS	-	▶

Response Summary

Credit Summary

Certification Reports

Acknowledgement Letter Reassessment



# 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

Response Summary  
Credit Summary

Certification Reports  
Acknowledgement Letter Reassessment

Choose credits and send

Step 13:  
Click **Credit Summary** to review the information provided for the **General Information** and *where necessary*, amend the **Targeted Number of Credits**

→ Please proceed to **Step 21b (Section A5.5.13)** for **EBP 2.0** projects



# A5.5.9 Reply to Technical Checking

iBEAM No. [REDACTED]  
HKGBC No. [REDACTED]

 NB v2.0  
PA

 Overview ** Credits**  Agreement  Finance

## Credit Summary

[Credit history](#)

## 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](#)

 /TCS 30 Apr 2021 12:11 AM

Please provide a project description.

[Add Comment](#)

Step 14: *If comment is available, click **Add Comment** to make a response to the comments issued*



# A5.5.10 Reply to Technical Checking

IBEAM No. [REDACTED]  
HKGBC No. [REDACTED]

NB v2.0 PA

Overview Credits Agreement Finance

**Credit Summary** [Credit history](#)

Part 1 of 8

**General Information**

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

[/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 17a (Optional):**  
Click **Save Draft** to save the information made on the comment box for later editing

**Step 15:** Make the relevant reply to the comments in the **Comment box**

**Step 17b:** Click **Submit** to save the reply made to the General Information

**Step 16 (Optional):**  
**Add File** to support for the comment

# A5.5.11 Reply to Technical Checking

The screenshot displays the BEAM system interface. At the top, there is a header with the iBEAM No. and HKGBC No. on the left, the NB logo and version (NB v2.0 PA) in the center, and navigation tabs for Overview, Credits (highlighted), Agreement, and Finance on the right. Below the header is a 'Credit Summary' section with a 'Credit history' button. The main content area is titled 'General Information' and shows a comment from the Applicant dated 30 Apr 2021 12:13 AM. The comment text is 'The project description has been updated.' A 'Delete' button is highlighted with a green box, and a green line connects it to a text box below. To the right of the comment is a sidebar with a list of categories: General Information, Integrated Design & Construction Management (IDCM), Sustainable Site (SS), Materials and Waste (MW), and Energy Use (EU). A 'Part 1 of 8' indicator is visible in the top right of the main content area.

Step 18: Click **Delete** to remove replies made previously in General Information

Step 19a: *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 17**.

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 submission of the captioned project, including all supporting documentation, is true, and complies fully and irrevocably, with requirements of BEAM Plus Assessment.

Endorsement\*

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

## Step 19b (Optional):

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

Step 20b: Click **Save and Continue** to proceed entering information in individual Aspect



# A5.5.13 Reply to Technical Checking

**Credit Summary** Credit history

Health and Wellbeing (HWB) Part 7 of 8

		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

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 21b (Optional):

Select **Attempt** for the newly attempted credits

## Step 22b (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			<b>19</b>		<b>0+0B</b>

## Tips:

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

Step 23b(i):  
Click **Save** to save the information on the current Aspect

Step 23b(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%)

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

Response Summary  
Credit Summary

Certification Reports  
Acknowledgement Letter Reassessment

Export to Excel

Choose credits and send

Step 24: 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+1B	1P*	
HWB P1	Minimum Ventilation Performance (IEQ)		PR	PR*	
HWB 1	Healthy and Active Living (IEQ)		1B	-	
HWB 2	Biophilic Design (IEQ)		NS	-	
HWB 3a	Inclusive Design - Universal Accessibility (IEQ)		NS	-	
HWB 3b	Inclusive Design - Weather Protection and Family Friendly Features (IEQ)		NS	-	
HWB 4a (1.1 & 1.2)	Enhanced Ventilation - Fresh Air Provision (IEQ)	1.1 Fresh air provision in normally occupied spaces	NS	-	
		1.2 Fresh air provision in not normally occupied spaces	NS	-	
			NS	-	

**Tips:**

For the newly attempted credits, there shall be no indicators displayed on the Credit Summary.

Step 25: Click to access and complete the e-Form of the newly attempted credits



# A5.5.17 Reply to Technical Checking

The screenshot shows the 'Checking' stage of a project. The interface includes a progress bar at the top with steps 1, 2, 3, and 4. Step 2 is currently active. Below the progress bar, there are statistics for 'Credits Applicable' (8P), 'Credits Anticipated' (8P), and 'Current Rating' (Prerequisite Achieved). A 'Submit By' date of 25 Apr 2021 is also shown. The main area lists several credit categories with their 'Credits Attempted' and 'Credits Anticipated' values. A callout box highlights the 'Response Summary' button, which is used to view the summary of replies made to all submitted e-Forms.

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

Buttons: Export to Excel, Choose credits and send

Callout Box: Step 26 (Optional): Click Response Summary to view the summary of replies made to all submitted e-Forms

**Step 26 (Optional):**  
Click **Response Summary** to view the summary of replies made to all submitted e-Forms



# A5.5.18 Reply to Technical Checking

## Step 27 (Optional):

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

**Response Summary**

General | **IDCM** | SS | MW | EU | WU | HWB | IA

**Integrated Design & Construction Management(IDCM)** Show all status ▾ Credits Applicable: 3P + 25 + 14B Credits Achieved: 0

**Checking**

Credit Head	Section	BSL Comment	Applicant Reply
IDCM P1 (CEM)	General Comment		Please find the revised submission.
	Form S - B - 02	BSL has no comment	

**Step 29 (Optional):**  
Click the corresponding **Credit Head** to amend the Applicant Reply in the e-Form

## Step 28 (Optional):

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



# 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%)

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

Response Summary   
Credit Summary 

 Certification  Reports  
 Acknowledgement Letter  Reassessment

Export to Excel

**Choose credits and send**

Step 30: 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

Step 32: Click **Submit** to confirm sending out the reply to Technical Checking

Choose credits and send

Credit Head	Choose Action
ALL(Reply to Technical Checking)	<input type="radio"/> No Action <input type="radio"/> Technical Checking Revision (Main) (Project In Charge)

Step 31: Select **Technical Checking** to instruct iBEAM to send out the reply to Technical Checking



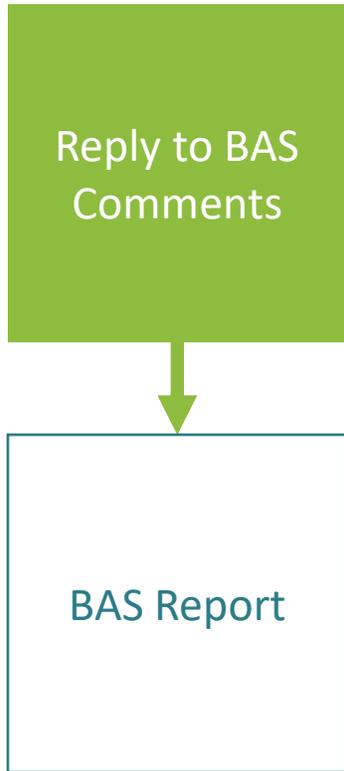
**Tips:**

**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

The screenshot shows the 'Inbox' section of an account dashboard. At the top right, there are 'Calendar' and 'List' buttons, with 'List' highlighted. Below this is a 'Need Your Actions' toggle and filter buttons for 'All', 'Registration', 'Finance', and 'Submission'. A table with columns 'Actions', 'HKGBC ID', 'Item', 'Type', 'Module Name', 'Send Date', and 'Due Date' is displayed. A row is highlighted with a green box around the 'Item' column, which contains the text 'Reply to BAS Comments'. A green box also highlights the 'List' button and a right-pointing arrow in the table row. Lines connect these elements to the step instructions on the right.

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
		Reply to BAS Comments	Task	Submission		

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 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

Certification Reports

Acknowledgement Letter Reassessment



## Tips:

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

## Step 3:

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



# A5.6.3 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  *
Assessment Commencement Date	2022-12-31	

Assessment Commencement Date: 2022-12-31

**BAS Assessment**

General Comment

BAS Comments 

Please review the overall period of design and construction stage.

/BP

Applicant Reply

**B** *I* U    $x^2$   $x_2$  

**Save**

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

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

Step 6: Click **Save** to save the reply to the BAS 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.

# A5.6.4 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  *
Assessment Commencement Date	2022-12-31	

Assessment Commencement Date: 2022-12-31

**BAS Assessment** 

General Comment 

BAS Comments  More

Please review the overall period of design and construction stage.

/BP

Applicant Reply

**B** *I* U    $x^2$   $x_2$  

**Save**

Step 7a:

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

Step 7b (Optional):  
Use the **Dropdown Menu** to navigate between the comment area of **Different Sections**

Step 8: 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 for the section

# A5.6.5 Reply to BAS Comments

Section C. Documentary Readiness

Credit Anticipated for IDCM P1 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 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

Supporting Document	
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">           Add from Folio         </div>	IDCM_P1_support

considered upon its merit on a case-to-case basis.

Last auto saved: 01 Dec 2022 11:28:59 on?

## Step 10 (Optional):

Amend the **Information** provided on the e-Form

## Step 11a (Optional):

Enable **AutoSave** to save the current information on the e-Form automatically

## Step 11b (Optional):

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

Step 11c: Click **Save and Complete** to save the information on the e-Form for assessment submission



# A5.6.6 Reply to BAS Comments

Section C. Documentary Readiness

Credit Anticipated for IDCM P1 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 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="button" value="Add file"/> <input type="button" value="Add from Folio"/> IDCM_P1_support	<input type="button" value="x"/>

Last auto saved: 01 Dec 2022 11:28:59 on?



## Tips:

### Error



#### Message:

Please fill in all comment sections or assessment summary before proceeding

#### Request Id:

c448a184-c3d2-4db9-a7e2-39fe0490bc95

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** at the bottom of the e-Form.



# A5.6.7 Reply to BAS Comments

Step 12: 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) ✓	3P	3P	^
IDCM P1	Sustainability Champions - Project (CEM) ✓	PR	PR	▶
IDCM P2	Environmental Management Plan (CEM) ✓	PR	PR	▶
IDCM P2	Environmental Management Plan (CEM) ✓	PR	PR	▶
IDCM P3	Timber Used for Temporary Works (MA) ✓	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

Certification Reports

Acknowledgement Letter Reassessment



# A5.6.8 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	Actions
Integrated Design & Construction Management	3P	3P	Response Summary, Credit Summary
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	

Export to Excel

Choose credits and send

Navigation: Certification, Reports, Acknowledgement Letter, Reassessment

**Step 13:**  
Click **Credit Summary** to review the information provided for the **General Information** and *where necessary*, amend the **Targeted Number of Credits**

→ Please proceed to **Step 21a (Section A5.6.15)** for **EBP 2.0** projects



# A5.6.9 Reply to BAS Comments

ibeAM No. [REDACTED]  
HKGBC No. [REDACTED]

NB v2.0 PA

Overview Credits Agreement Finance

Credit Summary [Credit history](#)

Part 1 of 8

## General Information

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

TSD/TCS 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 14: *If comment is available, click **Add Comment** to make a response to the comments issued*



# A5.6.10 Reply to BAS Comments

iBEAM No. [REDACTED]  
HKGBC No. [REDACTED]

NB v2.0  
PA

Overview Credits Agreement Finance

Credit Summary [Credit history](#)

Part 1 of 8

**General Information**

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

TSD/TCS/ 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 17a (Optional):**  
Click **Save Draft** to save the information made on the comment box for later editing

**Step 17b:** Click **Submit** to save the reply made to the General Information

**Step 16 (Optional):**  
**Add File** to support for the comment

**Step 15:** Make the relevant reply to the comments in the **Comment** box

# A5.6.11 Reply to BAS Comments

The screenshot shows the BEAM software interface. At the top, there is a header with 'iBEAM No.' and 'HKGBC No.' on the left, the 'NB' logo and 'NB v2.0 PA' in the center, and navigation tabs for 'Overview', 'Credits', 'Agreement', and 'Finance' on the right. Below the header is a 'Credit Summary' section with a 'Credit history' button. The main content area is titled 'General Information' and contains a 'Comment' section. The comment section has a teal header with 'Display All' and 'Display Last' buttons. Below the header, there are two comment entries. The first entry is from 'TSD/TCS/' dated '28 Apr 2021 10:03 AM' with the text 'No comment.'. The second entry is from 'Tim/' dated '28 Apr 2021 03:30 PM' with the text 'Noted.'. Below the second comment, there is a 'Delete' button highlighted with a green box. At the bottom left of the comment section is an 'Add Comment' button. On the right side of the 'General Information' section, there is a vertical list of categories: 'General Information', 'Integrated Design & Construction Management (IDCM)', 'Sustainable Site (SS)', 'Materials and Waste (MW)', 'Energy Use (EU)', 'Water Use (WU)', 'Health and Wellbeing (HWB)', and 'Innovations and Additions (IA)'. A callout box points to the 'Delete' button with the text: 'Step 18: Click Delete to remove replies made previously in General Information'.

Step 19a: 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



# A5.6.12 Reply to BAS Comments

Follow the subsequent steps if *amendments are needed for the Credit Summary* after **Step 17**.

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 submission of the captioned project, including all supporting documentation, is true, and complies fully and irrevocably, with requirements of BEAM Plus Assessment.

