

# BEAM Plus Pre-approved Credit Mechanism Procedures Manual

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## DOCUMENT CONTROL

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## I. PURPOSE

1. This BEAM Plus Pre-approved credit Procedure aims to enable applicants to apply for Pre-approved credit when the same submission documents is used to demonstrate compliance.
2. The procedure describes the way to obtain pre-approved credit, the fees involved and the benefits to the applicants who make use of the pre-approved credit mechanism.

## II. PRE-APPROVED CREDIT MECHANISM

1. A group of projects of the same applicant may share similarities in building design, operations and construction of assets. In BEAM Plus submissions, some credits may adopt the same supporting documents. Pre-approved credit is a mechanism where identical/ similar documents may be vetted **ONCE** instead of being scrutinized in each individual project.
2. The mechanism allows the applicant to submit materials to BEAM Society Ltd. (BSL) for pre-approved credit where such materials is essentially the same for the credit subhead in **MULTIPLE** number of projects of the applicant.
3. The checking process for Pre-approved credit is essentially the same as the examination of materials for project submission. When the supporting documents have been checked to comply with the credit requirements, recommendation will be made to the BSL committee for approval. Upon approval, an Acknowledgement Letter of Pre-approved Credit will be issued to the applicant.
4. The applicant only needs to submit the Acknowledgement Letter of Pre-approved credit in his future submission to claim compliance with the relevant credit subhead in other projects. No checking will be conducted by the BEAM Assessor (BAS) and BSL secretariat on those pre-approved credit subheads.
5. There are two categories of Acknowledgement Letter of Pre-approved Credit. The applicant is required to declare which Category of Pre-approved Credit he intends to pursue in his application for Pre-approved Credit.
  - **Category A-** This category has a validity period of 2 years from the date of the Acknowledgement Letter of Pre-approved Credit. The Acknowledgement Letter can be applicable to all projects submitted by the applicant within the 2-year validity period.

- **Category B-** This category has a validity of 3 years from the date of the Acknowledgement Letter of Pre-approved Credit. The Acknowledgement Letter is only applicable to a **portfolio of projects** submitted by the Applicant within the 3-year validity period.
6. Within the validity period of the Acknowledgement Letter of Pre-approved credit, no checking will be conducted by the BAS and BSL secretariat on those pre-approved credit subheads. The applicant can submit a combination of Category A and Category B Acknowledgement Letters for various credit subheads.
  7. If the Acknowledgement Letter of Pre-approved Credit includes item which has an expiry date within the validity period, e.g. ISO Certificate, the applicant shall undertake the renewal of the validity of the concerned item.
  8. Associated procedures such as Post TRC, review and appeal are applicable to Pre-approved credit mechanism.
  9. CIR is not applicable to Pre-approved credit mechanism because the process is designed for project specific clarification.
  10. If there are any restrictions on the applicability of the Pre-approved credit submission (e.g. location restriction), then the Acknowledgement Letter of Pre-approved Credit will also be bound by such restrictions.
  11. The processing time for the pre-approved credit submission is 45 working days.

### III. TYPES OF PRE-APPROVED CREDIT

1. For some credit subheads, the applicant may need to submit additional supporting information specific for the project apart from the Acknowledgement Letter of Pre-approved Credit. For example, besides submitting the Acknowledgement Letter of Pre-approved Credit for the commissioning plan for EU 10b, the applicant may need to furnish the information on the commissioning authority to verify that the proposed Registered Professional Engineer possesses the required qualifications that meet the credit requirement. In such case, only the project specific portion of this submission will be checked by the BAS. In accordance with the level of standardization, credits in BEAM Plus tools can generally be classified into the following three types-
  - a) **Type 1 Approval:** Individual project submission does not require additional checking to fulfill credit requirements

- b) **Type 2 Approval:** Individual project submission requires additional factual checking to fulfill credit requirements
  - c) **Type 3 Approval:** Individual project submission requires more elaborated checking (calculation, layout vetting etc.) to fulfill credit requirements
2. The type to which the pre-approval belongs will be stipulated in the Acknowledgement Letter of Pre-approved Credit issued to the applicant.

#### **IV. ELIGIBILITY**

1. The Pre-approved credit mechanism will be available for all rating tools of the BEAM Plus family including NB, EB, BI and ND.
2. It is up to the applicant to decide the number of credit subheads he/ she intends to seek pre-approval.

