

# BEAM Plus Portfolio Assessment Mechanism Procedures Manual

Version 1.0

30.10.2019



## DOCUMENT CONTROL

### Release Notice

Product Identification: [Name, Version]	BEAM Plus Portfolio Assessment Mechanism Procedures Manual Version 1.0
Date: [dd.mm.yyyy]	30.10.2019

## Contents

<b>I. PURPOSE .....</b>	<b>1</b>
<b>II. PORTFOLIO ASSESSMENT MECHANISM .....</b>	<b>1</b>
<b>III. PRE-APPROVAL COMPONENT .....</b>	<b>2</b>
<b>IV. ELIGIBILITY .....</b>	<b>3</b>
<b>V. APPLICATION .....</b>	<b>3</b>
<b>VI. FEE .....</b>	<b>3</b>
<b>VII. QUALITY ASSURANCE REVIEW AFTER THE ISSUANCE OF RESULT .....</b>	<b>4</b>

## **I. PURPOSE**

1. This BEAM Plus Portfolio Assessment Mechanism aims to enable Applicants to assess the sustainability performances of multiple existing buildings within a single submission assessment.
2. The procedure outlines the necessary steps and policies to complete the assessment mechanism, the fees involved in the assessment and the underlying benefits for adopting the portfolio assessment scheme.

## **II. PORTFOLIO ASSESSMENT MECHANISM**

1. The Portfolio Assessment Mechanism allows a building portfolio consist of 5 or more buildings be bundled as a single packaged and be assessed as a single super-scale project. The cost-effective assessment approach would on one hand simplify the assessment workload and process and on the other hand, enhances the sustainable value of the existing buildings.
2. The assessment criteria of the Portfolio Assessment Mechanism will generally be identical to the assessment criteria in the current BEAM Plus v.2.0 Existing Building Assessment tool. When the supporting documents have been assessed to comply with the credit requirements, recommendation will be made to the BSL committee for approval.
3. The certificate of the portfolio shall subject to the same validity period as the BEAM Plus v.2.0 Existing Buildings, i.e. 5 years.
4. The Portfolio Assessment Mechanism will be conducted in two stages.
  - Stage 1 Assessment – This stage of the assessment will assess up to 60% of the credit points. The Applicant will submit the necessary documentations needed to justify for the target rating. Depending on the target percentage points for the portfolio, an acknowledgement letter on the interim result/ final result will be provided to the Applicant at the end of the assessment to summarise on the credit achievement in the portfolio.
  - Stage 2 Assessment – This stage of the assessment will assess any remaining credits to top up from the Stage 1 Assessment. The Applicant will submit the necessary documentations needed to justify for the target rating. An acknowledgement letter on the final result will be provided to the Applicant at the end of the assessment to summarise on the credit achievement in the portfolio.

5. Only the acknowledgement letter on the final result could be used as a notification to HKGBC to issue certificate to the Applicant. The acknowledgement letter on the interim result cannot be used as a notification to HKGBC to issue certificate to the Applicant, unless the Applicant confirms that the portfolio will no longer undergo further assessments. In that case, BSL will supersede the acknowledgement letter on the interim result with a new acknowledgement letter on the final result and the Applicant will then use this new acknowledgement letter to seek HKGBC to issue the certificate to the Applicant.
6. Building portfolio attempting the Stage 2 Assessment within a period of 1 year, failing which may result in the entire building portfolio be re-assessed once again under the standards prevailing at the time of assessment submission. Moreover, the Applicant will also be obliged to pay any additional fee result in the additional assessment works required for the project to be re-assessed.
7. Under normal circumstance, the processing time for the Stage 1 assessment is about 40 days, while the processing time for the Stage 2 assessment is about 30 days. The processing time for the assessment may be lengthen depending on the complexity of the portfolio. BSL will acknowledge the Applicant timely if additional time is required to process the assessment.
8. A graphical illustration of the procedure could be found in **Appendix 1**.
9. Associated procedures such as CIR, Post TRC, review and appeal are applicable to Portfolio Assessment mechanism.