Endorsement\*

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

## Step 19b (Optional):

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

**Step 19c: Click Save and Continue** to proceed entering information in individual Aspect



# A5.6.13 Reply to BAS Comments

Credit Summary						Credit history
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"> <li>General Information</li> <li>Integrated Design &amp; Construction Management (IDCM)</li> <li>Sustainable Site (SS)</li> <li>Materials and Waste (MW)</li> <li>Energy Use (EU)</li> <li>Water Use (WU)</li> <li>Health and Wellbeing (HWB)</li> </ul>
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 21a (Optional):

Select **Attempt** for the newly attempted credits

## Step 21b (Optional):

Select the **Credit Scoring** for the newly attempted credits



# A5.6.14 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			<b>19</b>	<b>0+0B</b>	

Save Continue

## Tips:

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

Step 21b(i):  
Click **Save** to save the information on the current Aspect

Step 21b(ii) (Optional):  
Click **Continue** to proceed entering information in individual Aspect



# A5.6.15 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	▼

Response Summary   
Credit Summary 

Certification  Reports  
Acknowledgement Letter  Reassessment

Export to Excel

Choose credits and send

Step 22: At the Credit Summary Dashboard, Click ▼ to access the detail credit information to each Aspect



# A5.6.16 Reply to BAS Comments

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



## Tips:

For the newly attempted credits, there shall be no indicators displayed on the Credit Summary.

Step 23: Click ▶ to access and complete the e-Form of the newly attempted credits



# 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

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

[Export to Excel](#)

[Choose credits and send](#)

[Response Summary](#) 

[Credit Summary](#) 

[Certification](#) [Reports](#)

[Acknowledgement Letter](#) [Reassessment](#)

**Step 24 (Optional):**  
Click **Response Summary** to view the summary of replies made to all submitted e-Forms



# A5.6.18 Reply to BAS Comments

**Response Summary**

General **IDCM** SS MW EU WU HWB IA

**Integrated Design & Construction Management(IDCM)** Show all status ▾ Credits Applicable 3P + 25 + 14

**Checking**

Credit Head	Section	BSL Comment	Applicant Reply
IDCM P1 (CEM)	General Comment		Please find the revised submission.
	Form S - B - 02	BSL has no comment	

**Step 25 (Optional):**  
Click on the different Aspect tab on the top to access the response summary of the Aspect

**Step 26 (Optional):**  
Validate the reply to the BAS Comments under the **Applicant Reply** column

**Step 27 (Optional):**  
Click the corresponding **Credit Head** to amend the Applicant Reply in the e-Form



# A5.6.19 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

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

Export to Excel

Choose credits and send

Response Summary  
Credit Summary

Certification Reports  
Acknowledgement Letter Reassessment

Step 28: 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



# A5.6.20 Reply to BAS Comments

Choose credits and send

Step 30: Click **Submit** to confirm sending out the reply to BAS Comments

Credit Head	Choose Action
ALL(Reply to BAS Comments)	<div data-bbox="1286 706 1961 821"> <p>No Action</p> <p>BAS Report (Main) (BAS)</p> </div>

Submit

Step 29: Select **BAS Report** to instruct iBEAM to send out the reply to BAS Comments

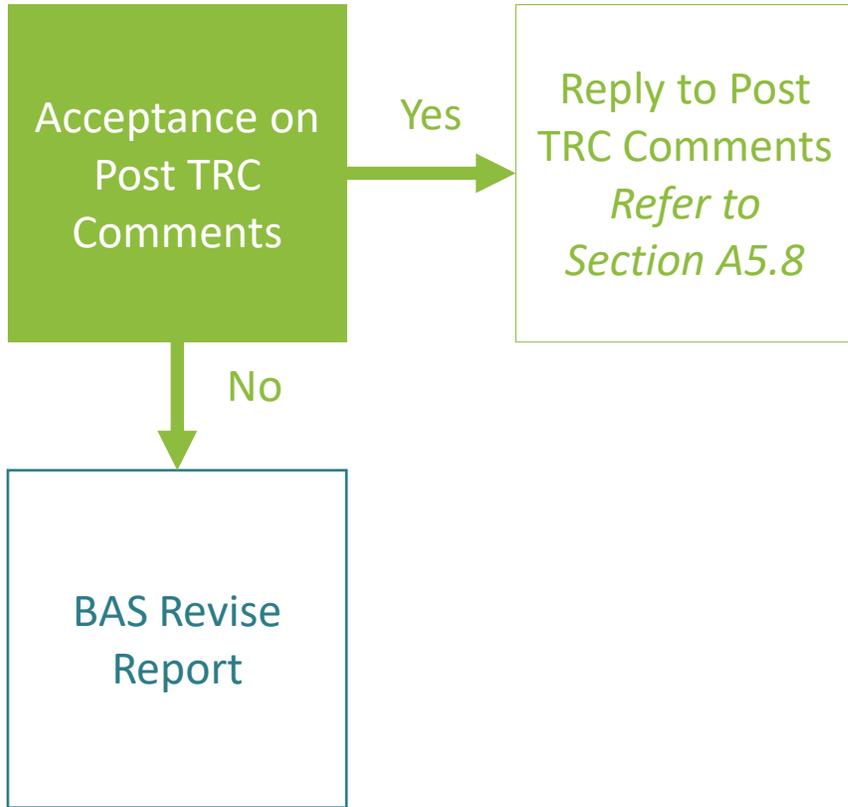


Tips:

**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

The screenshot shows an 'Inbox' interface. At the top right, there are 'Calendar' and 'List' buttons. Below them is a toggle for 'Need Your Actions' and a filter menu with 'All', 'Registration', 'Finance', and 'Submission' options. A table with the following columns is displayed: 'Actions', 'HKGBC ID', 'Item', 'Type', 'Module Name', 'Send Date', and 'Due Date'. A single row is visible with the following data: 'Acceptance on Post TRC Comments' in the 'Item' column, 'Task' in the 'Type' column, and 'Submission' in the 'Module Name' column. A right-pointing arrow is visible in the 'Due Date' column.

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
		Acceptance on Post TRC Comments	Task	Submission		>

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 6P | Current Rating Pre-requisite(s) Not Achieved > | Target Rating: Pre-requisites Achieved (0.000%)

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P*	2P
Sustainable Site	1P*	1P
Materials and Waste	1P*	0
Energy Use	Credits	
Water Use	Credits	
Health and Wellbeing	Credits	
Innovations and Additions	Credits	

Response Summary  
Credit Summary

Certification Reports  
Acknowledgement Letter Reassessment

Export to Excel

**Step 3a: Choose Action to accept the Post TRC Comments (Reply to Post TRC Comments)**

**Step 3b: Choose Action to decline the Post TRC Comments (Post-vetting BAS Report)**

Accept Post TRC Decline Post TRC



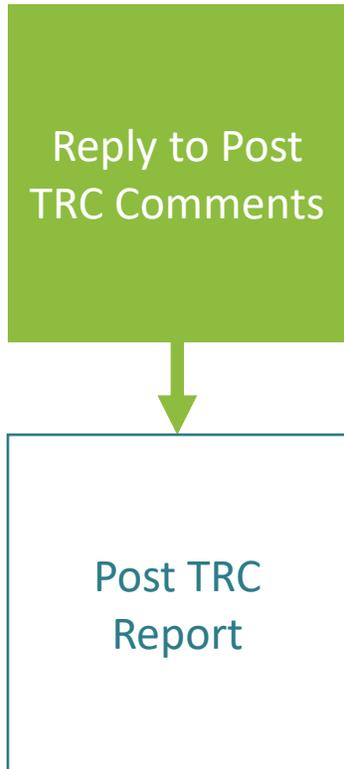
Tips:

- Please make the selection of **Accept / Decline Post TRC** 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

The screenshot shows the 'Inbox' section of an account dashboard. At the top right, there are 'Calendar' and 'List' buttons. Below them is a 'Need Your Actions' toggle and filter buttons for 'All', 'Registration', 'Finance', and 'Submission'. A table with the following columns is displayed: 'Actions', 'HKGBC ID', 'Item', 'Type', 'Module Name', 'Send Date', and 'Due Date'. A single row is visible with the 'Item' column containing 'Reply to Post TRC Comments', 'Type' as 'Task', and 'Module Name' as 'Submission'. A green box highlights the 'List' button, and another green box highlights the 'Reply to Post TRC Comments' text in the table row. A third green box highlights a right-pointing arrow icon in the 'Send Date' column of the same row.

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
		Reply to Post TRC Comments	Task	Submission		

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 Pre-requisites Achieved > | Target Rating: Pre-requisites 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 (CEM)	NS	-	▶
IDCM 2b	Complimentary Certification - BEAM Plus BI (CEM)	NS	-	▶
IDCM 2c	Complimentary Certification - BEAM Plus EB (CEM)	NS	-	▶
		NS	-	▶

Response Summary

Credit Summary

Certification
 Reports

Acknowledgement Letter
 Reassessment



**Tips:**

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

Reply to Post TRC Comments

**Step 3:**  
Click ▶ to review the e-form



# A5.8.3 Reply to Post TRC Comments

The screenshot displays the 'IDCM P 3 Form S' interface. The main content area is titled 'Section A. Timber Usage for Hoarding Works'. Underneath, there is a question 'Hoarding Works applies?' with a 'No' response. A note provides instructions for submitting records for hoarding and demolition works. Below this is 'Section B. Timber Usage for Demolition Works'. On the right side, a 'BAS Assessment' panel is open, showing a 'General Comment' section with the text 'Pls submit again.' and an 'Applicant Reply' section with the text 'Resubmit again.'. A 'Saved' button is visible at the bottom right of the BAS Assessment panel, and a timestamp '18 Aug 2022 05:12 PM' is shown below it.

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 6: 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.



# A5.8.4 Reply to Post TRC Comments

MW P 1 Form S

Section A. Minimum Waste Handling Facilities

Please select one option from below which best describes the project nature

The development is a domestic building designed for occupation by one single family only and with not more than 3 floors.  
The prerequisite is **NOT APPLICABLE**.

Please submit **extract of the General Building Plan (GBP)** for substantiation.

File 1: Q2.png 483 Bytes View x MW\_P1\_05a

Add file Add from Folio MW\_P1\_05a

The development is the domestic part of a composite building for one single family with not more than 3 floors.  
The prerequisite is **NOT APPLICABLE**.

The development is a building that is **not normally occupied** or for **transient stay** other than staff visit for repair and maintenance works.  
The prerequisite is **NOT APPLICABLE**.

The development is of building type other than those mentioned above.

**Step 7a:**  
Click  to review the comments to a particular section of the e-Form

**BAS Assessment**

General Comment

BAS Comment Please clarify. More

Applicant Reply

/BP

Applicant Reply

**B** / **I** **U** **S** **{ }** **x<sup>2</sup>** **x<sub>2</sub>** 

**Comment Box**

**Step 8:** If comment has been issued, type the reply in the **Comment Box**

**Saved**

18 Aug 2022 05:53 PM

**Step 9:** Click **Save** to save the reply to the Post TRC Comments made for the section

**Step 7b (Optional):**  
Use the **Dropdown Menu** to navigate between the comment area of **Different Sections**

**Step 8:** If comment has been issued, type the reply in the **Comment Box**

**Step 9:** Click **Save** to save the reply to the Post TRC Comments made for the section



# A5.8.5 Reply to Post TRC Comments

Section B. Documentary Readiness

Credit Anticipated for MW 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 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.

Supporting Document	
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <span style="font-size: 2em; margin-right: 10px;">+</span> <span>Add from Folio</span> </div>	MW_P1_support

Considered upon its merit on a case-to-case basis.

[Add Another](#) [Remove Empty Rows](#)

Last auto saved: 01 Dec 2022 11:28:59 on? 
Save Draft
Save And Complete

## Step 10 (Optional):

Amend the **Information** provided on the e-Form

## Step 11b (Optional):

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

## Step 11a (Optional):

Enable **AutoSave** to save the current information on the e-Form automatically

Step 11c: Click **Save and Complete** to save the information on the e-Form for assessment submission



# A5.8.6 Reply to Post TRC Comments

Section B. Documentary Readiness

Credit Anticipated for MW 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 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: <input type="button" value="Add file"/> <input type="button" value="Add from Folio"/> MW_P1_support	<input type="button" value="x"/>

Last auto saved: 01 Dec 2022 11:28:59 on?



## Tips:

### Error



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

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

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** 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 Pre-requisites Achieved > | Target Rating: Pre-requisites 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 (CEM)	NS	-	▶
IDCM 2b	Complimentary Certification - BEAM Plus BI (CEM)	NS	-	▶
IDCM 2c	Complimentary Certification - BEAM Plus EB (CEM)	NS	-	▶
IDCM 3a	Integrated Design Process - Integrated Building Design Process (CEM)	NS	-	▶

Response Summary [icon]

Credit Summary [icon]

Certification [icon] Reports [icon]

Acknowledgement Letter [icon] Reassessment [icon]

Step 12: 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 **Pre-requisites Achieved** > | Target Rating: Pre-requisites Achieved (0.000%)

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

[Export to Excel](#)

[Choose credits and send](#)

[Response Summary](#) 

[Credit Summary](#) 

[Certification](#) [Reports](#)

[Acknowledgement Letter](#) [Reassessment](#)

Step 13:  
Click **Credit Summary** to review the information provided for the **General Information**

→ Please proceed to Step 20 (Section A5.8.12) for **EBP 2.0** projects

# A5.8.9 Reply to Post TRC Comments

The screenshot displays the BEAM system interface. At the top, there is a navigation bar with the following elements: 'iBEAM No.' and 'HKGBC No.' (both blurred), the 'NB' logo, 'NB v2.0 PA', and a menu icon. Below this is a secondary navigation bar with tabs for 'Overview', 'Credits' (highlighted in green), 'Agreement', and 'Finance'. The main content area is titled 'Credit Summary' and includes a 'Credit history' button. Below this is the 'General Information' section, which is 'Part 1 of 8'. The 'Comment' section is highlighted with a teal header and contains a 'Display All' button and a 'Display Last' button. The comment area shows 'No comment.' and a date '28 Apr 2021 10:03 AM'. A green box highlights the 'Add Comment' button. To the right of the comment section is a sidebar with a list of categories: 'General Information', 'Integrated Design & Construction Management (IDCM)', 'Sustainable Site (SS)', 'Materials and Waste (MW)', and 'Energy Use (EU)'. A green callout box points to the 'Add Comment' button.

