

BCA Green Mark Online

User Guide

Version 1.0

SUMMARY OF DOCUMENTATION CHANGES

Version No	Date Revised	Summary of Changes
1.0	31 Mar 2016	-

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Access to BCA Green Mark Online

Website URL : <https://www.bca.gov.sg/GreenMarkOnline>

The screenshot displays the BCA Green Mark Online portal. On the left, the BCA logo is accompanied by the text 'Building and Construction Authority' and 'BCA Green Mark Online'. Below this is the slogan 'Go Green by Going Paperless for a better tomorrow' and a 'Useful Links' button. The central banner features an aerial view of a green building complex. To the right of the banner are three prominent buttons: 'Account Registration', 'Login with SingPass ID', and 'Login with GM ID'. The right-hand side of the page contains a 'Singapore Government' header with the tagline 'Integrity • Service • Excellence', a search bar, and a 'Within BCA Website' dropdown. Below these, a paragraph describes the scheme's launch in January 2005 and its purpose. Further down, it states the portal's function and provides the email address greenmark@bca.gov.sg for inquiries. The footer includes copyright information for 2013, links to 'Terms of Use' and 'Privacy Policy', and a note about the browser version and last update date (20 May 2016).

Building and Construction Authority

BCA Green Mark Online

Go Green by Going Paperless
for a better tomorrow

Useful Links

Account Registration

Login with SingPass ID

Login with GM ID

Singapore Government
Integrity • Service • Excellence
Contact Us | Feedback

Within BCA Website

The BCA Green Mark Scheme was launched in January 2005 as an initiative to drive Singapore's construction industry towards more environment-friendly buildings. It is intended to promote sustainability in the built environment and raise environmental awareness among developers, designers and builders when they start project conceptualisation and design, as well as during construction.

This online portal is designed to facilitate your application submission and certification process.

For more info/clarification, please email to greenmark@bca.gov.sg.

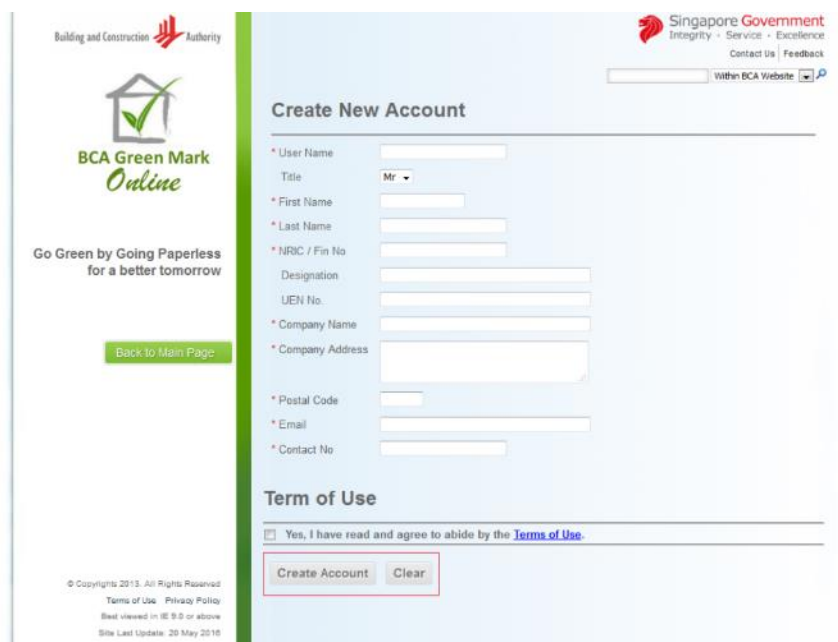
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Best viewed in IE 9.0 or above
Site Last Update: 20 May 2016

1.0 Registration

To apply for BCA Green Mark Certification, please register an account with BCA Green Mark Online first.

For new registration, please click on the Account Registration link on the main page.

The registration form will be displayed as below:



The screenshot shows the 'Create New Account' page of the BCA Green Mark Online system. The page is divided into a left sidebar and a main content area. The sidebar contains the BCA Green Mark Online logo, the tagline 'Go Green by Going Paperless for a better tomorrow', a 'Back to Main Page' button, and copyright information. The main content area features the 'Create New Account' title, a list of mandatory fields (marked with an asterisk) including User Name, Title, First Name, Last Name, NRIC / Fin No, Designation, UEN No, Company Name, Company Address, Postal Code, Email, and Contact No. Below the fields is a 'Term of Use' section with a checkbox for agreement. At the bottom are 'Create Account' and 'Clear' buttons. The page also includes the Singapore Government logo and a search bar in the top right corner.

Please fill in the * (mandatory) fields and tick “Terms of Use” checkbox. Click on “Create Account” button to register. The credential info will be sent to the registered email above.

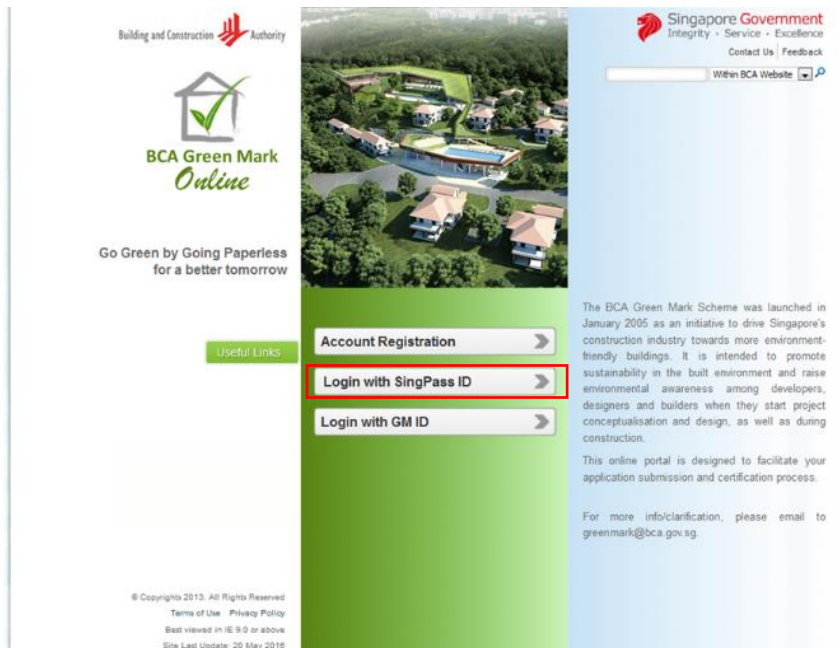
Please note that there will be a separate access to be issued to the project coordinator for the submission of the documentary evidences under the Green Mark Certification process after the assessment or verification has been conducted.

2.0 Login to BCA Green Mark Online

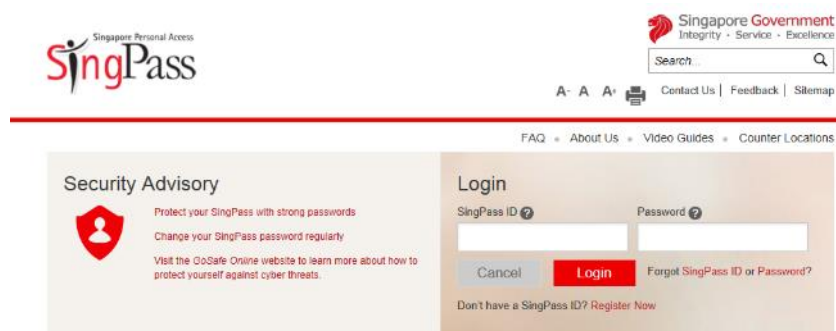
There are two ways to login to the system which can be either by using **SingPass** or **Green Mark ID**.