### **III. PRE-APPROVAL COMPONENT**

1. BSL acknowledges that an individual Applicant may apply common practices across different portfolio. In order to streamline the assessment process, a pre-approval component allowing the Applicant to apply an approved credit component is embedded into the Portfolio Assessment Mechanism.
2. To take advantage of the pre-approval component, the Applicant shall quote the approved credit component together with its project number in the credit template.
3. Within the validity period of the approved project, no checking will be conducted by the BAS and BSL Secretariat on those pre-approved credit components.
4. However, if there is an expiry date or time limit to a specific pre-approved credit component, then the Applicant is required to re-submit the relevant documentations

or undertake the renewal of the validity of the concerned item. Checking will then be conducted the BAS and BSL Secretariat to ensure that they comply fully to the credit requirement.

#### **IV. ELIGIBILITY**

1. The portfolio assessment mechanism is available only to BEAM Plus Existing Buildings v.2.0 – Selective Scheme.
2. It is up to the Applicant to decide the rating that he/ she intends to attempt in the assessment process.

#### **V. APPLICATION**

1. Applicant can apply in writing to BSL the Portfolio Assessment Mechanism. To apply for the Portfolio Assessment Mechanism, the Applicant shall complete the following steps -
  - (a) Complete the “Combined Registration Form / Project Information Fact Sheet - BEAM Plus Volume Certification of a Portfolio of Existing Building Projects” which is available in the BSL website.
  - (b) Submit the assessment materials to BSL for vetting
  - (c) Pay the required application fee
2. To ensure a smooth application process, the Applicant is reminded to finalise the total number of building projects intended to be assessed in a single portfolio before submitting an application for the Portfolio Assessment Mechanism.

#### **VI. FEE**

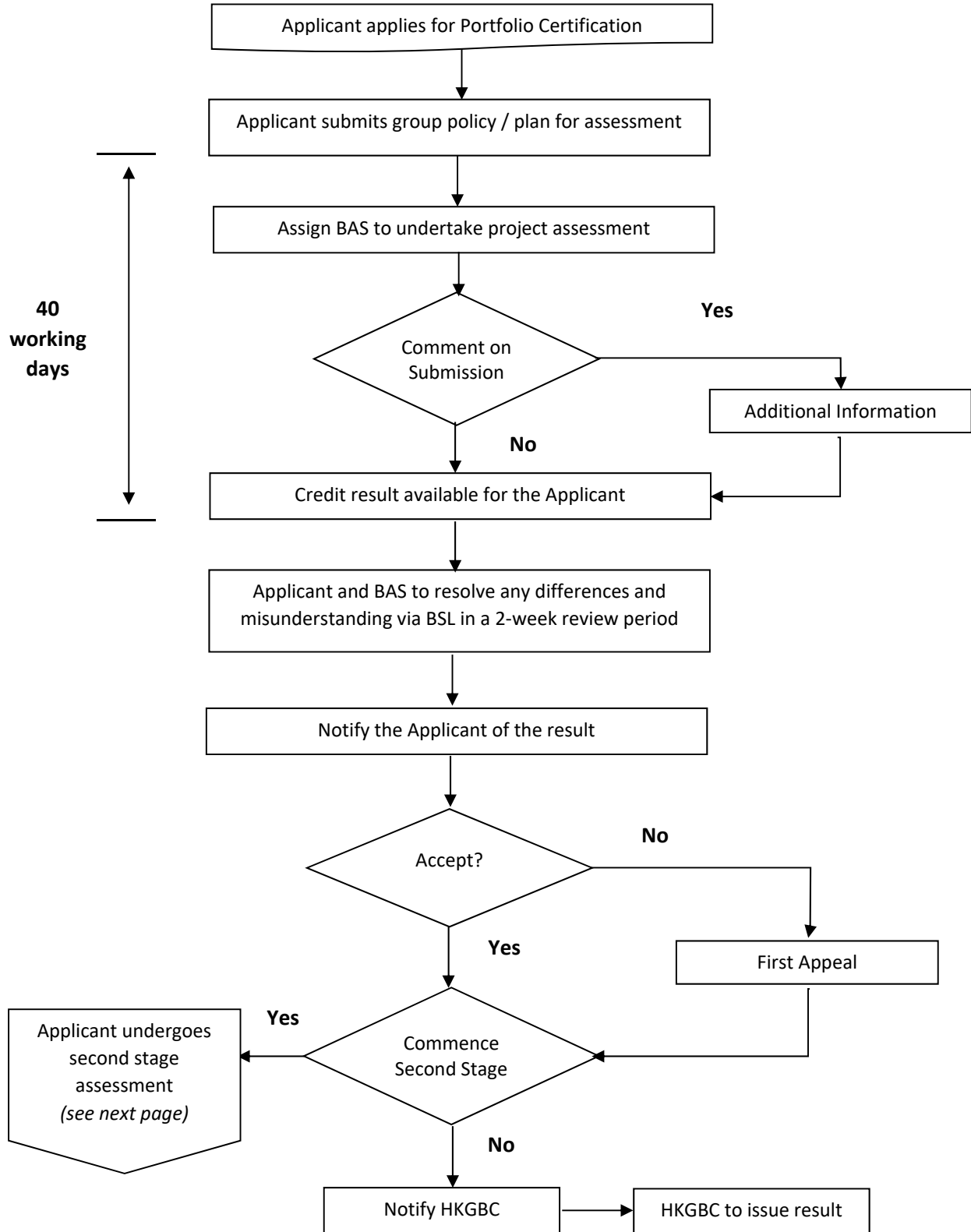
1. The fee scale for vetting portfolio assessment scheme is available in **Appendix 2**.
2. Applicant should be aware that the assessment fee is charged based on the target percentage of credit points and the number of building projects being assessed under a single building portfolio.
3. If for any reason that the target percentage of credit points and/or number of building projects have been amended, Applicant shall notify HKGBC and/or BSL and settle the corresponding fee accordingly. Failure to settle the fee with HKGBC and/ or BSL may