Step 14: *If comment is available, click **Add Comment** to make a respond to the comments issued*



# A5.8.10 Reply to Post TRC Comments

The screenshot displays the 'General Information' section of a software interface. At the top, there is a header with 'IBEAM No.' and 'HKGBC No.' fields, a logo, and navigation tabs for 'Overview', 'Credits', 'Agreement', and 'Finance'. Below this is a 'Credit Summary' section with a 'Credit history' button. The main area is titled 'General Information' and contains a 'Comment' box with a 'No comment.' placeholder. To the right of the comment box is a sidebar with a list of categories: 'General Information', 'Integrated Design & Construction Management (IDCM)', 'Sustainable Site (SS)', 'Materials and Waste (MW)', 'Energy Use (EU)', 'Water Use (WU)', and 'Health and Wellbeing (HWB)'. At the bottom of the comment box, there are three buttons: 'Add File', 'Save Draft', and 'Submit', along with a 'Cancel' button.

**Step 17a (Optional):**  
Click **Save Draft** to save the information made on the comment box for later editing

**Step 15:** Make the relevant reply to the comments in the **Comment** box

**Step 17b:** Click **Submit** to save the reply made to the General Information

**Step 16 (Optional):**  
**Add File** to support for the comment

# A5.8.11 Reply to Post TRC Comments

The screenshot shows the BEAM system interface. At the top, there is a header with 'iBEAM No.' and 'HKGBC No.' on the left, the 'NB' logo in the center, and 'NB v2.0 PA' on the right. Below the header is a navigation bar with 'Overview', 'Credits', 'Agreement', and 'Finance' tabs. The 'Credits' tab is selected and highlighted in green. Below the navigation bar is a 'Credit Summary' section with a 'Credit history' button. The main content area is titled 'General Information' and contains a 'Comment' section. The 'Comment' section has a teal header with 'Display All' and 'Display Last' buttons. Below the header, there are two comments. The first comment is from a redacted user and is dated '28 Apr 2021 10:03 AM'. The second comment is from '/Applicant' and is dated '28 Apr 2021 03:30 PM'. Below the second comment, there is a 'Delete' button highlighted with a green box. At the bottom of the comment section, there is an 'Add Comment' button. On the right side of the interface, there is a sidebar with a list of categories: 'General Information', 'Integrated Design & Construction Management (IDCM)', 'Sustainable Site (SS)', 'Materials and Waste (MW)', 'Energy Use (EU)', 'Water Use (WU)', 'Health and Wellbeing (HWB)', and 'Innovations and Additions (IA)'. A green callout box points to the 'Credits' tab and the 'Credit history' button, and another green callout box points to the 'Delete' button.

Step 18: Click **Delete** to remove replies made previously in General Information

Step 19: Click **Credits** to go back to the **Credit Summary Dashboard**



# A5.8.12 Reply to Post TRC Comments

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

Credits Attempted 8P | Credits Anticipated 8P\* | Current Rating **Pre-requisites Achieved** > | Target Rating: Pre-requisites Achieved (0.000%)

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

[Export to Excel](#)

[Choose credits and send](#)

[Response Summary](#)   
[Credit Summary](#)   
[Certification](#)  [Reports](#)  
[Acknowledgement Letter](#)  [Reassessment](#)

**Step 20 (Optional):**  
Click **Response Summary** to view the summary of replies made to all submitted e-Forms



# A5.8.13 Reply to Post TRC Comments

## Step 21 (Optional):

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

**Response Summary**

General IDCM SS MW EU WU HWB IA

**Post TRC Comment**

Credit Head	Section	BAS Comments	Applicant Reply
IDCM P3 (MA)	General Comment		Resubmit again.
	Form S - D - 02	BSL has no comment	

## Step 22 (Optional):

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

## Step 23 (Optional):

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



# A5.8.14 Reply to BAS Comments

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

Credits Attempted 8P | Credits Anticipated 8P\* | Current Rating Pre-requisites Achieved > | Target Rating: Pre-requisites 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

Export to Excel

Choose credits and send

Response Summary  
Credit Summary  
Certification Reports  
Acknowledgement Letter Reassessment

Step 24: 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 26: Click **Submit** to confirm sending out the reply to Post TRC Comments

Credit Head	Choose Action
ALL(Reply to Post TRC Comments)()	<p>No Action</p> <p>Post TRC Report (Main) (BAS)</p>

Submit

Step 25: Select **Post TRC Report** to instruct iBEAM to send out the reply to Post TRC Comments



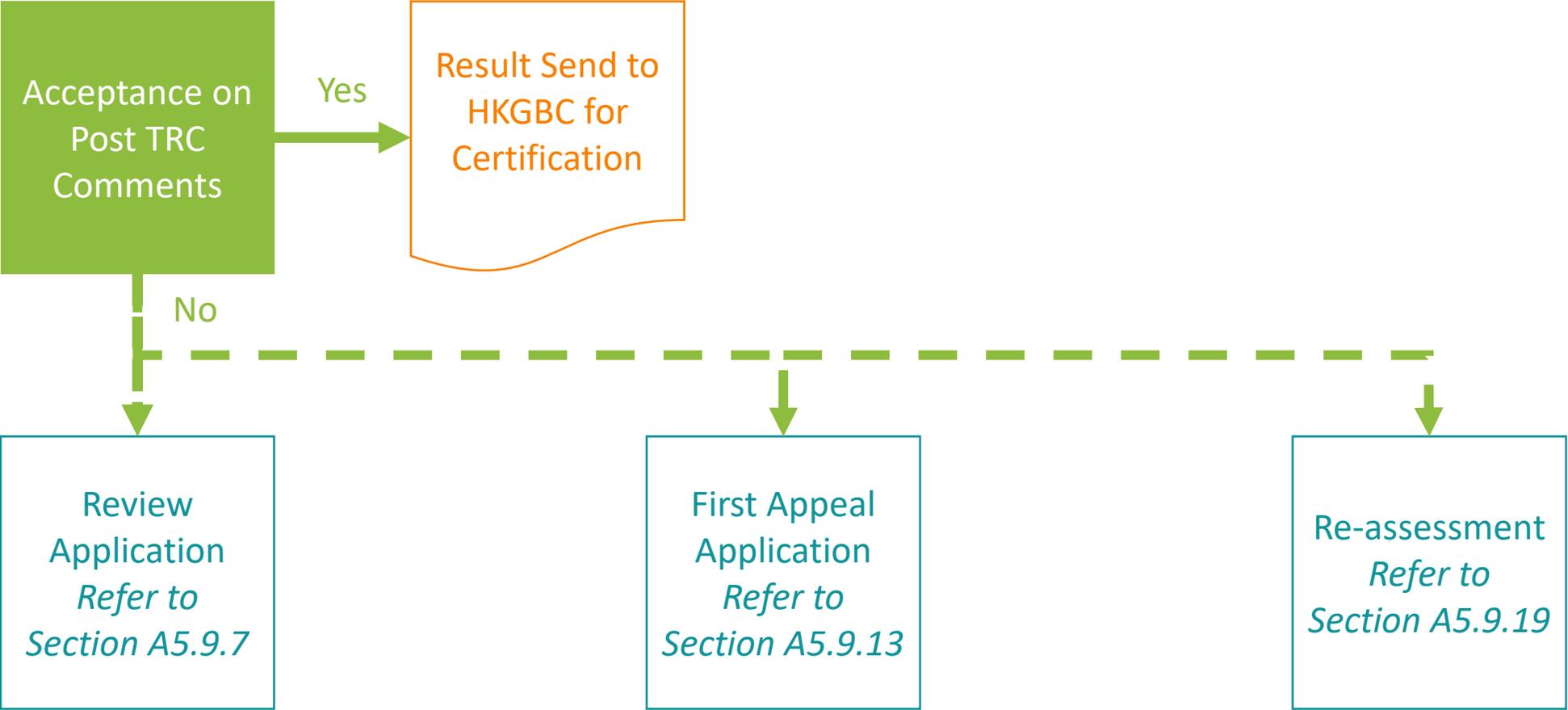
Tips:

**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

The screenshot shows an 'Inbox' interface. At the top right, there are 'Calendar' and 'List' buttons. Below them is a 'Need Your Actions' toggle and a filter menu with 'All', 'Registration', 'Finance', and 'Submission' options. The main table has columns for 'Actions', 'HKGBC ID', 'Item', 'Type', 'Module Name', 'Send Date', and 'Due Date'. A row is highlighted with a green box around the 'Item' column, which contains the text 'Acceptance on Assessment Result'. A green arrow points from this row to the 'List' button, and another green arrow points from the 'List' button to the 'Acceptance on Assessment Result' row.

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
		Acceptance on Assessment Result	Task	Submission	27 Sep 2022	27 Sep 2022

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+12+16B\* | Credits Achieved 8P+12+16B | Current Rating Pre-requisites Achieved > | Target Rating: Pre-requisites Achieved (24.546%)

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P+1+3B*	3P+1+3B
Sustainable Site	1P*	1P
Materials and Waste	1P+3+5B*	1P+3+5B
Energy Use	1P+2+2B*	1P+2+2B
Water Use	1P+5+1B*	1P+5+1B
Health and Wellbeing	1P+1+4B*	1P+1+4B
Innovations and Additions	1B*	1B

Export to Excel

Accept Result Review Application First Appeal Application

Credit Summary

Certification Reports  
Acknowledgement Letter Reassessment

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	<a href="#">Download</a>

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



# A5.9.4 Acceptance on Assessment Result

1 2 3 4  
Submission Checking Assessment Certification

Credits Anticipated 8P+12+16B\* | Credits Achieved 8P+12+16B | Current Rating Pre-requisites Achieved > | Target Rating: Pre-requisites Achieved (24.546%)

Integrated Design & Construction Management	Credits Anticipated 3P+1+3B*	Credits Achieved 3P+1+3B	▼
Sustainable Site	Credits Anticipated 1P*	Credits Achieved 1P	▼
Materials and Waste	Credits Anticipated 1P+3+5B*	Credits Achieved 1P+3+5B	▼
Energy Use	Credits Anticipated 1P+2+2B*	Credits Achieved 1P+2+2B	▼
Water Use	Credits Anticipated 1P+5+1B*	Credits Achieved 1P+5+1B	▼
Health and Wellbeing	Credits Anticipated 1P+1+4B*	Credits Achieved 1P+1+4B	▼
Innovations and Additions	Credits Anticipated 1B*	Credits Achieved 1B	▼

Export to Excel

Accept Result Review Application First Appeal Application

Credit Summary

- Certification
- Reports
- Acknowledgement Letter
- Reassessment

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

Certification

Reports

Acknowledgement Letter

Reassessment



# A5.9.5 Acceptance on Assessment Result

The screenshot displays the assessment interface with the following data:

Category	Credits Anticipated	Credits Achieved	Current Rating	Target Rating
Integrated Design & Construction Management	3P+1+3B*	3P+1+3B	Pre-requisites Achieved >	Pre-requisites Achieved (24.546%)
Sustainable Site	1P*	1P		
Materials and Waste	1P+3+5B*	1P+3+5B		
Energy Use	1P+2+2B*	1P+2+2B		
Water Use	1P+5+1B*	1P+5+1B		
Health and Wellbeing	1P+1+4B*	1P+1+4B		
Innovations and Additions	1B*	1B		

Buttons at the bottom: Export to Excel, Accept Result (highlighted), Review Application, First Appeal Application.



## 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 Accept Result if the project will undergo Review or First Appeal.**

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

# A5.9.6 Acceptance on Assessment Result

The screenshot displays a project assessment dashboard. At the top, a progress bar shows five steps: 1 (Submission), 2 (Checking), 3 (Assessment), 4 (Certification), and 5 (Accepted). The 'Accepted' step is highlighted in green. Below the progress bar, a summary row shows 'Credits Anticipated' as 8P+12+16B\*, 'Credits Achieved' as 8P+12+16B, and 'Current Rating' as 'Pre-requisites Achieved >'. The 'Target Rating' is 'Pre-requisites Achieved (24.546%)'. The main table lists seven credit categories with their respective anticipated and achieved credits. A green box highlights the 'Pre-requisites Achieved >' text and the 'Credits Achieved' column.

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P+1+3B*	3P+1+3B
Sustainable Site	1P*	1P
Materials and Waste	1P+3+5B*	1P+3+5B
Energy Use	1P+2+2B*	1P+2+2B
Water Use	1P+5+1B*	1P+5+1B
Health and Wellbeing	1P+1+4B*	1P+1+4B
Innovations and Additions	1B*	1B

Export to Excel

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



# A5.9.7 Acceptance on Assessment Result

## (a) Review Application

The screenshot displays the assessment result interface. At the top, there are four tabs: 1 (Submission), 2 (Checking), 3 (Assessment), and 4 (Certification). The current tab is 4. The interface shows the following summary:

- Credits Anticipated: 8P+12+16B\*
- Credits Achieved: 8P+12+16B
- Current Rating: Pre-requisites Achieved >
- Target Rating: Pre-requisites Achieved (24.546%)

The main table lists the following categories and their credit counts:

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P+1+3B*	3P+1+3B
Sustainable Site	1P*	1P
Materials and Waste	1P+3+5B*	1P+3+5B
Energy Use	1P+2+2B*	1P+2+2B
Water Use	1P+5+1B*	1P+5+1B
Health and Wellbeing	1P+1+4B*	1P+1+4B
Innovations and Additions	1B*	1B

On the right side, there is a 'Credit Summary' button and a menu with options: Certification, Reports, Acknowledgement Letter, and Reassessment.

At the bottom, a navigation bar contains three buttons: 'Accept Result', 'Review Application' (highlighted with a green box), and 'First Appeal Application'.