2.1 By SingPass

Click on the Login with **SingPass ID** link on Main Page.



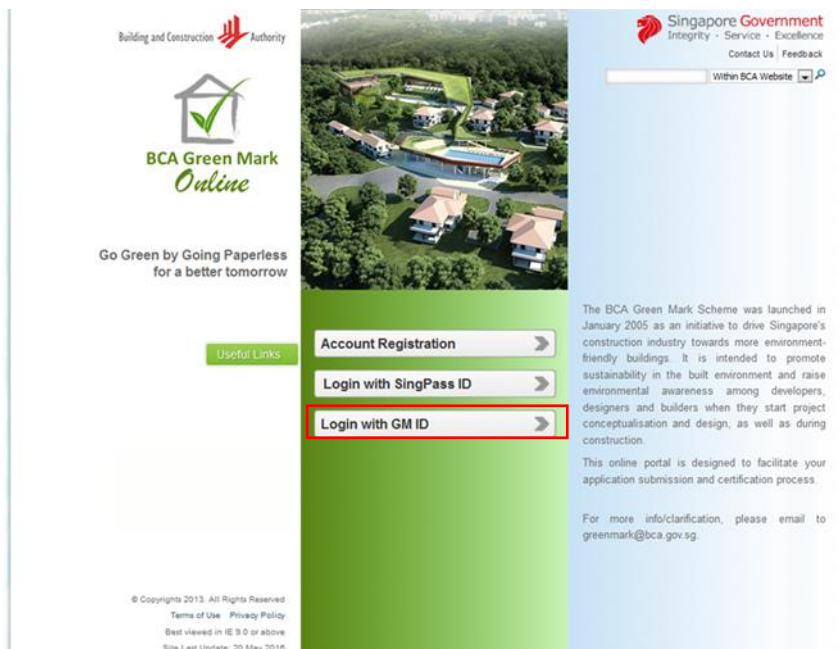
The link will direct to SingPass login page.



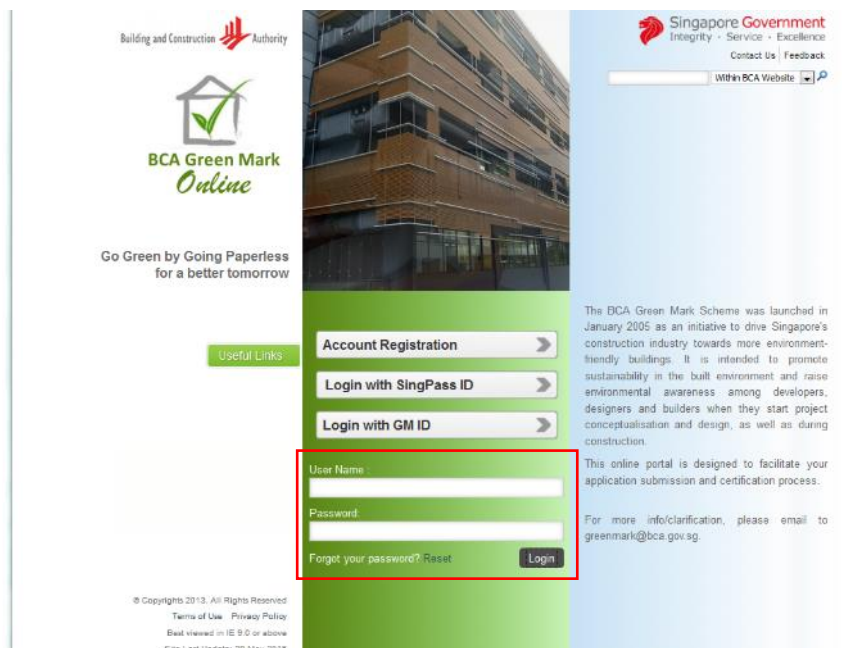
Once the system has validate your SingPass ID, it will redirect to Home Page.

2.2 By GM ID

Click on the Login with **GM ID** link on Main Page.



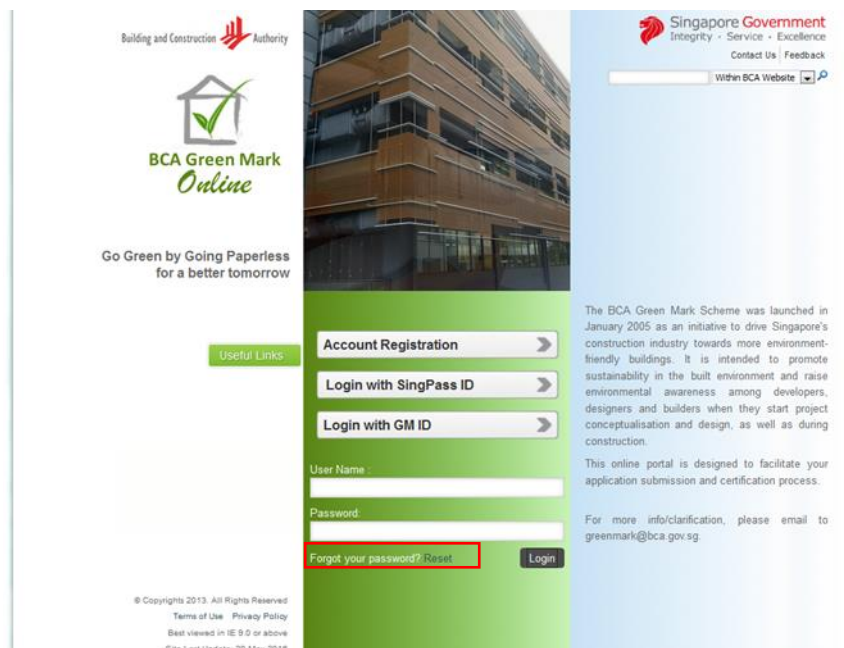
The login panel will appear for User ID and Password. Enter the login info and click on **“Login”** button.



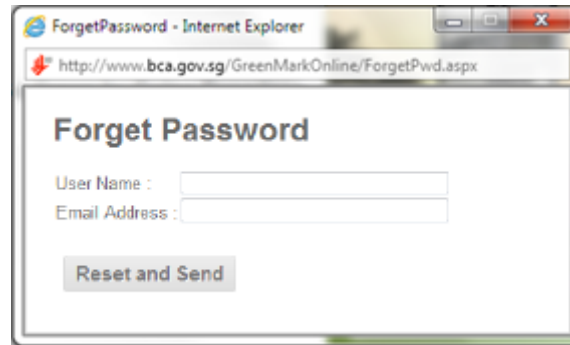
Once the system has validate your GM ID, it will redirect to Home Page.

3.0 Forgot Password for GM ID

To reset password, please click on Login with GM ID link. After login panel is shown as below, click on “Reset” link.



The Forget Password dialog box will show as below. Enter user name and email address and click on “Reset and Send” button.