result in the delay in the assessment and/ or certification processes and subject to be charged under a prevailing fee scale.

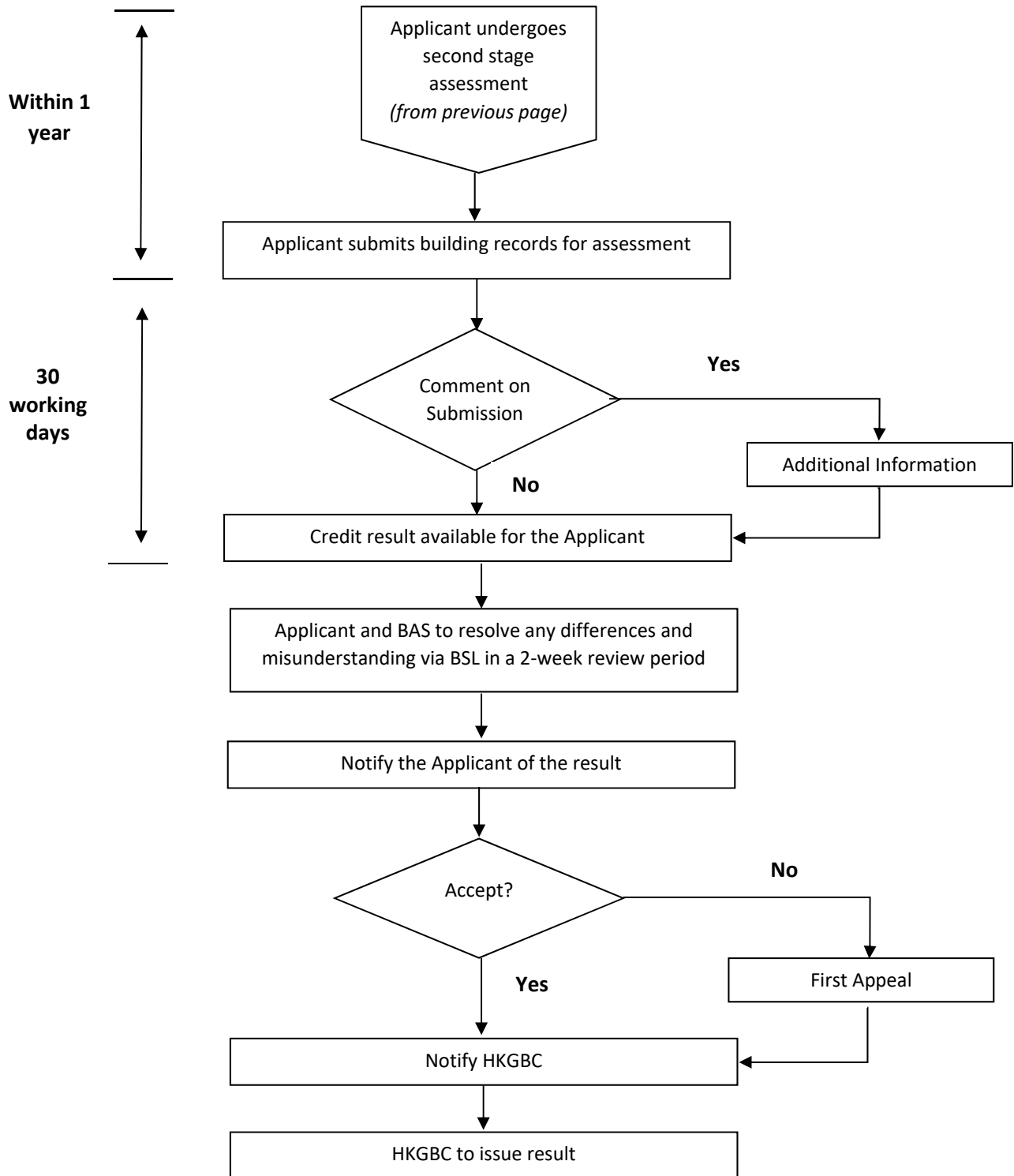
## **VII. QUALITY ASSURANCE REVIEW AFTER THE ISSUANCE OF RESULT**