Step 1: Click **Review Application** to apply  
Review Application on the assessment result

# A5.9.8 Acceptance on Assessment Result

## (a) Review Application

### Review Application

Credit Name	Description	Credit Attempted	Credit Achieved	Apply	Reason
IDCM P1	Sustainability Champions - Project	1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	<div style="border: 1px solid green; height: 40px; width: 100%;"></div>
				<input checked="" type="checkbox"/> <input type="checkbox"/>	
				<input checked="" type="checkbox"/> <input type="checkbox"/>	
SS P1	Minimum Landscaping Requirements	1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	
MW P1	Minimum Waste Handling Facilities	1P	0	<input checked="" type="checkbox"/> <input type="checkbox"/>	
EU P1	Minimum Energy Performance	1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	
WU P1	Minimum Water Saving Performance	1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	
HWB P1	Minimum Ventilation				

Step 2: Select whether the **Review Application** is applying to the selected credit ( for Yes /  for No)

Step 3: Type the reasons to support the Review Application in the **Reason** text box if  is selected in Step 2

Step 4 (Optional): **Add File** to support the reason

Step 5: Click **Submit** to confirm sending out the Review Application



# A5.9.9 Acceptance on Assessment Result

## (a) Review Application

Inbox Calendar List

Need Your Actions  | All Registration Finance Submission

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date	
		Acceptance on Assessment Result	Task	Submission	27 Sep 2022	27 Sep 2022	>

Step 6:

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



# A5.9.10 Acceptance on Assessment Result

## (a) Review Application

1 2 3 4 5  
Submission Checking Assessment Certification **Review**

Credits Anticipated 8P\* | Credits Achieved 6P | Current Rating Pre-requisite(s) Not Achieved > | Target Rating: Pre-requisites Achieved (0.000%)

Category	Credits Anticipated	Credits Achieved
<b>Integrated Design &amp; Construction Management</b>	3P*	3P
<b>Sustainable Site</b>	1P*	1P
<b>Materials and Waste</b>	1P*	0
<b>MW P1</b> Minimum Waste Handling Facilities (MA)	PR*	0
<b>MW 1</b> Building Re-use (MA)	NS	-
<b>MW 2</b> Modular and Standardised Design (MA)	NS	-
<b>MW 3</b> Prefabrication (MA)	NS	-
<b>MW 4a</b> Design for Durability and Resilience - Building Material Selection Appraisal (MA)	NS	-
<b>MW 4b</b> Design for Durability and Resilience - Protecting Vulnerable Parts of the Building from Damage (MA)	NS	-

Assessment Summary  
Credit Summary

Certification Reports  
Acknowledgement Letter Reassessment

**Step 7a:**  
Click ► to review the result of Review Application in the e-form



# A5.9.11 Acceptance on Assessment Result

## (a) Review Application

IDCM 1 - Sustainability Champions - Design

[Download All Files](#) [History](#)

Credits Applicable	1	Credit Achieved	1
--------------------	---	-----------------	---

Credits Applicable	Credit Attempted	Credits Anticipated
1	1	1*

Review Application

Reason [More](#)

The credit should be achieved.

BSL Latest Comment

👍 Accepted

BAS has no comment

BAS Assessment [🔗](#)

General Comment

---

BAS Comment [More](#)

---

Applicant Reply

Step 7b: Review BSL's response to the Review Application

IDCM 1 Form S

Section A. Period of Design Stage

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

**Note:**

1. The design stage shall include the period from project inception to completion of detailed design and specifications stage of the project.
2. The start date and end date of design stage shall be shown in the master programme submitted under General Information in Credit Summary.



# A5.9.12 Acceptance on Assessment Result

## (a) Review Application

The screenshot displays the assessment interface with the following details:

- Progress Bar:** 1 (Submission), 2 (Checking), 3 (Assessment), 4 (Certification). Step 3 is active.
- Summary:** Credits Anticipated: 8P+12+16B\*, Credits Achieved: 8P+12+16B, Current Rating: Pre-requisites Achieved >, Target Rating: Pre-requisites Achieved (24.546%).
- Category List:**

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P+1+3B*	3P+1+3B
Sustainable Site	1P*	1P
Materials and Waste	1P+3+5B*	1P+3+5B
Energy Use	1P+2+2B*	1P+2+2B
Water Use	1P+5+1B*	1P+5+1B
Health and Wellbeing	1P+1+4B*	1P+1+4B
	1B*	1B
- Right Panel:** Credit Summary, Certification, Reports, Acknowledgement Letter, Reassessment.
- Callout Box:** Step 7c: Click Accept Result to accept the Review Application result and have the assessment be sent to HKGBC. A line points to the 'Accept Result' button.



# A5.9.13 Acceptance on Assessment Result

## (b) First Appeal Application

The screenshot displays a LEED assessment dashboard. At the top, there are four tabs: 1 (Submission), 2 (Checking), 3 (Assessment), and 4 (Certification). The current status is 'Pre-requisites Achieved'. Summary statistics show: Credits Anticipated: 8P+12+16B\*, Credits Achieved: 8P+12+16B, Current Rating: Pre-requisites Achieved, and Target Rating: Pre-requisites Achieved (24.546%).

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P+1+3B*	3P+1+3B
Sustainable Site	1P*	1P
Materials and Waste	1P+3+5B*	1P+3+5B
Energy Use	1P+2+2B*	1P+2+2B
Water Use	1P+5+1B*	1P+5+1B
Health and Wellbeing	1P+1+4B*	1P+1+4B
Innovations and Additions	1B*	1B

On the right side, there is a 'Credit Summary' button and a menu with options: Certification, Reports, Acknowledgement Letter, and Reassessment.

At the bottom, a navigation bar contains three buttons: 'Accept Result', 'Review Application', and 'First Appeal Application'. The 'First Appeal Application' button is highlighted with a green dashed box.

Step 1: Click **First Appeal Application** to apply First Appeal Application on the assessment result

# A5.9.14 Acceptance on Assessment Result

## (b) First Appeal Application

First Appeal Application

Credit Name	Description	Credit Attempted	Credit Achieved	Apply	Reason
IDCM P1	Sustainability Champions - Project	1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
		1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	
IDCM P2	Timber Used for Temporary Works	1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	
SS P1	Minimum Landscaping Requirements	1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	
MW P1	Minimum Waste Handling Facilities	1P	0	<input checked="" type="checkbox"/> <input type="checkbox"/>	
EU P1	Minimum Energy Performance	1P	0	<input checked="" type="checkbox"/> <input type="checkbox"/>	
WU P1	Minimum Water Saving Performance	1P	1P	<input checked="" type="checkbox"/> <input type="checkbox"/>	
HWE P1	Minimum Ventilation				

Step 2: Select whether the **First Appeal Application** is applying to the selected credit ( for Yes /  for No)

Step 4 (Optional):  
Add File to support the reason

Step 3: Type the reasons to support the First Appeal Application in the **Reason** text box if  is selected in Step 2

Step 5: Click **Submit** to confirm sending out the First Appeal Application



# A5.9.15 Acceptance on Assessment Result

(b) First Appeal Application

Inbox

Calendar List

Need Your Actions

All Registration Finance Submission

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
		Acceptance on Assessment Result	Task	Submission	27 Sep 2022	27 Sep 2022

Step 6:

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



# A5.9.16 Acceptance on Assessment Result

## (b) First Appeal Application

The screenshot displays the BEAM assessment interface. At the top, a progress bar shows steps 1 to 5, with 'First Appeal' selected. The current rating is 'Pre-requisites Achieved' with 8P credits attempted and 8P\* anticipated. The target rating is 'Pre-requisites Achieved (0.000%)'. The main table lists various IDCM items with their current status and a 'First Appeal' button. A callout box highlights the 'First Appeal' button for IDCM P1, with the instruction: 'Step 7a: Click ► to review the result of First Appeal Application in the e-form'.

		Credits Attempted	Credits Anticipated	
<b>Integrated Design &amp; Construction Management</b>		3P	3P*	^
<b>IDCM P1</b>	Sustainability Champions - Project (CEM)	PR	PR*	►
<b>IDCM P2</b>	Environmental Management Plan (CEM)	PR	PR*	►
<b>IDCM P3</b>	Timber Used for Temporary Works (MA)	PR	PR*	►
<b>IDCM 1</b>	Sustainability Champions - Design (CEM)	NS		
<b>IDCM 2a</b>	Complimentary Certification - BEAM Plus ND (CEM)	NS		
<b>IDCM 2b</b>	Complimentary Certification - BEAM Plus BI (CEM)	NS		
<b>IDCM 2c</b>	Complimentary Certification - BEAM Plus EB (CEM)	NS		
<b>IDCM 3a</b>	Integrated Design Process - Integrated Building Design Process (CEM)	NS	-	►
<b>IDCM 3b</b>	Integrated Design Process - Buildability / Constructability (CEM)	NS	-	►

**Step 7a:**  
Click ► to review the result of First Appeal Application in the e-form



# A5.9.17 Acceptance on Assessment Result

## (b) First Appeal Application

**IDCM P1 - Sustainability Champions - Project** [Download All Files](#) [History](#)

Credits Applicable	1P	Credit Achieved	1P
Credits Applicable	1P	Credit Attempted	1P
		Credits Anticipated	1P*

**First Appeal Application**

Reason [More](#)

Applicant provided the revised project details.

BSL Latest Comment

👍 Accepted

Applicant provided the revised project details.

**BAS Assessment** [More](#)

General Comment

BSL Comment

Please review the overall period of design and construction stage.

Applicant Reply

Step 7b: Review BSL's response to the First Appeal Application

**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.



# A5.9.18 Acceptance on Assessment Result

(b) First Appeal Application

The screenshot displays a dashboard for a BEAM assessment. At the top, there are four tabs: 1 (Submission), 2 (Checking), 3 (Assessment), and 4 (Certification). The current tab is 4. Summary statistics show: Credits Anticipated: 8P+12+16B\*, Credits Achieved: 8P+12+16B, Current Rating: Pre-requisites Achieved >, and Target Rating: Pre-requisites Achieved (24.546%).

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P+1+3B*	3P+1+3B
Sustainable Site	1P*	1P
Materials and Waste	1P+3+5B*	1P+3+5B
Energy Use	1P+2+2B*	1P+2+2B
Water Use	1P+5+1B*	1P+5+1B
Health and Wellbeing	1P+1+4B*	1P+1+4B
	1B*	1B

On the right side, there is a 'Credit Summary' button and a menu with options: Certification, Reports, Acknowledgement Letter, and Reassessment.

A dashed green box highlights the text: "Step 7c: Click Accept Result to accept the First Appeal Application result and have the assessment be sent to HKGBC". A green line points from this box to the 'Accept Result' button at the bottom right of the dashboard.



# A5.9.19 Acceptance on Assessment Result

(c) Re-assessment

The screenshot displays the BEAM assessment interface. At the top, there is a progress bar with steps 1 through 5, where step 5 is highlighted. Below the progress bar, the current status is shown as 'Accepted'. The main area contains a table of assessment categories with their respective credit anticipated and achieved values. A right-hand sidebar contains several buttons, with 'Reassessment' highlighted in a green box. A callout box points to this button with the text 'Step 1: Click Reassessment to proceed with the re-assessment'.

Category	Credits Anticipated	Credits Achieved
Integrated Design & Construction Management	3P+1+3B*	3P+1+3B
Sustainable Site	1P*	1P
Materials and Waste	1P+3+5B*	1P+3+5B
Energy Use	1P+2+2B*	1P+2+2B
Water Use	1P+5+1B*	1P+5+1B
Health and Wellbeing	1P+1+4B*	1P+1+4B
Innovations and Additions	1B*	1B

Target Rating: Pre-requisites Achieved (24.546%)

Current Rating: Pre-requisites Achieved >

Buttons: Export to Excel, Accept Result, Review Application, First Appeal Application

Right-hand sidebar buttons: Response Summary, Credit Summary, Certification, Acknowledgement Letter, Reports, Reassessment

Step 1: Click **Reassessment** to proceed with the re-assessment

# A5.9.20 Acceptance on Assessment Result

(c) Re-assessment

## Reassessment

[Credit history](#)

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.

**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	Category	Building Type [1]	Type of Area [2]	Ventilation Mode/ System [3]
No records to display				

2. Layout Plan: Please upload the layout plan of the development to demarcate the different types of area.\*

File 1:	Capture.JPG	30.8 KB	G_SA-1-0-1	<a href="#">View</a>	<a href="#">Delete</a>
---------	-------------	---------	------------	----------------------	------------------------

- 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  
**0.000**

Target rating  
**Pre-requisites Achieved**

[Rating Details](#)

Step 2: Fill in **General Information**  
Refer to Section A5.4.2



# A5.9.21 Acceptance on Assessment Result

(c) Re-assessment

Step 3: Select Credit Attempt for re-assessment  
Refer to Section A5.4.8

**Credit Summary** Credit history

Energy Use (EU) Part 5 of 8

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)



# A5.9.22 Acceptance on Assessment Result

(c) Re-assessment

Step 4: Select the re-assessment tab

The screenshot displays the assessment interface with the following elements:

- Navigation Tabs:** 'Re-assessment' (selected) and 'Original Assessment'.
- Progress Indicators:** A progress bar with steps 1, 2, 3, and 4. Step 1 is highlighted.
- Submission Status:** 'Submission' (checked), 'Checking', 'Assessment', 'Certification'.
- Credits Summary:**
  - Credits Anticipated: 8P\*
  - Credits Achieved: 7P
  - Current Rating: Pre-requisite(s) Not Achieved >
  - Target Rating: Pre-requisites Achieved (0.000%)
- Course Details:**
  - Integrated Design & Construction Management**
    - Credits Attempted: 2P
    - Credits Anticipated: 0
  - IDCMP1 Sustainability Champions - Project (CEM)**
    - PR
    -
  - IDCMP2 Environmental Management Plan (CEM)**
    - PR
    -
- Buttons:** 'Export to Excel' and 'Submit'.
- Right Panel:** 'Credit Summary', 'Certification', 'Reports', 'Acknowledgement Letter'.