An email with new password will sent to the registered email account.

4.0 Update Profile / Change Password

To update your profile or change password, click on the **“Update Profile”** on the menu on the left.

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BCA Green Mark Online

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Logout

My Profile

Update Profile

UserName : testaccount
Title : Mr
First Name : Hieng Han
Last Name : Lee
NRIC/Fin No : G809XXXXM
Designation : Tester
UEN No :
Company Name : BCA
Company Address : 5 Maxwell Road #16-00 Tower Block MND Complex Singapore 069110
Postal Code : 123456
Contact No : 63255940
Email : lee_hieng_han@bca.gov.sg

Edit

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The profile page will displayed with your information. Click on **“Edit”** button to proceed.

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Logout

Update Profile

UserName : testaccount
Current Password :
New Password :
Confirm Password :
Title : Mr
First Name : Hieng Han
Last Name : Lee
NRIC/Fin No : G8096329M
Designation : Tester
UEN No :
Company Name : BCA
Company Address : 5 Maxwell Road #16-00 Tower Block MND Complex Singapore 069110
Postal Code : 123456
Contact No : 63255940
Email : lee_hieng_han@bca.gov.sg

Update Cancel

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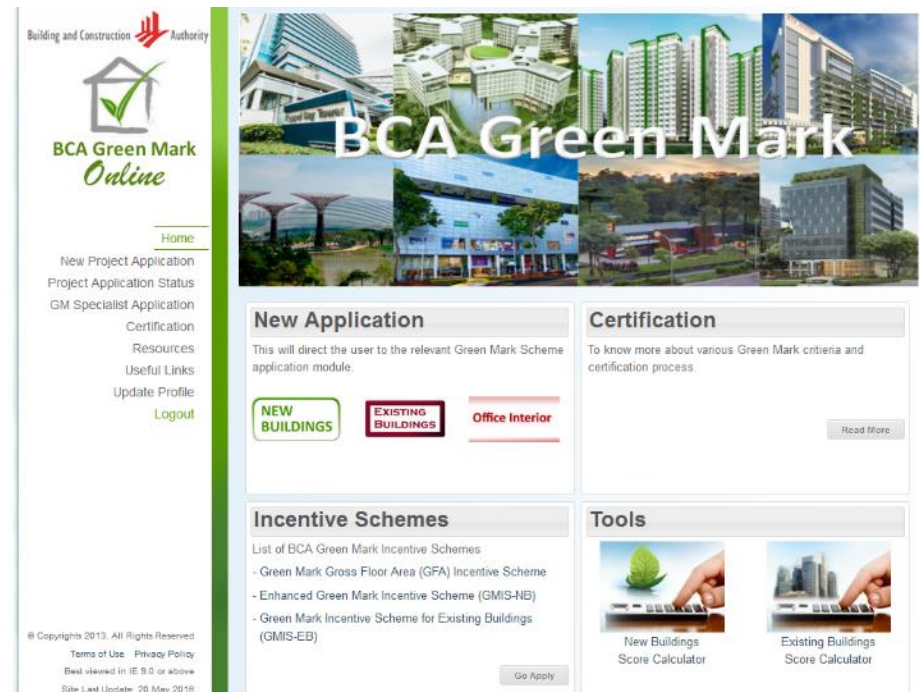
To change password, please enter the current password and new password. Leave blank if there is no change of password.

Amend the information as required. Click on **“Update”** button to save to the system.

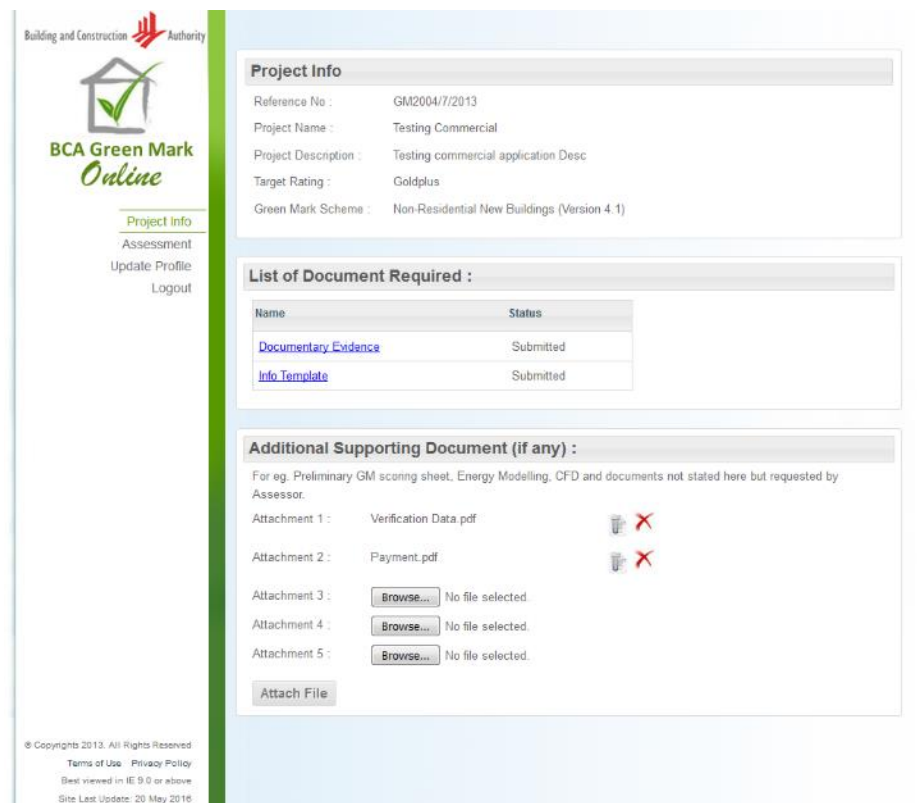
5.0 Logout

To logout from the system, click on “**Logout**” on the menu on the left.

For registered user:



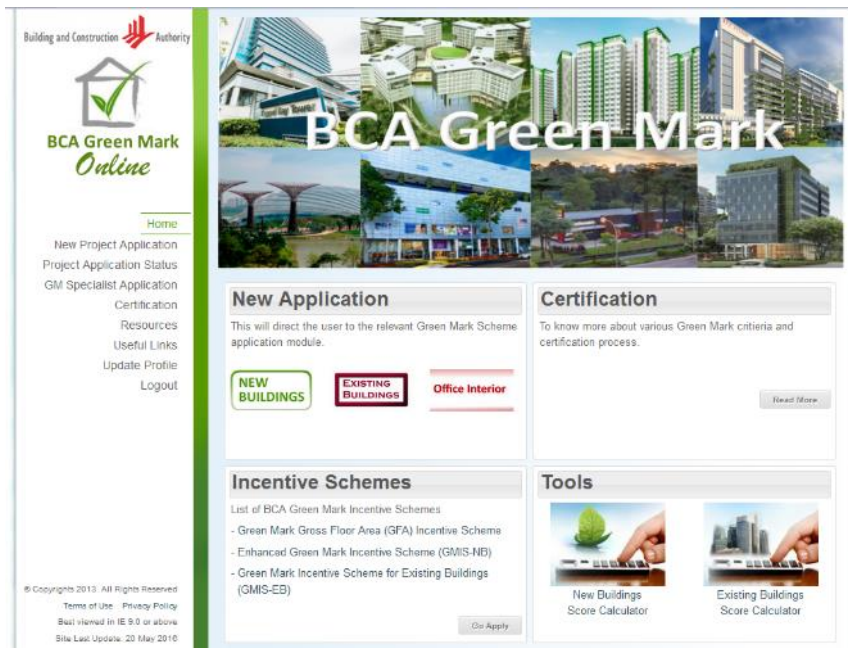
For green mark project coordinator:



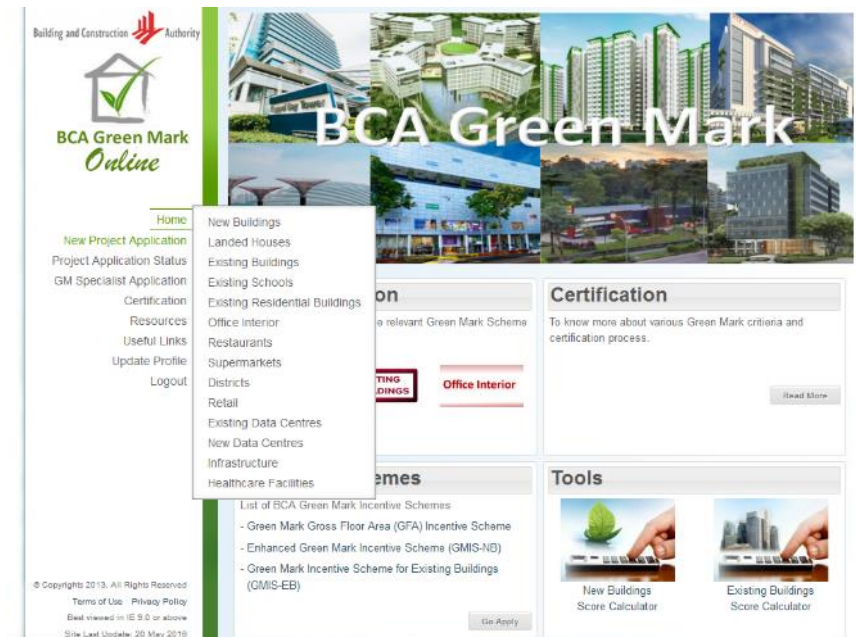
Application for Green Mark Certification



6.0 Create New Green Mark Application




For create new application, please mouse over the “**New Application**” button on the left hand menu.



You can select the relevant application type for Green Mark certification of your building or project. For e.g. New Buildings.

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Online Submission of BCA Green Mark Application

This e-Service allow registered users to submit their BCA Green Mark applications online.

Important Notes:

(i) This form may take you about 20~30 minutes to complete. You are able to save the form as draft, and continue draft when necessary.

(ii) Before proceeding to submit the BCA Green Mark application, registered users will have to gather the following information:

New Buildings

Project Info

Developer/Owner Info

Project Team Info

Key Contact Person

Required supporting documents :

- Summary of green features and highlights for the project
- Estimated annual savings (optional)
- Brochure (optional)
- Sales agreement of Government Land Sale site (if applicable)
- Letter of offer/agreement of incentive scheme (if applicable)

(iii) Please allow for 3-5 working days for our officers to process your application upon submission.

(iv) Applicant and their Project Team members will be notified via email on their application status.

[Next](#)

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Site Last Update: 20 May 2016

This screen showing the “Important Notes” will be displayed for your information. Click on “Next” button to proceed.

BCA Green Mark Application for New Buildings

Project Info	Developer/Owner Info	Project Team Info	Key Contact Person	Attachments
Project Information				
* Private / Government : <input type="radio"/> Private <input type="radio"/> Government				
* Building Category : Commercial				
* Project Reference No. : <input type="text"/> Date of BP Submission : <input type="text"/> <small>(BP Submission no)</small>				
* Project Name (Short) : <input type="text"/>				
* Project Description : <div><div></div></div>				
* Project Address : <div><div></div></div>				
Postal Code : <input type="text"/>				
* District Code : <input type="text"/>				
* TS/Mukim No : <input type="text"/> * Lot No : <input type="text"/>				
* Planning Submission No. : <input type="text"/> Date of Planning Submission : <input type="text"/> <small>(ES No.)</small>				
Expected Construction Start Date : <input type="text"/> Expected TOP Date : <input type="text"/>				
Number of Blocks : <input type="text"/> Number of Storeys : <input type="text"/>				
* Gross Floor Area (GFA)(m ²) : <input type="text"/> * Net Lettable Area (ft ²) : <input type="text"/>				
<div> <div>Preview & Submit</div> <div>Save</div> <div>Next</div> </div>				

Please fill in the required information in the mandatory fields*.

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BCA Green Mark Online

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BCA Green Mark Application for New Buildings

Project Info Developer/Owner Info Project Team Info Key Contact Person Attachments

Developer/Owner Info

* Developer / Building Owner :

A Subsidiary of A Major Developer :
(if applicable)

Preferred Date of Pre-Assessment :

Preferred Date of Assessment :

* Target Rating :

* Is the development under Government Land Sale site that incorporated mandatory minimum Green Mark standard of Goldplus or Platinum? ☐ Yes ☐ No

* Is the development benefitting from any GM - GFA incentive schemes? ☐ Yes ☐ No

* Payment Type : ☒ Invoice ☐ Credit Card

For E-Invoice Info

* Company Name : * Contact Person :

* Tel No : * Email :

* Company Address : Billing Address :

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Previous Preview & Submit Save Next

Please fill in the required information in the mandatory fields*.

Payment Type

You can indicate your choice of payment via cheque or credit card when you make your application.


Click 'INVOICE' if you wish to make cheque payment for Green Mark assessment fee.

The invoice along with the completed application form will be send to you via email once your application is accepted at later stage.

Click 'Credit Card' if you wish to pay electronically for Green Mark assessment fee.

You will be notified via email to login to the system to make the payment of Green Mark Assessment Fee. You can access to the project application status listing, click on to the specific project with the link "Payment". You will be directed to the eNet payment page to make your payment via credit card.

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BCA Green Mark Application for New Buildings

Project Info
Developer/Owner Info
Project Team Info
Key Contact Person
Attachments

Project Team Info

* Architect :

* M & E Engineer :

Structural Engineer :

Contractor :

ESD Consultant :

Landscape Consultant / Contractor :

Quantity Surveyor :

Managing Agent / Maintenance Contractor :

Other Specialist Consultant / Contractor :

Previous

Preview & Submit

Save

Next

Please fill in the required information in the mandatory fields*.