1. Quality assurance is a key element in ensuring that the portfolio continues to perform after the award of the certification. To ensure that the project portfolio performs in accordance to the assessment result of the Portfolio Assessment Mechanism, a quality assurance review will be conducted on an annual basis, from the certification award date up till the expiration of the certification.
2. The quality assurance review will consist of review of documents coupled with interview. After the review is completed, a recommendation report will be given to the Applicant outlining the improvement measures needed to upkeep the sustainability performance of the certification.
3. The result of the quality assurance review shall not form as part of the rating or in any way to revoke the rating that was awarded to the project portfolio.

**Portfolio Assessment Mechanism Certification Process**







**Appendix 2**

**Assessment Fee for Portfolio Certification (General Case)**

Portfolio Scale		Assessment Fee	
		Targeting not more than 60% of credit points	Targeting 60% or more credit points
<b>1</b>	5 buildings or above <u>and</u> Below 10 buildings	80,000 per portfolio	160,000 per portfolio
<b>2</b>	10 buildings or above <u>and</u> below 20 buildings	85,000 per portfolio	170,000 per portfolio
<b>3</b>	20 buildings or above	<i>To be negotiated</i>	<i>To be negotiated</i>

**Assessment Fee for Stage 1 Portfolio Certification (Management Aspect ONLY)**

Project Scale		Assessment Fee to target not more than 60% credit points
<b>1</b>	5 buildings or above <u>and</u> Below 10 buildings	7,500 per building
<b>2</b>	10 buildings or above <u>and</u> below 20 buildings	6,000 per building
<b>3</b>	20 buildings or above	3,800 per building

**Assessment Fee for Stage 2 Portfolio Certification (Management Aspect ONLY)**

Portfolio Scale		Assessment Fee	
		Top up to target not more than 70% of credit points	Top up to target 70% or more number of credit points
<b>1</b>	5 buildings or above <u>and</u> below 10 buildings	35,000 per portfolio	70,000 per portfolio
<b>2</b>	10 buildings or above <u>and</u> below 20 buildings	38,500 per portfolio	77,000 per portfolio
<b>3</b>	20 buildings or above	<i>To be negotiated</i>	<i>To be negotiated</i>

**\*Note:**

1. Project is defined as the total number of buildings being assessed by a particular Applicant or her subsidiaries or her sister companies.
2. Portfolio is defined as the total number of buildings being assessed by a particular Applicant or her subsidiaries or her sister companies within a single assessment submission.