Step 5: Complete the e-form and submit the selected credits for re-assessment  
Refer to Section A5.4.13



# A5.9.23 Acceptance on Assessment Result

(c) Re-assessment

Inbox

Calendar List

Need Your Actions

All Registration Finance Submission

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
		Acceptance on Assessment Result	Task	Submission	27 Sep 2022	27 Sep 2022

Step 6:

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



# A5.9.24 Acceptance on Assessment Result

(c) Re-assessment

The screenshot displays a user interface for an assessment. At the top, there are two tabs: 'Re-assessment 1' (active) and 'Original Assessment'. Below the tabs is a progress bar with four steps: 1 (Submission), 2 (Checking), 3 (Assessment), and 4 (Certification). The current step is 4. To the right of the progress bar, there are statistics: 'Credits Anticipated' (8P\*), 'Credits Achieved' (7P), and 'Current Rating' (Pre-requisite(s) Not Achieved >). A 'Target Rating: Pre-requisites Achieved (0.000%)' is also shown. Below the progress bar, there is a section for 'Integrated Design & Construction Management' with 'Credits Anticipated' (2P\*) and 'Credits Achieved' (2P). There are three buttons: 'Export to Excel', 'Accept Result' (highlighted with a green box), 'Review Application', and 'First Appeal Application'. On the right side, there are several menu items: 'Response Summary', 'Credit Summary', 'Certification', 'Reports', 'Acknowledgement Letter', and 'Reassessment'.

Step 7: Click Accept Result to accept the **re-assessment** result and have the assessment be sent to HKGBC



# 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)

Email Address\*

Password\*

By clicking on "Login", you agree to abide our Terms Of Use, Disclaimer, End User License Agreement and Privacy Policy for the lawful use of this website.

I agree.

Login

[Forgot Password?](#)

[No account? Register now!](#)

[iBEAM Overview >](#)

[Learn More](#)

**Step 1:**  
Click Learn More

[Compliance Assessment Trial >](#)

[Sample Form >](#)

[Self-Assessment >](#)

[Credit Library >](#)

[Download Area >](#)

[Ask BEAM >](#)

[System Requirements >](#)

[< Back](#)

**Step 2:**  
Click **Ask BEAM** to file a new general enquiry



# A6.1.2 General Enquiry (without logging in)

**New Enquiry** ×

For non-project specific enquiry, please select "General Enquiry" in the Project field below.

Name\*

Company\*

Title\*

Email\*

Telephone\*

Subject\*

Your Enquiry\*

File

**Submit**

Step 3:  
A window will pop up.  
Complete all fields  
marked with \*

**Submit success** ×

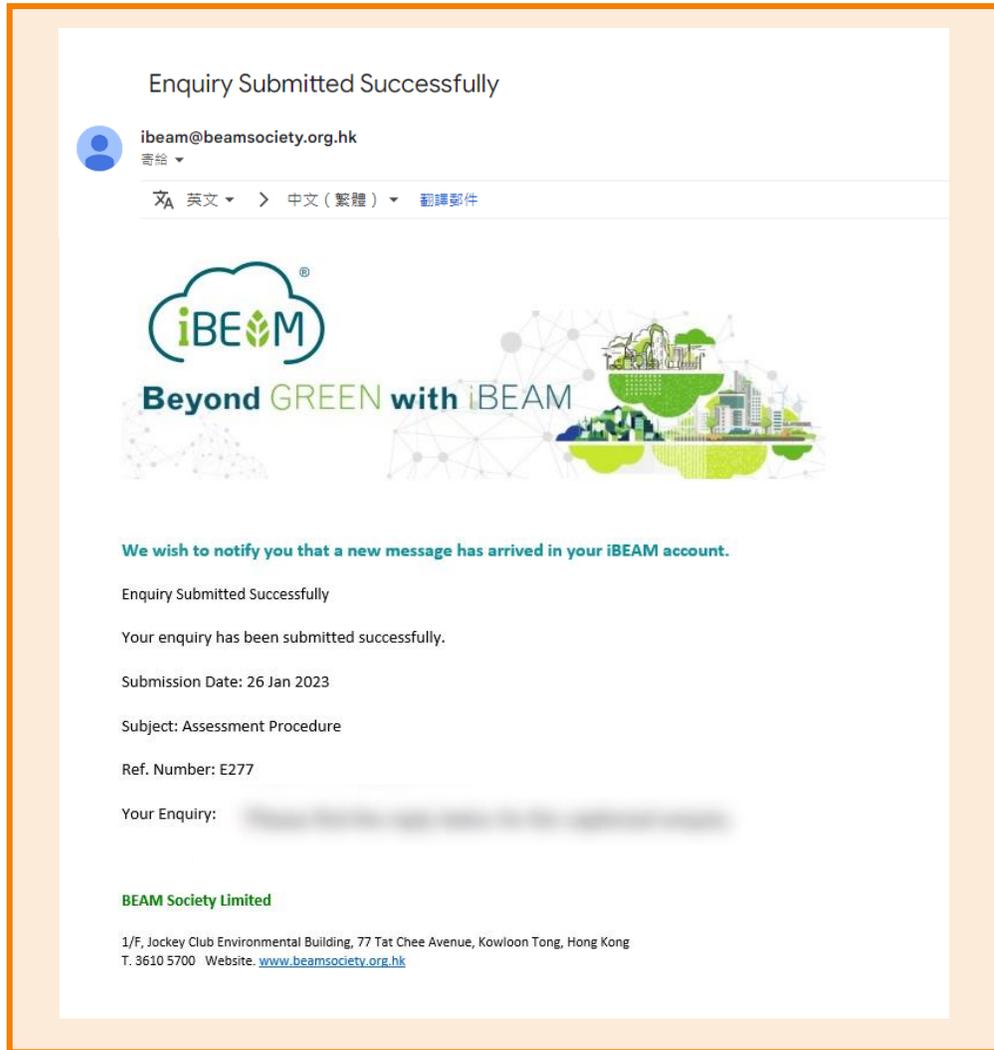
Your enquiry reference number is **E120**.

Step 4:  
Click **Submit** to  
submit the enquiry

Step 5:  
A message box will pop up  
confirming the **Success** in  
submitting the enquiry



# A6.1.3 General Enquiry (without logging in)

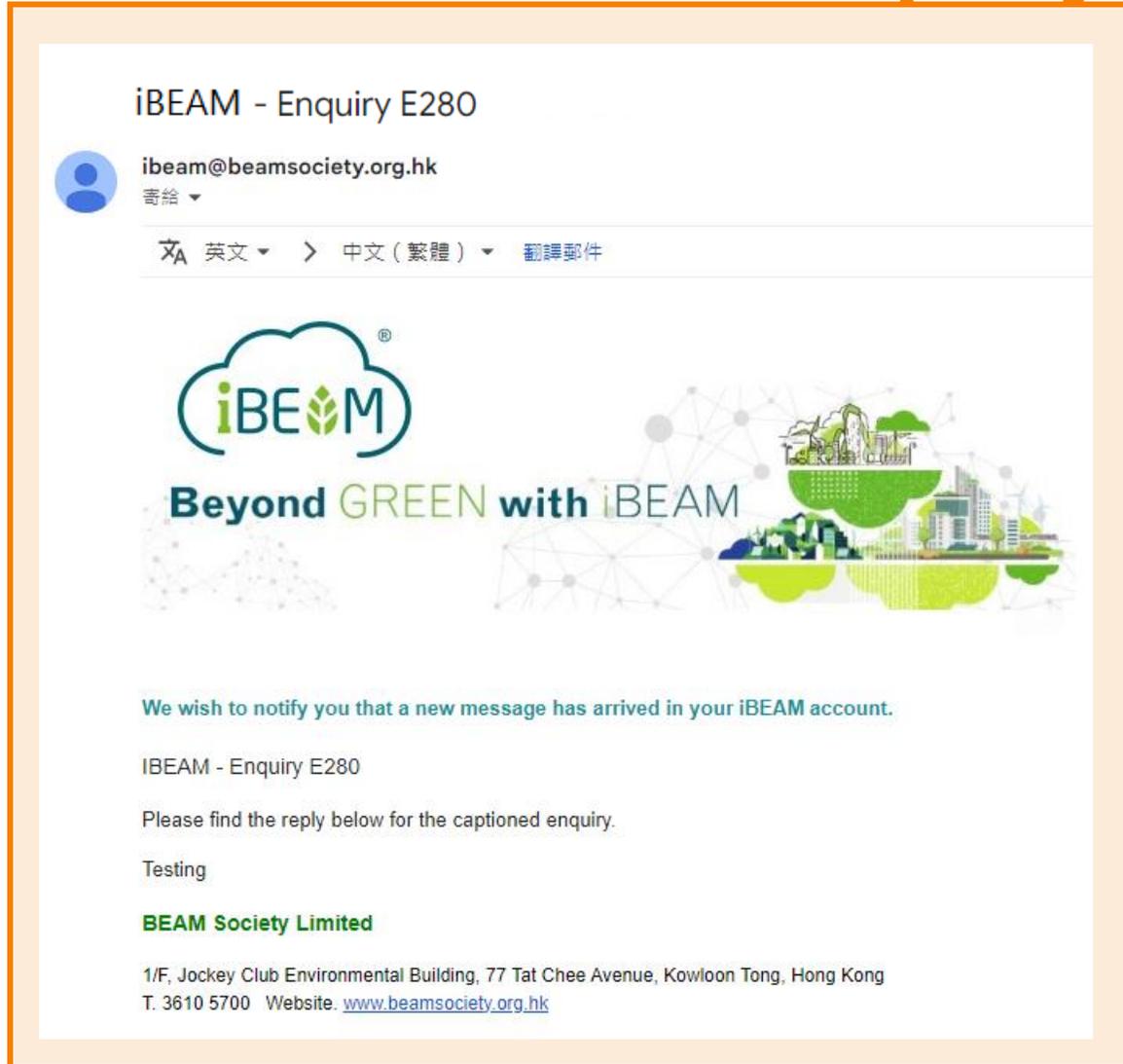


## Step 6:

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 7:

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



Projects

Knowledge Database ▾

Ask BEAM

Step 1: In the Navigation Bar, click Ask BEAM

## Inbox

February 2023 ◀ ▶

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				

### 3 items due in this month

10 Aug 2022 (Wed)

25 Jul 2022 (Mon)



# 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

File  
Choose Files No file chosen

Submit

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

**Step 1:** Click **New Enquiry** to file a new enquiry

**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

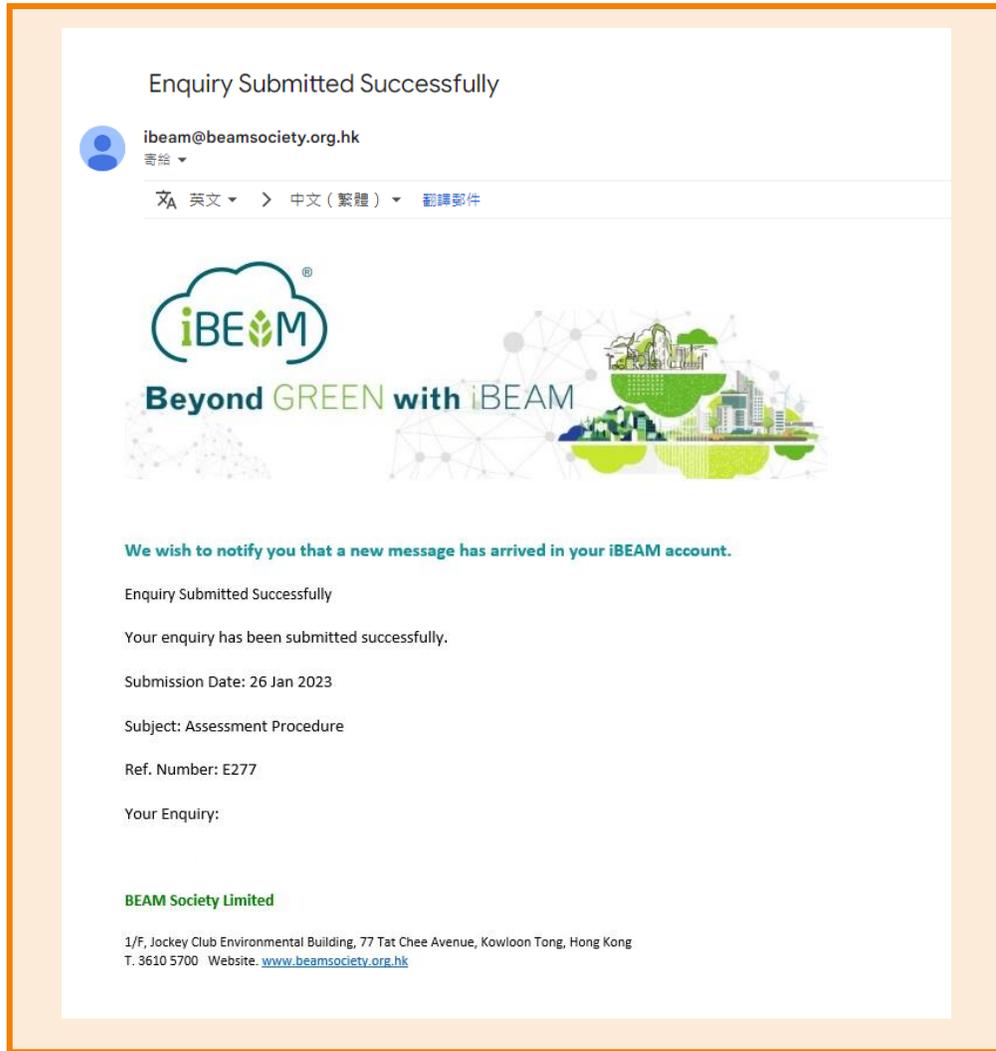
**Step 6:** Click **Start Upload** to upload the agreement