BCA Green Mark Application for New Buildings

Project Info	Developer/Owner Info	Project Team Info	Key Contact Person	Attachments
--------------	----------------------	-------------------	--------------------	-------------

Key Contact Person

<u>Applicant</u>		<u>Architect</u>	
*Name :	<input type="text"/>	Name :	<input type="text"/>
*Company :	<input type="text"/>	Company :	<input type="text"/>
*Designation :	<input type="text"/>	Designation :	<input type="text"/>
*DID/HP No. :	<input type="text"/>	DID/HP No. :	<input type="text"/>
*Email :	<input type="text"/>	Email :	<input type="text"/>

Project Manager

Name :	<input type="text"/>
Company :	<input type="text"/>
Designation :	<input type="text"/>
DID/HP No. :	<input type="text"/>
Email :	<input type="text"/>

Contact Person for Assessment

*Name :	<input type="text"/>	*Name :	<input type="text"/>
*Company :	<input type="text"/>	*Company :	<input type="text"/>
*Designation :	<input type="text"/>	*Designation :	<input type="text"/>
*DID/HP No. :	<input type="text"/>	*DID/HP No. :	<input type="text"/>
*Email :	<input type="text"/>	*Email :	<input type="text"/>

Coordinator Details for Document Submission

*Name :	<input type="text"/>
*NRIC / FIN :	<input type="text"/>
*Company :	<input type="text"/>
*Address :	<input type="text"/>
*DID/ HP No :	<input type="text"/>
*Email :	<input type="text"/>

Please note that the coordinator who will be responsible to coordinate the document submissions will be given a separate account to access to the submission module later stage. Do inform the assessor if there is a change in coordinator.

BCA Green Mark Application for New Buildings

Project Info	Developer/Owner Info	Project Team Info	Key Contact Person	Attachments
--------------	----------------------	-------------------	--------------------	-------------

Attachments

* Summary of green features and highlights for the project

Estimated annual savings

Brochure

Note :
1. Use the "Browse..." button to select the file that you want to upload. Accepted file format are *.pdf only.
2. Please note that each file may be up to 10 MB in size.
3. You can select all the files and upload all the document same time by using the "Attach File" button.

For uploading of attachments, please select the file via the **“Browse”** button and click on **“Attach File”** button. You may upload all selected files at the one time.

Please click on the **“Save”** button to save the data. Please note that the data can still be verified at this stage before your submission.

Please click **“Preview & Submit”** button to verify your data before submission.

Declaration

- ☐ I declare that all information furnished in this application are true and accurate. I understand that the authority reserves all rights to reject or disqualify the application if the submission is incomplete or if the applicant does not meet any of the Authority's registration requirements.
- ☐ I understand that the Authority reserves the rights to request the applicant to produce the original copies of any documents for verification when required. I understand that the Authority reserves the rights to reject, cancel or disqualify the application or registration if any information furnished are found to be false or inaccurate.
- ☐ I agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to application particulars.

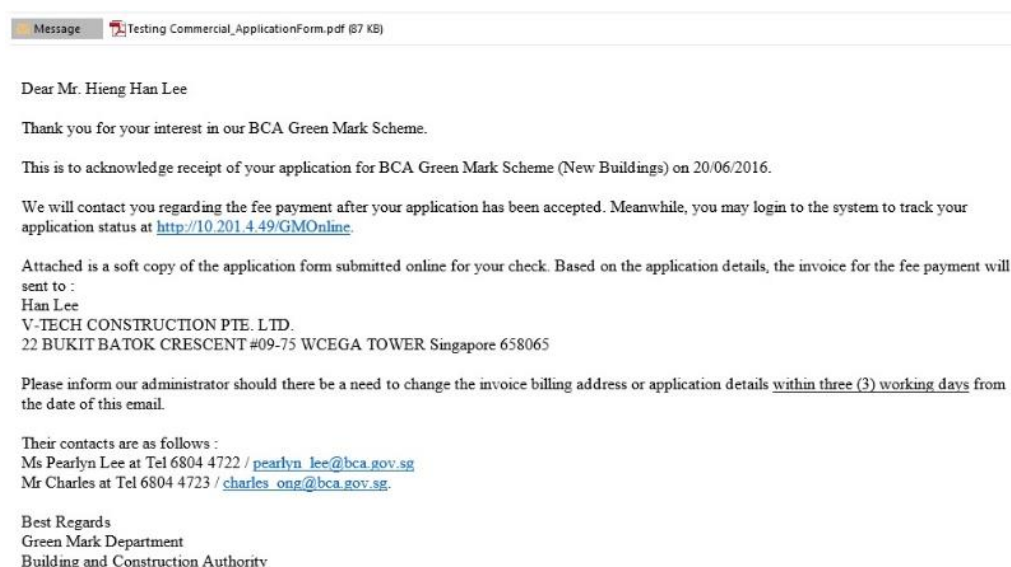
Previous

Edit

Submit

Tick on the checkboxes for declaration check. Then, click on “**Submit**” button to submit.

Upon submission, system will display the application reference no and acknowledgment email with application form will sent to applicant email for detail confirmation.



If the officer need more information, the email notification with his comment will be sent to the applicant and his agent. Please note that the project application status will be stated as “RETURN” under your application status listing.

Dear Mr.Hieng Han Lee

We refer to your application dated 20/06/2016.

Ref No. : NB0001/7/2013

Project Name : Testing Commercial

Project Description : Testing commercial application Desc

We regret to inform you that your application is pending due to incomplete information as listed below :

- Please provide more details on summary of green features.

Please login to <http://10.201.4.49/GMOnline> to furnish the information required so that we can process your application.

If you need further assistance, please call our administrative officer Mr. HanBCA at Tel 6325 5940 / lee_hieng_han@bca.gov.sg

Thank you.

Best Regards

Green Mark Department

Building and Construction Authority

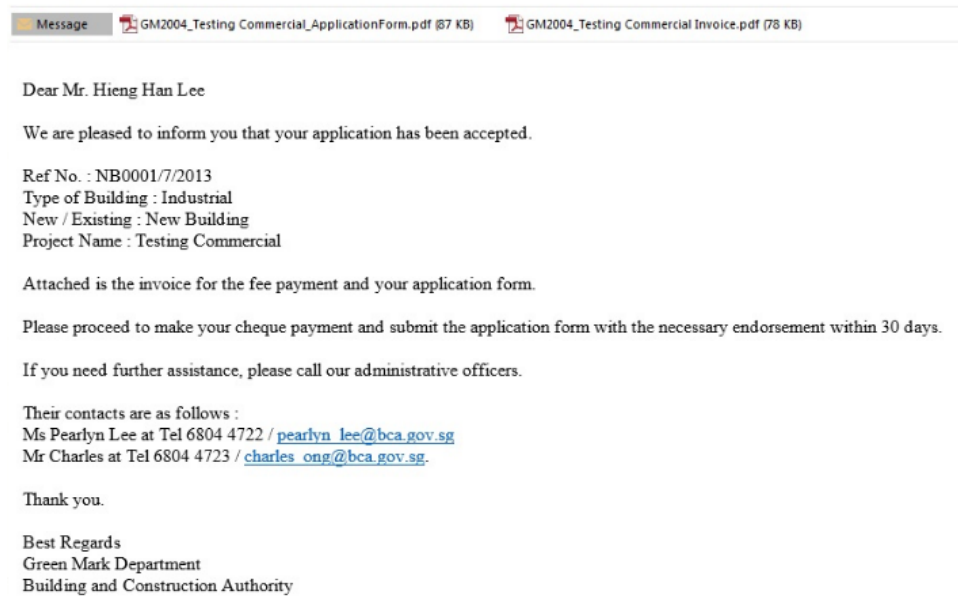
You may access to the specific project with officer's comment from the project application status listing (note that the status will be stated as "RETURN") and made the changes necessary before re-submitting the application form for further processing.