#### **V. APPLICATION FOR PRE-APPROVED CREDIT**

1. Applicant can apply in writing to BSL for Pre-approved credit for any credit subhead. The applicant needs to -
  - (a) Complete the Pre-approved credit Application Form as shown in **Appendix 1**
  - (b) Submit the supporting materials for Pre-approved credit
  - (c) Pay the application fee for Pre-approved credit

#### **VI. FEE**

1. The fee scale for vetting Pre-approved credit is available in **Appendix 2**.
2. In case the applicant intends to seek Pre-approved credit for some credit subheads simultaneously during a BEAM Plus project application, he/ she then needs to pay the assessment fee for the project as well as vetting fees for the Pre-approved credit.
3. If for any reason, there is an adjustment of assessment fee as a result of Pre-approved credit, the applicant shall settle the revised fee before the issuance of the project assessment result to the applicant.

## VII. REDUCTION OF ASSESSMENT FEE

1. Applicants who submit Pre-approved credit are eligible for the reduction of assessment fee. However, full assessment fee is payable before the commencement of assessment.
2. Reduction of assessment fee will be calculated in accordance with the number of Acknowledgement Letters of Pre-approved Credit the applicant submits for the project. **Appendix 2** sets out the assessment fee reduction for different types of approval. Upon the completion of project assessment, BSL will make appropriate fee adjustment and arrange for the refund to the applicant.

## VIII. QUALITY ASSURANCE PROCESS

1. Audit is a key element of the quality control throughout the Pre-approved credit process. Full audit will be conducted on a random basis for projects bearing Acknowledgement Letter of Pre-approved Credits.
2. In the event that the applicant fails in the audit process for a particular credit subhead, the corresponding Pre-approved credit will be revoked and the Acknowledgement Letter of Pre-approved Credit cannot be used to claim compliance with the relevant credit subhead. The applicant will have to restart the Pre-approved credit process if he intends to seek Pre-approved credit in future.
3. The revoke of the Acknowledgement Letter of Pre-approved Credit will not have any retrospective effect on projects before the audit.

**Pre-approved credit Application Form**

**Appendix 1**

To: BEAM Society Limited:

1. On behalf of \_\_\_\_\_ *(Name of company)* \_\_\_\_\_, I hereby apply for the pre-approved credit for the following \_\_\_\_\_ *(credit subhead)* \_\_\_\_\_.
  
2. I apply for the following category of approval  
  
Category A-   
Category B-  *(please specify the portfolio of buildings in Annex)*  
 tick as appropriate
  
3. The supporting documents are attached herewith for your examination.  
  
(a) \_\_\_\_\_  
  
(b) \_\_\_\_\_  
  
(c) \_\_\_\_\_
  
4. I attach the cheque of \$ \_\_\_\_\_ as the vetting fee for the pre-approved credit.

\_\_\_\_\_  
(signature) with company chop

Name: \_\_\_\_\_

Position: \_\_\_\_\_



## Fee Schedule for Pre-approved Credit Mechanism

## Appendix 2

### Vetting Fee for each credit subhead

Tools	HKD/ credit Subhead
NB	\$1000
EB Comprehensive Scheme	\$1100
EB Selective Scheme	\$1200

### NB project: Cost reduction for each credit subhead with pre-approved credit

Project size	Fee reduction per Type 1 approval	Fee reduction per type 2 approval	Fee reduction per type 3 approval
Extra small	\$900	\$720	\$540
Small	\$1,000	\$800	\$600
Medium	\$1,400	\$1,120	\$840
Large	\$1,900	\$1,520	\$1,140
Extra large	\$2,800	\$2,240	\$1,680
Mega	\$7,000	\$5,600	\$4,200

### EB comprehensive project: Cost reduction for each credit subhead with pre-approved credit

Project size	Fee reduction per Type 1 approval	Fee reduction per type 2 approval	Fee reduction per type 3 approval
Extra small	\$1,000	\$800	\$600
Small	\$1,100	\$880	\$660
Medium	\$1,400	\$1,120	\$840
Large	\$1,800	\$1,440	\$1,080
Extra large	\$2,100	\$1,680	\$1,260
Mega	\$2,400	\$1,920	\$1,440

### EB selective project: Cost reduction for each credit subhead with pre-approved credit

Project size	Fee reduction per Type 1 approval	Fee reduction per type 2 approval	Fee reduction per type 3 approval
Extra small	\$800	\$640	\$480
Small	\$1,200	\$960	\$720
Medium	\$1,400	\$1,120	\$840
Large	\$1,900	\$1,520	\$1,140
Extra large	\$2,200	\$1,760	\$1,320
Mega	\$2,500	\$2,000	\$1,500