**Step 7:** Click **Submit** to submit the enquiry

**Step 8:** A message box will pop up confirming the **Success** in submitting the enquiry



# A6.2.3 Project Specific Enquiry



## Step 9:

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

Need Your Actions  | **All** | Registration | Finance | Submission

Actions	HKGBC ID	Item	Type	Module Name	Send Date	Due Date
		ENQUIRY- [Assessment Procedure]	For Information	Enquiry		

Step 10:

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

Step 11:

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 12:**  
Click the corresponding response in the **Message Pane** and **Replied** shall be shown to demonstrate that the enquiries has been replied

**Step 13:**  
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**

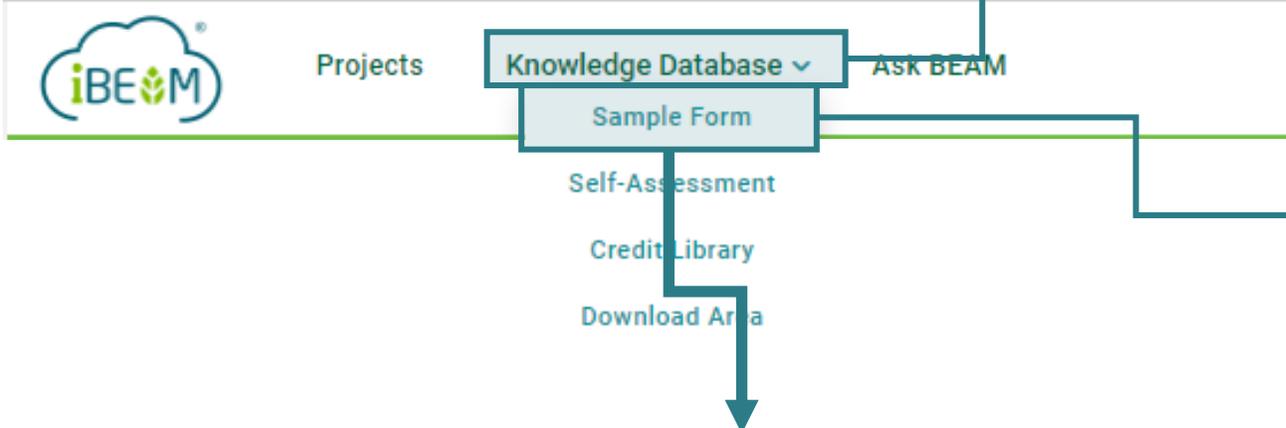
**A7.3 Credit Library**

**A7.4 Download Area**

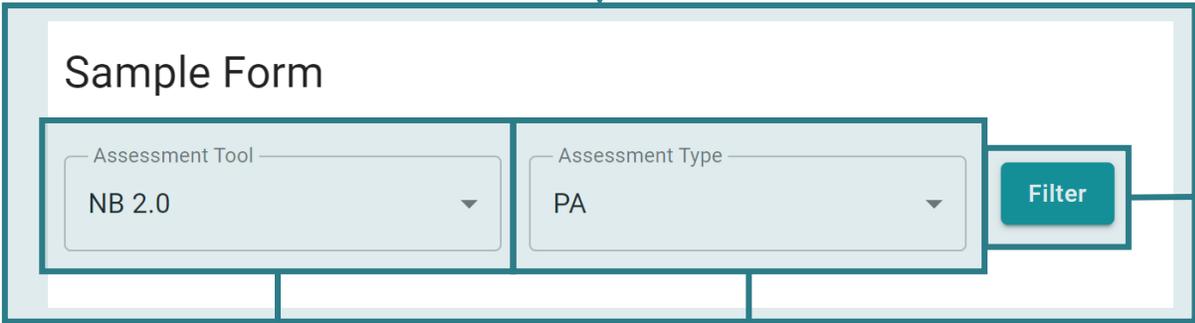


# A7.1.1 Sample Form

Step 1: On the Navigation Bar, mouse over Knowledge Database



Step 2: Click Sample Form



Step 5: Click Filter

Step 3: Select Assessment Tool

Step 4: Select Assessment Type



# A7.1.2 Sample Form

**Integrated Design & Construction Management**

IDCM P1 Sustainability Champions - Project

IDCM P2 Environmental Management Plan

**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 *

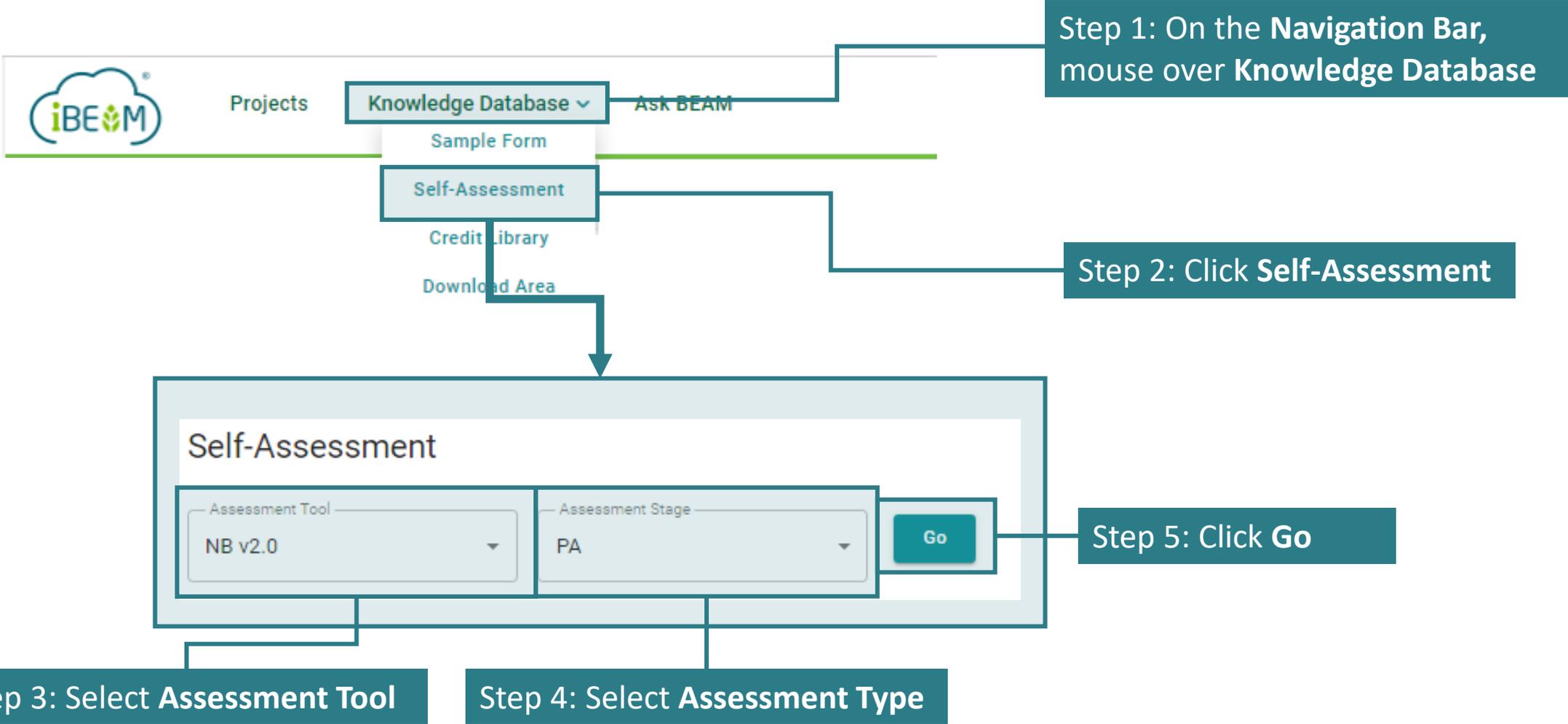
Construction works commenced?

Step 6: Click to access the detail credit information to each Aspect

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



# A7.2.1 Self-Assessment



# A7.2.2 Self-Assessment

Integrated Design & Construction Management (IDCM)		Attempt?	Credits applicable	Bonus	Credits attempted	Part 1 of 7
IDCM P1	Sustainability Champions - Project (CEM)	<input type="checkbox"/>	PR	0	NS	 <p>Integrated Design &amp; Construction Management (IDCM)</p> <ul style="list-style-type: none"><li>Sustainable Site (SS)</li><li>Materials and Waste (MW)</li><li>Energy Use (EU)</li><li>Water Use (WU)</li><li>Health and Wellbeing (HWB)</li><li>Innovations and Additions (IA)</li></ul> <p>Score attempted 2.448</p> <p>Target rating Pre-requisites Achieved</p>
IDCM P2	Environmental Management Plan (CEM)	<input type="checkbox"/>	PR	0	NS	
IDCM P3	Timber Used for Temporary Works (CEM)	<input type="checkbox"/>	PR	0	NS	
IDCM 1	Sustainability Champions - Design (CEM)	<input checked="" type="checkbox"/>	1	1	1+0B 1+1B	
IDCM 2a	Complimentary Certification - BEAM Plus ND (CEM)	<input type="checkbox"/>	0	1	NS	
IDCM 2b	Complimentary Certification - BEAM Plus BI (CEM)	<input type="checkbox"/>	0	1	NS	
IDCM 2c	Complimentary Certification - BEAM Plus EB (CEM)	<input type="checkbox"/>	0	1	NS	

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

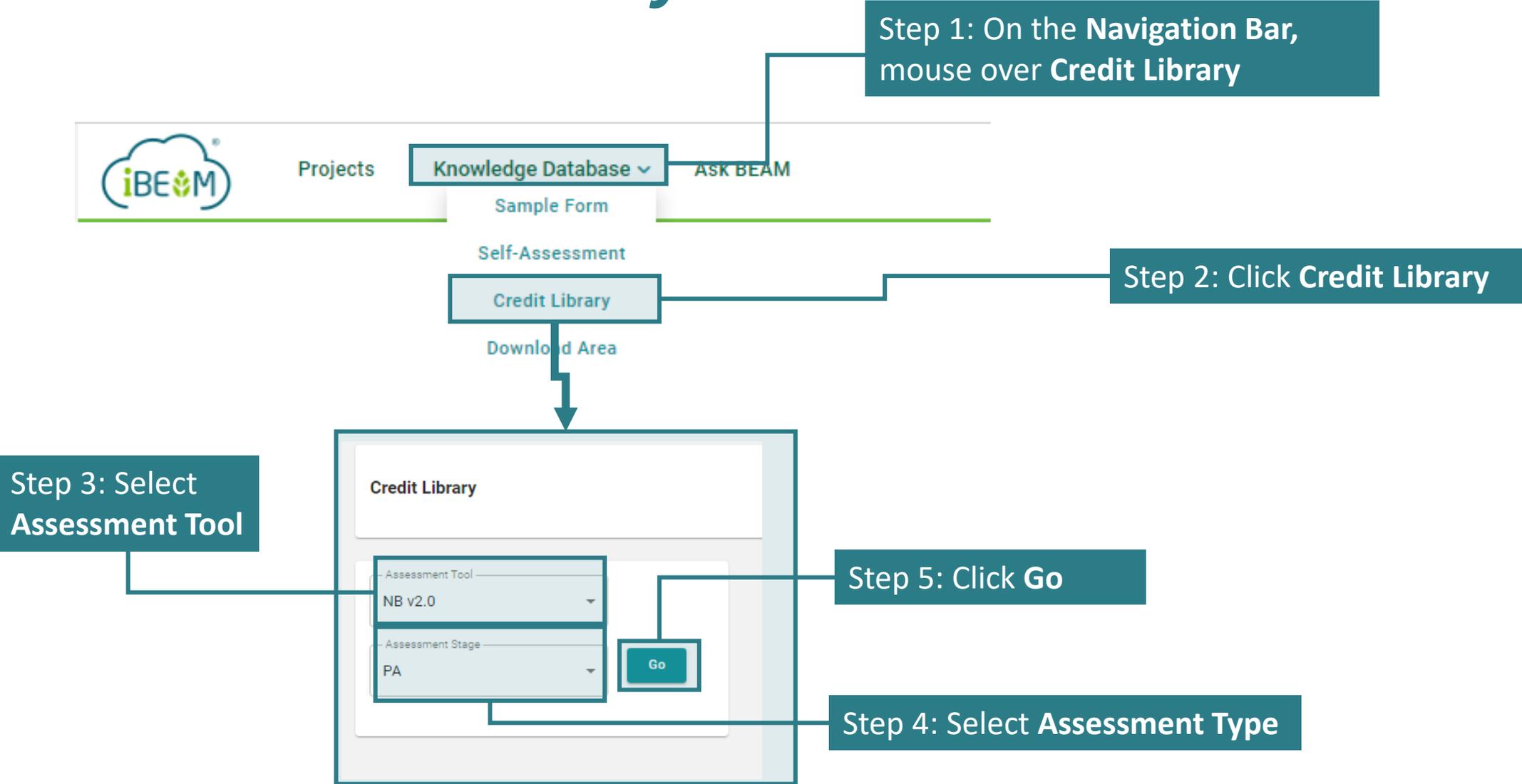
**Step 9:** The **Score Attempted** and **Target Rating** will change based on the selection under *Step 6 to 7*

**Step 6:** Select the **Credit Attempt**

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



# A7.3.1 Credit Library



# A7.3.2 Credit Library

The screenshot displays the 'Credit Library' interface. On the left, there are filters for 'Assessment Tool' (set to 'NB v2.0') and 'Assessment Stage' (set to 'PA'), with a 'Go' button. A search bar on the right includes 'Search Type', 'Keywords', and a 'Submit' button. Below these are tabs for 'All' (selected) and 'Circular Letter'. A 'Filter' dropdown and a 'Sort By' dropdown (set to 'Question No.') are also present. The main content area lists four questions (Q1-Q4) with their status as 'VALID'. A red box highlights the 'Aspect' dropdown menu, which lists categories: All, General, Integrated Design & Construction Management (IDCM), Sustainable Site (SS), Materials and Waste (MW), Energy Use (EU), Water Use (WU), Health and Wellbeing (HWB), and Innovations and Additions (IA). A callout box labeled 'Step 6: Select Aspect' points to this menu.