The screenshot shows the BCA Green Mark Online user interface. On the left is a navigation menu with links: Home, New Project Application, Project Application Status (highlighted), GM Specialist Application, Certification, Resources, Useful Links, Update Profile, and Logout. The main content area is titled 'My Application Listing' and displays a table of applications. The table has columns for Project Name, Project Description, Application Type, Creation Date, Status, and Submission No. There are four rows of data, with the last row showing a 'RETURN' status.

Project Name	Project Description	Application Type	Creation Date	Status	Submission No
JetStark	Owned by Stark family with 7th storey mixed development.	New Buildings	10 May 2016	DRAFT	NB0001/5/2016 Delete
School of Home	Test of Home	Existing Buildings	05 Apr 2016	REJECTED	EB0001/4/2016
Test AC Acc	Test AC Acc	New Buildings	05 Apr 2016	DRAFT	NB0001/4/2016 Delete
Testing Commercial	Testing commercial application Desc	New Buildings	27 Jun 2013	RETURN	NB0001/7/2013

Once the application is in order, email acceptance with invoice details and completed application form will be attached and send to applicant and his agent. The applicant is required to print and endorse on the application form and his appointment of coordinator for document submission in **hardcopy** together with his payment for the Green Mark Certification.



Once payment is cleared, the payment acknowledgement and assigned assessor info will be sent to applicant and project team for arrangement of pre-assessment.

Dear All

We refer to your Green Mark application for Testing Commercial (**Proj Ref No : GM2004/7/2013**).

We are pleased to inform you that we have received the payment for the assessment.

The project assessor, Mr. Lee Hieng Han will contact you to arrange for assessment.*

If you have any queries, please contact the project assessor at 6325 5940 (or email: lee_hieng_han@bca.gov.sg).

* During the course of assessment of the project, BCA and/or BCA's staff may render opinions to the Applicant. Despite this, the Applicant is advised that BCA's assessment of the project is conducted at the Applicant's own risk as set out at clause 4.5 of the terms and conditions for BCA Green Mark Scheme found at <http://bca.gov.sg/GreenMark/other/gmtc.pdf>. Notwithstanding any advice and/or opinion that may be rendered or given by BCA and/or BCA's staff in the course of assessment, the Applicant shall place no reliance on any opinion given by BCA and/or BCA's staff in the course of the assessment. The Applicant is further advised to conduct its own assessment and verification process that in ascertaining the applicability of any opinion rendered by BCA and/or BCA's staff.

Best Regards
Green Mark Department
Building and Construction Authority

7.0 Project Application Status

The application status can be checked by clicking on “**Project Application Status**” on the menu on the left.

Building and Construction Authority

BCA Green Mark Online

Welcome, Mr. Hieng Han Lee

My Application Listing

Project Name	Project Description	Application Type	Creation Date	Status	Submission No
JetStark	Owned by Stark family with 7th storey mixed development.	New Buildings	10 May 2016	DRAFT	NB0001/5/2016 Delete
School of Home	Test of Home	Existing Buildings	05 Apr 2016	REJECTED	EB0001/4/2016
Test AC Acc	Test AC Acc	New Buildings	05 Apr 2016	DRAFT	NB0001/4/2016 Delete

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To delete the draft application, click on “**Delete**” link to delete the application.

Status of your application can be as follows:

Draft -> If you have earlier saved your application details, it will stated as ‘DRAFT’. To continue data entry, click on the “Draft” link to go application form to complete the necessary.

Return -> If there are outstanding issues pertaining to your application, the officer will send you an email with his comment. The status will be stated as ‘RETURN’. To amend return application, click on “Return” link to go application form to revise the details or provide the necessary information before re-submission to BCA.

Invoice -> Cheque Payment for Green Mark Assessment Fee is not received or cleared yet

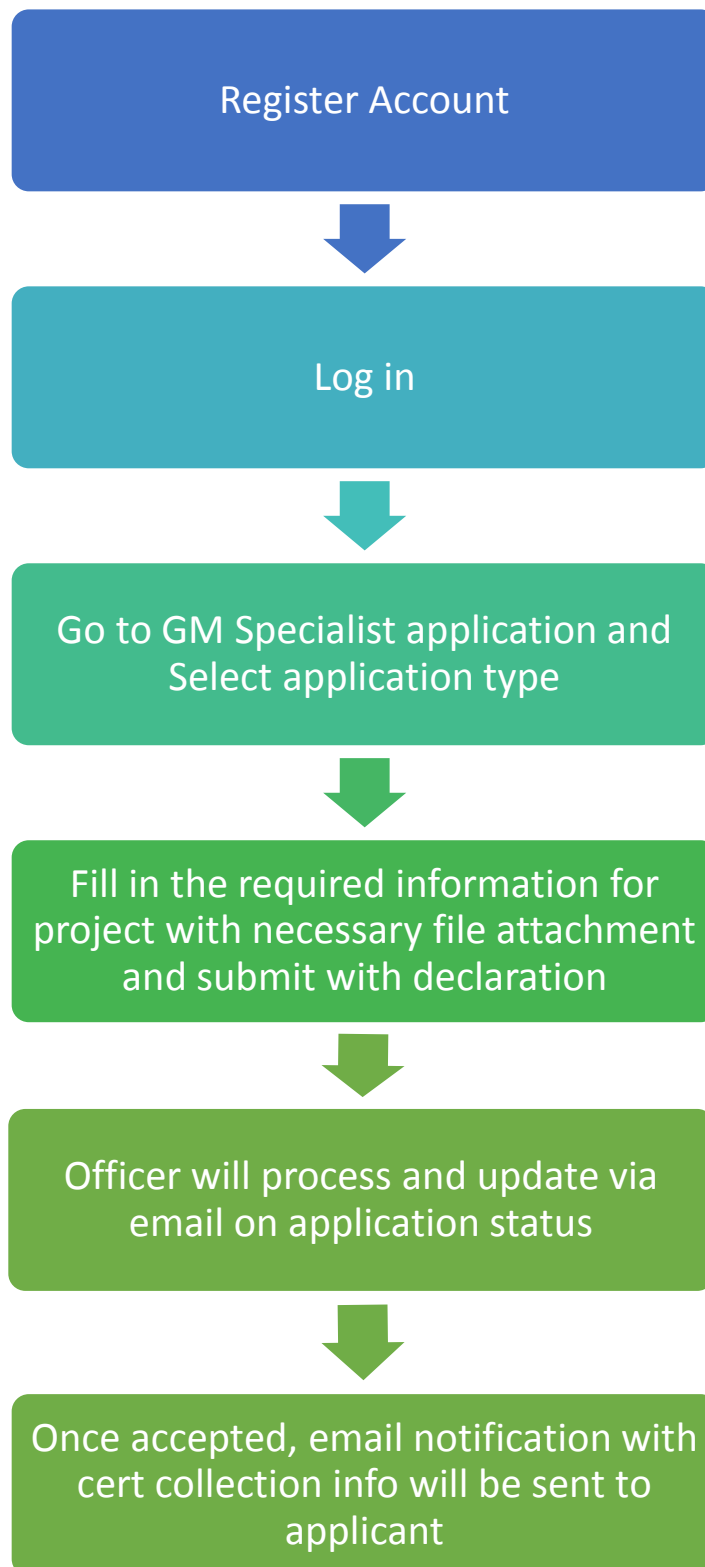
Payment -> Payment via Credit Card – eNet Page for Green Mark Assessment Fee is outstanding.

Accepted -> The application is accepted and payment is cleared.

Rejected -> The application for Green Mark Certification is not accepted.

Withdrawn -> The request for withdrawal from the applicant was received and processed.

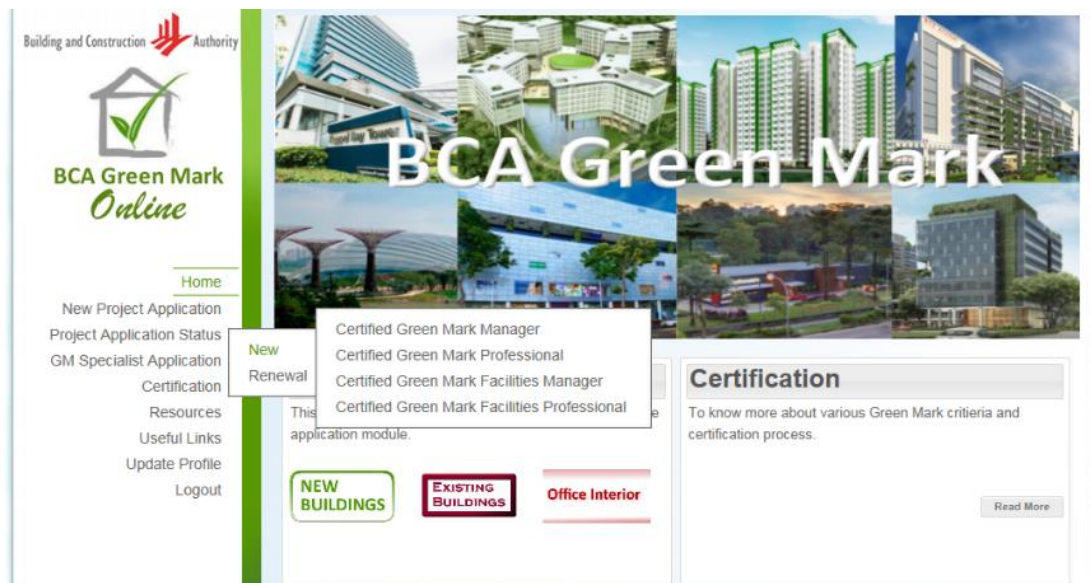
Application for Green Mark Specialist




8.0 Application for Green Mark Specialist

8.1 For New Application

For green mark specialist application, please mouse over the “*GM Specialist Application*”. For new application, please mouse over the “*New*” and select the relevant green mark specialist application.



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Online Submission of Certified Green Mark Manager Application

This e-Service allow registered users to submit their Certified Green Mark Manager application online.

Important Notes:

- This form may take you about 20-30 minutes to complete. If you are unable to complete it at one go, you could save the draft and complete it subsequently prior to submission.
- Certification criteria for Certified Green Mark Manager.

Entry requirements	Applicants should possess a building engineering or a building-related degree which is recognised locally with at least 3 years of relevant local experience or 5 years for diploma holders.
Attended and passed the course	Certification Course for GMM (approx. 4½ days)
Completed Green Mark project assessment at point of application	ONE Green Mark Gold or above project (for new buildings) OR TWO Green Mark Gold or above projects (for new non-buildings e.g. office interior, supermarkets, parks, etc.)
- Validity of Green Mark Projects in support of application for Certified Green Mark Manager.

The Green Mark Projects Assessment should be completed (date of Green Mark Letter of Award) within 2 years from application date.
- Before proceeding to submit the application, registered users will have to gather the following information:

For New Application

 - Copies of academic qualifications and course certificates must be submitted with the application;
 - Educational / Professional Qualifications Attained (i.e. Registered Architect, Professional Engineer, Green Mark Manager Course, Green Mark Professional Course, Green Mark Facilities Manager Course, Green Mark Facilities Professional Course);
 - Detailed CV listing of company name, working experience, work scope and experience in engineering or building industry;
 - Justification on involvement of Green Mark projects:
 - List the projects in which you have contributed significantly, and indicate the date of Green Mark Letter of Award, LOA (please note that only projects with LOA within 2 years from date of application will be considered)
 - Give details of your involvement in the respective Green Mark projects listed in item 4a.
 - Attach Letter of endorsement / testimonial from Developer / Building Owner on details of your involvement and role in the Green Mark projects. Letter of endorsement / testimonial should be on the Developer / Building Owner's company letterhead and clearly state how your contribution / efforts in the project team have led to the Green Mark Award for the project.
- Please allow 6-8 weeks for our officers to process your application upon submission.
- Applicant will be notified via email on their application status.

Next

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Best viewed in IE 9.0 or above
Site Last Update: 20 May 2016

This screenshot shows the “Important Notes” which spells out the conditions to be fulfilled in order to meet the criteria requirement.

Please fill in the required information in the mandatory fields *. Click on **“Save”** button to save the information.

Fill in the building-related work experience in chronological order, starting from current to earliest. Click on **“Add New...”** button to insert the new record. Upon finish entry, click on **“Insert”** button to save the record into the system. To cancel the entry, click on **“Cancel”** button to cancel the record.

For attachment upload, please click on the **“Browse...”** button to select the file. Then, click on **“Attach File”** to upload into the system.

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BCA Green Mark Online

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New Application for Certified Green Mark Professional

Personal Particulars | Employment History | **Green Mark Projects** | Qualifications

The Green Mark project(s) that I have contributed significantly and the respective Letter(s) of Award (LOA) and Letter(s) of Endorsement (LOE) from Building Owner / Developer indicating of my involvement is/are attached

Date of Letter of Award	Project Name	Award Rating	Developer/ Building Owner	Description of my significant and active involvement	LOA	LOE
04/05/2016	Han	Platinum	Charles	GW		

Please Select

Add New...

Note: The Green Mark Project Assessment should be completed **within 2 years** from this application. THREE GreenMark GoldPLUS or above for (new buildings)

Previous Save Preview & Submit Next

To add record for Green Mark Projects, please click on “**Add New...**” button to insert the new record.

Fill in the related information and click on the file with up arrow icon to select the LOA and then similar for LOE to select the file. Once done, click on “**Insert**” button to save & upload the attachment to the system.

Building and Construction Authority

BCA Green Mark Online

Home
New Project Application
Project Application Status
GM Specialist Application
Certification
Resources
Useful Links
Update Profile
Logout

New Application for Certified Green Mark Manager

Personal Particulars | Employment History | Green Mark Projects | Qualifications | **DRAFT**

Academic Qualification

* Highest Qualification: Degree
 * Qualification Title: BACHELOR OF ENGINEERING (HONS) MECHANICAL EN
 * Graduate Year: 2011
 * University / Institution Name: UNIVERSITI TUNKU ABDUL RAHMAN
 * Academic Certificate

Course Certificate

* Certificate No: CGMM/12/00297 * Certificate Date: 03/08/2012
 * Course Certificate

Refresher Training

* Refresher Cert No: 123456 * Refresher Date: 03/04/2016
 * Refresher Certificate

Others

Qualified Person: Please Select...
 SCEM: ☐ e.g 0001
 e.g 0001

Note:
 1. For upload file, please click on Browser button and select the file(Accepted file format are *.pdf only).
 Then, click on Attach File button to upload the file.
 2. Please note that file size limit is up to 5 MB only.