# A7.3.3 Credit Library

The screenshot shows the 'Credit Library' interface. On the left, there are filters for 'Assessment Tool' (NB v2.0), 'Assessment Stage' (PA), and 'Aspect' (General). A 'Go' button is next to the 'Assessment Stage' filter. Below these is an 'Export Credit FAQ To Excel' button. The main area has a search bar with the text 'Step 7a: Select FAQ' overlaid. Below the search bar are tabs for 'General' and 'Circular Letter', with 'FAQ' selected. There are also 'Filter' and 'Sort By' (Question No.) dropdowns. A list of FAQs is shown, with the first one expanded to show its answer. A callout box 'Step 7b: Click to view the answer of the relevant FAQ' points to a small square button with an upward arrow next to the first FAQ.

Step 7b: Click to view the answer of the relevant FAQ



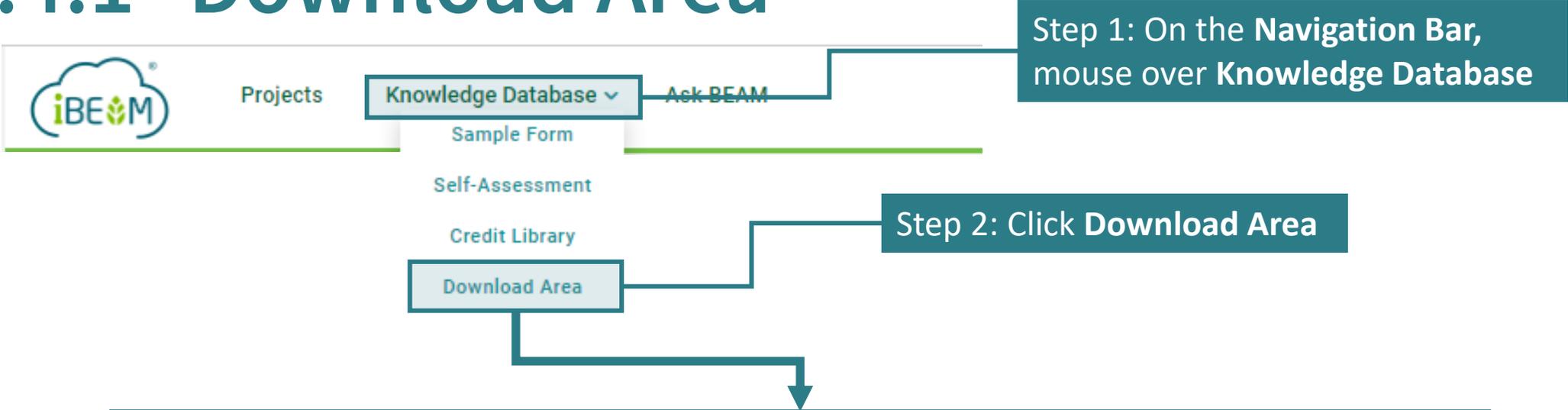
# A7.3.4 Credit Library

The screenshot shows the 'Credit Library' interface. On the left, there are filters for 'Assessment Tool' (NB v2.0), 'Assessment Stage' (PA), and 'Aspect' (General). A 'Go' button is next to the filters. Below these is an 'Export Credit FAQ To Excel' button. The main area has a search bar with 'Search Type' and 'Keyword' dropdowns. A callout box labeled 'Step 8a: Select Circular Letter' points to the 'Search Type' dropdown. Below the search bar is a 'General' section with 'FAQ' and 'Circular Letter' tabs. A callout box labeled 'Step 8b: Click the title of Circular Letter to view the document online' points to the 'Circular Letter' tab. Below the tabs are 'Filter' and 'Sort By' dropdowns. The main content area lists three items:

- 2011.101 **Assessor Site Verification** (Active | Issue Date: 06 Apr 2011 | Effective Date: 06 Apr 2011) with a download icon. A callout box labeled 'Step 8c: Click to download the relevant Circular Letter' points to this icon.
- 2014.123 **Sunset Clause for BEAM Plus Assessment Occupation Permit** (Active | Issue Date: 22 Sep 2014 | Effective Date: 22 Sep 2014) with a download icon.
- 2021.170 **NB Version 2.0 Manual (2021 Edition)** (Active | Issue Date: 13 May 2021 | Effective Date: 03 Jan 2021)



# A7.4.1 Download Area



**Download Area**

BEAM Plus Assessment Manuals

BEAM Plus Procedures Manuals

Technical Circular Letter

Fee Scale

iBEAM Manual

iBEAM Unison User Guide

**BEAM Plus Assessment Manuals** Q Search ×

Subject	Description	Issue Date	Effective Date	Version	Status	Action
BEAM Plus Neighbourhood	Version 1.0 (with Corrigendum No. 1 incorporated)	18 Jan 2019	-	Version 0	Active	<a href="#">View</a>
BEAM Plus Interiors	Version 1.0	14 Aug 2013	-	Version 0	Active	<a href="#">View</a>
BEAM Plus Existing Buildings	Version 2.0 (Comprehensive Scheme)	23 Mar 2016	-	Version 3	Active	<a href="#">View</a>



# A7.4.2 Download Area

Step 4b: Click to view the versioning of the information

Step 4c: Click to view the information online

Step 4a: Click the subject name to Download the information

## Download Area

- BEAM Plus Assessment Manuals
- BEAM Plus Procedures Manuals
- Technical Circular Letter
- Fee Scale
- iBEAM Manual
- iBEAM Unison User Guide

## BEAM Plus Assessment Manuals

Search

Subject	Description	Issue Date	Effective Date	Version	Status	Action
BEAM Plus Neighbourhood	Version 1.0 (with Corrigendum No. 1 incorporated)	18 Jan 2019	-	Version 0	Active	<a href="#">View</a>
BEAM Plus Interiors	Version 1.0	14 Aug 2013	-	Version 0	Active	<a href="#">View</a>
BEAM Plus Existing Buildings	Version 2.0 (Comprehensive Scheme)	23 Mar 2016	-	Version 3	Active	<a href="#">View</a>
BEAM Plus New Buildings_	Version 2.0 (2021 Edition)	13 May 2021	-	Version 3	Active	<a href="#">View</a>

Step 3: Select Information Type



# 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	-
Account Dashboard	Assessment ID	Unique project ID assigned by iBEAM to a project	-
Account Dashboard	Project	Unit of BEAM Plus assessment created either on iBEAM and synchronised from HKGBC database	A1.4



# A-1.2 Data Dictionary

## General Functions

Functional Classification	Field Name	Definition	Reference Sections
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,A1.6.1, A1.6.2.1, A1.6.3.1, A1.6.3.2.1, A1.6.4, A1.6.5
Credit Summary	Submission	e-Forms, drawings, calculations or any other being data uploaded by the Applicant onto iBEAM for the purpose of assessment	A5, B3.6.3
Credit Summary	Assessment Report	Report of the BEAM Plus assessment generated by the system based on the result generated from iBEAM	A1.5.2.3, A1.6.4, A5.9.4
Credit Summary	Acknowledgement Letter	Letter generated by iBEAM acknowledging the completion of certain stages of the BEAM Plus assessment	A1.6.4, A5.9.2, C1.7L.16, C1.7L.17
Login	Account	Unit of user record on iBEAM	A1.2, A2, A1.4
Navigation Bar	Post	Classification of job function on iBEAM	A1.3



# A-1.3 Data Dictionary

## General Functions

Functional Classification	Field Name	Definition	Reference Sections
e-Form	Additional Information	Optional information submitted by the Applicant to justify the compliance of the credit	A1.7.2, A1.7.2.4
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
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, A1.7.2.2.1.2, B3.6.3, B3.6.5
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, A5.4.15
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	A1.7.2.2.1.2, A7.4.2



# A-1.4 Data Dictionary

## General Functions

Functional Classification	Field Name	Definition	Reference Sections
Project Member Management	Owner	User that owns a particular project on iBEAM and is given full access to information for the project	A5.3.2
Project Member Management	Project BEAM Pro	Designated BEAM Pro given the right to make a submission for an assessment on iBEAM	A5.3.2
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	A5.3.2
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	A5.3.2



# 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	A5.6
Process Flow	Post TRC Comments	Final comments issued on the submission based on the findings by the Assessment Authority	A5.7
Process Flow	Pre-Submission	Submission being prepared for BEAM Plus assessment	A5.4
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	C1.4A.16
Process Flow	Response Summary	Summary of responses to comments issued by BSL made by the Applicant	A5.5.17, A5.5.18 A5.8.12
Process Flow	Result Issuance	Outcome of the assessment issued after the completion of the BEAM Plus assessment process	C1.7H, C1.7I
Process Flow	Technical Readiness	Technical issues raised on the submission regarding the correctness and appropriateness of information provided in the assessment submission	A1.6.1, C1.2
Process Flow	First Appeal	First Appeal on an individual credit if Applicant disagree to and/ or do not accept the decision made by the BSL	A5.9.13, A5.9.14 A5.9.18
Process Flow	Review		A5.9.10



# A-2.1 Data Dictionary

## Operational Functions

Functional Classification	Field Name	Definition	Reference Sections
Project Member Management	Project Administrator	User that has the right in carrying out the administration and servicing of assessment in a project	A5.3
Project Member Management	Finance	User that has the function to manage the execution of agreement and settlement of assessment fee	A5.3
Contract & Financing	A&F	Administration and Finance Department within BSL who manages the execution of agreement and settlement of assessment fee	B2.1.1
e-Project File	Submissions	e-Form, submittals and information submitted for the purpose of an assessment	B3.6.3
e-Project File	Minutes	Record of the proceeding of a conversation, meeting, convention, etc	B3.6.3
e-Project File	Folios	Folder storing the files in a submission	B3.6.3



# A-3.1 Data Dictionary

## Assessment Functions

Functional Classification	Field Name	Definition	Reference Sections
Project Member Management	CIR Review Group	User that possesses the right in accessing the project information for the purpose of vetting the Credit Interpretation Request (CIR) application stipulated under Section A4	A5.3.2
Credit Library	Precedent Case	Decided case that furnishes a basis for determining later cases involving similar issues and providing corresponding ruling	C1.5D.4,
BEAM Assessor Management	BEAM Assessor (BAS)	Professional with the authority to exercise due diligence and professional judgement on the technical content of the submission	C2
Submission Member Assignment	Aspect Officer	Technical staff within the BSL Secretariat responsible for conducting technical readiness and providing technical alignment for a designated Aspect of an assessment	C1.3B.17, C1.3C.1
Submission Member Assignment	BSL Manager	Manager within the BSL Secretariat responsible for managing the overall quality and delivery of the assessment	C1.3C, C3.1.3, C3.2.2



# A.3-2 Data Dictionary

## Assessment Functions

Functional Classification	Field Name	Definition	Reference Sections
Submission Member Assignment	Expert Panel	Subject matter expert with the authority to exercise adjudication on the submission and determine the scoring of the assessment	C1.5, C1.5A,
Submission Member Assignment	Project in Charge	Technical staff with in the BSL Secretariat responsible for overseeing the overall process flow of an assessment and advising the assessment progress to the users and other members within the BSL Secretariat	C1.6F.1
Submission Member Assignment	In House Vetting Team	BAS within the BSL Secretariat granted with the authority to exercise adjudication on the submission and determining the scoring of the assessment	C1.8, C3.1.3, C3.2.2
Project Assessment	Assessment Summary	Summary of comments issued made by multiple parties during the assessment of a project	C1.3B.14 ,C1.3
ASC Meeting	Chairman	Any user nominated to preside the ASC Meeting and endorse on the decision made collectively by Member	C1.6C.1
ASC Meeting	Member	Any user nominated to conduct the ASC Meeting and express views on a project	C1.5C, C4.3.3



# 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
1	Technical Checking	Technical Checking	Comments raised by the Project in Charge after checking on the technical readiness of the submission	C1.2
2	Technical Checking	Reply to Technical Checking Comment	Applicant's response to the comments made on the technical readiness of the submission	A5.5



# B-2 List of Milestones

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
3	BAS Comment	BAS Comment	Comments raised by the BAS after the professional checking on the technical data provided in the submission	C1.3A
4	BAS Comment	AO Review	Reviewing of BAS Comment by an Aspect Officer in BEAM Society	C1.3B
5	BAS Comment	Manager Review	Reviewing of BAS Comment by a Manager in BEAM Society	C1.3C
6	BAS Comment	PIC Consolidation	Consolidation of BAS Comment by a Project in Charge in BEAM Society	C1.3D
7	BAS Comment	AO Final Review	Final revision of BAS Comment by an Aspect Officer in BEAM Society	C1.3E
8	BAS Comment	Reply to BAS Comment	Applicant's response to the comments made by BEAM Society	A5.6



# B-3 List of Milestones

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
9	BAS Report	BAS Report	Reporting of the assessment by the BAS after the professional assessment on the technical data provided in the submission	C1.4A
10	BAS Report	AO Review	Reviewing of the BAS Reporting by an Aspect Officer in BEAM Society	C1.4B
11	BAS Report	Manager Review	Reviewing of the BAS Reporting by a Manager in BEAM Society	C1.4C
12	BAS Report	PIC Vetting Circulation	Consolidation of the BAS Reporting by a Project in Charge in BEAM Society	C1.4D



# B-4a.1 List of Milestones

## ASC Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
13A	Vetting	Expert Panel Review	Reviewing of the BAS Reporting by an Expert Panel	C1.5A
14A	Vetting	AO Consolidation	Consolidation of the comments made by the Expert Panel on the BAS Reporting	C1.5B
15A	Vetting	ASC Vetting	Vetting of the BAS Reporting by the Chairperson and Members of the Assessment Subcommittee	C1.5C
16A	Vetting	Post-vetting Credit Routing	Selection of Post TRC Comment, Post-vetting Report and Result Finalisation on BAS Reporting by a Project in Charge in BEAM Society	C1.5D



# B-4a.2 List of Milestones

## ASC Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
17A-1	Post TRC Comment	Post TRC Comment	Post TRC Comment issued by BAS based on the recommendations issued by the Assessment Subcommittee	C1.6A
18A-1	Post TRC Comment	AO Review	Reviewing of Post TRC Comment by an Aspect Officer in BEAM Society	C1.6B
19A-1	Post TRC Comment	Expert Panel Review	Reviewing of Post TRC Comment by an Expert Panel	C1.6C
20A-1	Post TRC Comment	AO Consolidation	Consolidation of the comments made by the Expert Panel on the Post TRC Comment	C1.6D
21A-1	Post TRC Comment	Manager Review	Reviewing of Post TRC Comment by a Manager in BEAM Society	C1.6E
22A-1	Post TRC Comment	PIC Consolidation	Consolidation of Post TRC Comment by a Project in Charge in BEAM Society	C1.6F
23A-1	Post TRC Comment	AO Final Consolidation	Final revision of Post TRC Comment by an Aspect Officer in BEAM Society	C1.6G



# B-4a.3 List of Milestones

## ASC Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
24	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
25	Post TRC Comment	Reply to Post TRC Comment	Applicant's response to the Post TRC Comment made by BEAM Society	A5.8



# B-4a.4 List of Milestones

## ASC Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
26A-1	Post TRC Report	Post TRC Report	Post TRC Reporting of the assessment by the BAS after the professional assessment on the technical data provided in the response	C1.7A
27A-1	Post TRC Report	AO Review	Reviewing of Post TRC Reporting by an Aspect Officer in BEAM Society	C1.7B
28A-1	Post TRC Report	Expert Panel Review	Reviewing of Post TRC Reporting by an Expert Panel	C1.7C
29A-1	Post TRC Report	AO Consolidation	Consolidation of the comments made by the Expert Panel on the Post TRC Reporting	C1.7D



# B-4a.5 List of Milestones

## ASC Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
30A-1	Post TRC Report	Manager Review	Reviewing of Post TRC Reporting by a Manager in BEAM Society	C1.7E
31A-1	Post TRC Report	PIC Vetting Circulation	Consolidation of Post TRC Reporting by a Project in Charge in BEAM Society	C1.7F
32A-1	Post TRC Report	ASC Review	Vetting of Post TRC Reporting by the Chairperson and Members of the Assessment Subcommittee	C1.7G
33A-2	Post-vetting Report	Post-vetting BAS Report	Revision of the reporting by the BAS based on the recommendations issued by the Assessment Subcommittee	C1.7H
34A-2	Post-vetting Report	AO Review	Reviewing of the revised reporting made by the BAS on the BAS Report	C1.7I



# B-4a.6 List of Milestones

## ASC Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
35A	Result Finalisation	PIC Review	Reviewing of the revised reporting comments by a Project in Charge in BEAM Society	C1.7J
36A	Result Finalisation	Manager Endorsement	Endorsement of the final Assessment Report by a Manager in BEAM Society	C1.7K
37A	Result Finalisation	PIC Consolidation	Consolidation of final Assessment Report by a Project in Charge in BEAM Society	C1.7L
38	Result Issuance	Acceptance on Assessment Result	Instruction issued by the Applicant to proceed or decline the result of the assessment	A5.9



# B-4b.1 List of Milestones

## IHAT Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
15B	Vetting	IHAT Vetting	Vetting of the BAS Reporting by the members of the In-House Assessment Team	C1.8A
16B	Vetting	Post-vetting Credit Routing	Selection of Post TRC Comment, Post-vetting Report and Result Finalisation on BAS Reporting by a Project in Charge in BEAM Society	C1.8B



# B-4b.2 List of Milestones

## IHAT Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
17B-1	Post TRC Comment	Post TRC Comment	Post TRC Comment issued by BAS based on the recommendations issued by the In-House Assessment Team	C1.9A
18B-1	Post TRC Comment	AO Review	Reviewing of Post TRC Comment comment by an Aspect Officer in BEAM Society	C1.9B
19B-1	Post TRC Comment	IHAT Review	Reviewing of Post TRC Comment by members of the In-House Assessment Team	C1.9C
20B-1	Post TRC Comment	AO Consolidation	Consolidation of the comments made by the In-House Assessment Team on the Post TRC Comment	C1.9D
21B-1	Post TRC Comment	Manager Review	Reviewing of Post TRC Comment by a Manager in BEAM Society	C1.9E
22B-1	Post TRC Comment	PIC Consolidation	Consolidation of Post TRC Comment by a Project in Charge in BEAM Society	C1.9F
23B-1	Post TRC Comment	AO Final Consolidation	Final consolidation of Post TRC Comment by an Aspect Officer in BEAM Society	C1.9G



# B-4b.3 List of Milestones

## IHAT Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
24	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
25	Post TRC Comment	Reply to Post TRC Comment	Applicant's response to the Post TRC Comment made by BEAM Society	A5.8



# B-4b.4 List of Milestones

## IHAT Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
26B-1	Post TRC Report	Post TRC Report	Post TRC Reporting of the assessment by the BAS after the professional assessment on the technical data provided in the response	C1.10A
27B-1	Post TRC Report	AO Review	Reviewing of Post TRC Reporting by an Aspect Officer in BEAM Society	C1.10B
30B-1	Post TRC Report	Manager Review	Reviewing of Post TRC Reporting by a Manager in BEAM Society	C1.10C
31B-1	Post TRC Report	PIC Vetting Circulation	Consolidation of Post TRC Reporting by a Project in Charge in BEAM Society	C1.10D
32B-1	Post TRC Report	IHAT Vetting	Vetting of Post TRC Reporting by the members of the In-House Assessment Team	C1.10E



# B-4b.5 List of Milestones

## IHAT Route

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
33B-2	Post-vetting Report	Post-vetting BAS Report	Revision of the reporting by the BAS based on the recommendations issued by the In-House Assessment Team	C1.10F
34B-2	Post-vetting Report	AO Review	Reviewing of the revised reporting made by the BAS on the BAS Report	C1.10G
35B	Result Finalisation	PIC Review	Reviewing of the revised reporting comments by a Project in Charge in BEAM Society	C.10H
36B	Result Finalisation	Manager Endorsement	Endorsement of the final Assessment Report by a Manager in BEAM Society	C1.10I
37B	Result Finalisation	PIC Consolidation	Consolidation of final Assessment Report by a Project in Charge in BEAM Society	C1.10J
38	Result Issuance	Acceptance on Assessment Result	Instruction issued by the Applicant to proceed or decline the result of the assessment	A5.9



# B-5.1 List of Milestones

## Review Application

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
37	Review	Submit Review Application	Reviewing of the Applicant's Review Application by a Project in Charge in BEAM Society	C1.11A
38	Review	BAS Review Report	Reviewing of the BAS Reporting by the BAS based on the Review Application	C1.11B
39	Review	AO Evaluate Review Report	Reviewing of the BAS Reporting by an Aspect Officer in BEAM Society	C1.11C
40	Review	Expert Panel Advice on Review Report	Reviewing of the BAS Reporting by an Expert Panel	C1.11D



# B-5.2 List of Milestones

## Review Application

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
41	Review	AO Consolidation on Expert Panel Review Advice	Consolidation of the comments made by the Expert Panel on the BAS Reporting	C1.11E
42	Review	Manager Review Report	Reviewing of the BAS Reporting by a Manager in BEAM Society	C1.11F
43	Review	PIC Vetting Circulation	Consolidation of the BAS Reporting by a Project in Charge in BEAM Society	C1.11G
44A	Review	ASC Vetting - Review Report	Vetting of the BAS Reporting by the Chairperson and Members of the Assessment Subcommittee	C1.11H



# B-5.3 List of Milestones

## Review Application

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
44B	Review	IHAT Vetting - Review Report	Vetting of the BAS Reporting by the members of the In-House Assessment Team	C1.11I
45	Review	PIC Consolidate Post- vetting Review Report	Consolidation of the BAS Reporting by a Project in Charge in BEAM Society based on the recommendations issued by the In-House Assessment Team	C1.11J
46	Review	Manager Endorse Review Report	Endorsement of the BAS Reporting by a Manager in BEAM Society	C1.11K
47	Review	PIC Consolidation on Review Report	Consolidation of the BAS Reporting by a Project in Charge in BEAM Society	C1.11L
38	Result Issuance	Acceptance on Assessment Result	Instruction issued by the Applicant to proceed or decline the result of the assessment	A5.9



# B-6.1 List of Milestones

## First Appeal Application

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
49	First Appeal	Submit First Appeal Application	Reviewing of the Applicant's First Appeal Application by a Project in Charge in BEAM Society	C1.12A
50	First Appeal	Finance Review First Appeal Application	Reviewing of the First Appeal Application by A&F staff in BEAM Society	C1.12B
51	First Appeal	AO Review First Appeal Application	Reviewing of the BAS Reporting by an Aspect Officer in BEAM Society based on the First Appeal Application	C1.12C
52	First Appeal	Expert Panel Advice on First Appeal Application	Reviewing of the BAS Reporting by an Expert Panel	C1.12D



# B-6.2 List of Milestones

## First Appeal Application

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
53	First Appeal	AO Consolidation on EP First Appeal Advice	Consolidation of the comments made by the Expert Panel on the BAS Reporting	C1.12E
54	First Appeal	Manager Review First Appeal Application	Reviewing of the BAS Reporting by a Manager in BEAM Society	C1.12F
55	First Appeal	APC Review First Appeal Application	Vetting of the BAS Reporting by the members of the Appeal Committee	C1.12G



# B-6.3 List of Milestones

## First Appeal Application

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

ID	Stages of Assessment	Milestone Name	Description	Reference Section
56	First Appeal	AO Consolidate First Appeal Report	Consolidation of the BAS Reporting by an Aspect Officer in BEAM Society based on the recommendations issued by the Appeal Committee	C1.12H
57	First Appeal	Manager Review First Appeal Report	Endorsement of the BAS Reporting by a Manager in BEAM Society	C1.12I
58	First Appeal	PIC Consolidation on First Appeal Report	Consolidation of the BAS Reporting by a Project in Charge in BEAM Society	C1.12J
38	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-2** BEAM Plus EB v.2.0 Portfolio Assessment (MAN & EU)



# 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 <sup>3</sup> ): 2 Total Quantity in New Building (tonnes/m <sup>3</sup> ): 2	2	Round-down	
MW 2	Percentage of Modular and Standardised Element	Quantity of Major Element/ Module (tonnes/m <sup>3</sup> /HKD/m <sup>2</sup> ): 2 Quantity of Modular and Standardised Element (tonnes/m <sup>3</sup> /HKD/m <sup>2</sup> ): 2 Number of Typical Unit: 0	2	Round-down	
MW 3	Percentage of Prefabrication	Quantity (Not Prefabricated / Prefabricated off-site) (tonnes/m <sup>3</sup> ): 2	2	Round-down	
MW 5	Percentage of Sustainable Forest Products	Quantity (HKD/kg/m <sup>3</sup> ): 2	2	Round-down	
MW 6	Percentage of Recycled Materials	Quantity (HKD/tonnes/m <sup>3</sup> ): 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 <sup>3</sup> ): 2 Percentage of Regional Material Content: 2	Percentage of Regional Material: 2	Round-down
MW 9a	Percentage of Certified Green Product	Amount (kg/m <sup>3</sup> /HKD/m <sup>2</sup> ): 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 <sup>3</sup> /HKD/m <sup>2</sup> ): 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	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 <sub>2</sub> 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



# C-2.1 Calculation Logic

## BEAM Plus EB v.2.0 Portfolio Assessment (MAN & EU)

Credit	Calculation Function	Calculation Input	Calculation Result	
		Decimal Places	Decimal Places	Rounding
MAN 11	Green cleaning detergent purchase	Quantity: N/A Volume per each quantity of detergent: N/A	2	Round-down



# Appendix D Project Group Authority

This section provides the detailed authority for different project groups.



# D-1 Project Group Authority

Project Group Name	Applicable Global User Groups	Available Authority	Maximum Number of Users
Active Project User	External	<ol style="list-style-type: none"> <li>Edit e-Form, Credit Summary and project information fact sheet</li> <li>Edit CIR application</li> </ol>	12
CIR Review Group	Internal	<ol style="list-style-type: none"> <li>Review CIR application and project information fact sheet</li> </ol>	<i>Nil.</i>
Finance	Internal	<ol style="list-style-type: none"> <li>Edit information on contract and finance</li> </ol>	<i>Nil.</i>
Owner	External	<ol style="list-style-type: none"> <li>Edit e-form, Credit Summary and project information fact sheet</li> <li>View information on contract and finance</li> <li>Edit CIR application</li> <li>Assign members as Owner, Active Project User, Project BEAM Pro and Project Users (<i>Read-only</i>)</li> </ol>	5
Project Administrator	Internal	<ol style="list-style-type: none"> <li>Review e-form, Credit Summary and project information fact sheet</li> <li>Review CIR application</li> <li>Assign members as Owner, Active Project User, Project BEAM Pro and Project Users (<i>Read-only</i>)</li> </ol>	<i>Nil.</i>



# D-2 Project Group Authority

Project Group Name	Applicable Global User Groups	Available Authority	Maximum Number of Users
Project BEAM Pro	External	<ol style="list-style-type: none"><li>1. Edit e-form, Credit Summary and project information fact sheet</li><li>2. Submit project for assessment</li><li>3. View information on contract and finance</li><li>4. Edit CIR application</li><li>5. Submit CIR application</li><li>6. Assign members as Active Project User, Project BEAM Pro and Project Users <i>(Read-only)</i></li></ol>	3
Project Users <i>(Read-only)</i>	External	<ol style="list-style-type: none"><li>1. View e-form, Credit Summary and project information fact sheet</li><li>2. View CIR application</li></ol>	38



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