Previous Save Preview & Submit Next

© Copyrights 2013. All Rights Reserved
 Terms of Use Privacy Policy
 Best viewed in IE 9.0 or above
 Site Last Update: 20 May 2016

Please fill in the required information in the mandatory fields * for Qualifications. Click on “**Save**” button to save the information. After all fields filled, click on “**Preview & Submit**” to preview the form before submission.

Declaration

☐ I declare that all information furnished in this application are true and accurate. I understand that the authority reserves all rights to reject or disqualify the application if the submission is incomplete or if the applicant does not meet any of the Authority's registration requirements.


☐ I understand that the Authority reserves the rights to request the applicant to produce the original copies of any documents for verification when required. I understand that the Authority reserves the rights to reject, cancel or disqualify the application or registration if any information furnished are found to be false or inaccurate.

☐ I agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to application particulars.

Previous
Edit
Submit
Next

After reviewing and confirm that all the information are correct and in order, tick on all the checkboxes under the declaration and click “**Submit**” button to submit the application form.

Building and Construction Authority



BCA Green Mark Online

- Home
- New Project Application
- Project Application Status
- GM Specialist Application**
- Certification
- Resources
- Useful Links
- Update Profile
- Logout

Application Submission

Date : 22/06/2016

Name :	Hieng Han Lee
Application Type :	Certified Green Mark Manager (New)
Contact No :	63255940
Email :	lee_hieng_han@bca.gov.sg
Status :	SUBMIT

Thank you for using the BCA Green Mark Online Submission Portal.

Your application has been submitted successfully.

The officer-in-charge will contact you on further arrangement upon application been processed.

You may login the system to track application status.

Please contact our officers if you need further clarification.

Back to Home
Print Slip

Upon successful submission, an acknowledgement email notification will sent to applicant.

8.2 For Renewal Application

(Applicable for Certified Green Mark Professional and Facilities Professional)

For green mark specialist application, please mouse over the “*GM Specialist Application*”. For renewal case, from home page, please mouse over the “**Renewal**” and select the corresponding green mark specialist application for renewal.





- Home
- New Project Application
- Project Application Status
- GM Specialist Application**
- Certification
- Resources
- Useful Links
- Update Profile
- Logout

Online Submission of Certified Green Mark Professional renewal Application

This e-Service allow registered users to submit their Certified Green Mark Professional renewal application online.

Important Notes:

i. This form may take you about 20~30 minutes to complete. If you are unable to complete it at one go, you could save the draft and complete it subsequently prior to submission.

ii. Certification criteria for Certified Green Mark Professional renewal.

Entry requirements	Applicants should possess a building engineering or a building-related degree which is recognised locally with at least 5 years of relevant local experience.
Attended and passed the course	Certification Course for GMP (approx. 25½ days) Refresher Training (approx. ½ day)
Completed Green Mark project assessment at point of application	TWO Green Mark Gold PLUS or above for new buildings projects or ONE Green Mark Gold PLUS or above new building project +30 hours of green-related training

iii. Validity of Green Mark Projects in support of application for Certified Green Mark Professional renewal.

The Green Mark Projects Assessment should be completed (date of Green Mark Letter of Award) within 2 years from application date.

iv. Before proceeding to submit the application, registered users will have to gather the following information:

For Renewal Application


1. Justification on involvement Green Mark projects:
 - a. List the projects in which you have contributed significantly, please indicate the date of the Green Mark Letter of Award, LOA (please note that only projects with LOA within 2 years from date of this application will be considered).
 - b. Attach Letter of endorsement / testimonial from Developer / Building Owner on details of your involvement and role in the Green Mark projects. Letter of endorsement / testimonial should be on the Developer / Building Owner's company letterhead and clearly state how your contribution / efforts in the project team have led to the Green Mark Award for the projects.
2. A detailed list of at least 30 hours of training sessions and attendance certificate as documentary evidence

v. Please allow 6-8 weeks for our officers to process your application upon submission.

vi. Applicant will be notified via email on their application status.

Next

This screenshot shows the “Important Notes” which spells out the conditions to be fulfilled in order to meet the criteria requirement.



**BCA Green Mark
Online**

Building and Construction Authority

Home

New Project Application

Project Application Status

GM Specialist Application

Certification

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Renewal Application for Certified Green Mark Professional
DRAFT


Personal Particulars
Green Mark Projects
Training
Qualifications

The sustainable / energy-related short courses, conference, workshops & seminars, professional awards or papers presented and published related to sustainable / energy engineering / management and / or conducted approved relevant courses attended and the certificate of attendance attached

Date Training / Event	Nos of hours	Title of course/ event and your involvement	Attachment
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;"> </div> <div> <input type="button" value="Insert"/> <input type="button" value="Cancel"/> </div> </div>

Total Training Hours : 0

To add record for Training, please click on **“Add New...”** button to insert the new record. Fill in the fields and click on the file with up arrow icon to select the attendance evidence. Then, click on **“Insert”** button to add the record.



**BCA Green Mark
Online**

Building and Construction Authority

Home

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Renewal Application for Certified Green Mark Professional
DRAFT

Personal Particulars
Green Mark Projects
Training
Qualifications

Academic Qualification

* Highest Qualification:

* Qualification Title :

* Graduate Year :

* University / Institution Name :

* Academic Certificate

Course Certificate

* Certificate No : * Certificate Date :

* Course Certificate

Refresher Training

* Refresher Cert No : * Refresher Date :

* Refresher Certificate

Others

Qualified Person :

SCEM : ☐

Note :

1. For upload file, please click on Browser button and select the file (Accepted file format are *.pdf only). Then, click on Attach File button to upload the file.

2. Please note that file size limit is up to 5 MB only.

Please fill in the required information in the mandatory fields * for Qualifications. Click on **“Save”** button to save the information. After all fields filled, click on **“Preview & Submit”** button to preview the form before submission.

BCA Green Mark Online User Guide

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Declaration


☐ I declare that all information furnished in this application are true and accurate. I understand that the authority reserves all rights to reject or disqualify the application if the submission is incomplete or if the applicant does not meet any of the Authority's registration requirements.

☐ I understand that the Authority reserves the rights to request the applicant to produce the original copies of any documents for verification when required. I understand that the Authority reserves the rights to reject, cancel or disqualify the application or registration if any information furnished are found to be false or inaccurate.

☐ I agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to application particulars.

Previous
Edit
Submit
Next

After review all info is correct and in order, tick on all the checkboxes under the declaration and click “Submit” button to submit the application form.



Building and Construction Authority

- Home
- New Project Application
- Project Application Status
- GM Specialist Application**
- Certification
- Resources
- Useful Links
- Update Profile
- Logout

Application Submission

Date : 22/06/2016

Name :	Hieng Han Lee
Application Type :	Certified Green Mark Professional (Renewal)
Contact No :	63255940
Email :	lee_hieng_han@bca.gov.sg
Status :	SUBMIT

Thank you for using the BCA Green Mark Online Submission Portal.

Your application has been submitted successfully.

The officer-in-charge will contact you on further arrangement upon application been processed.

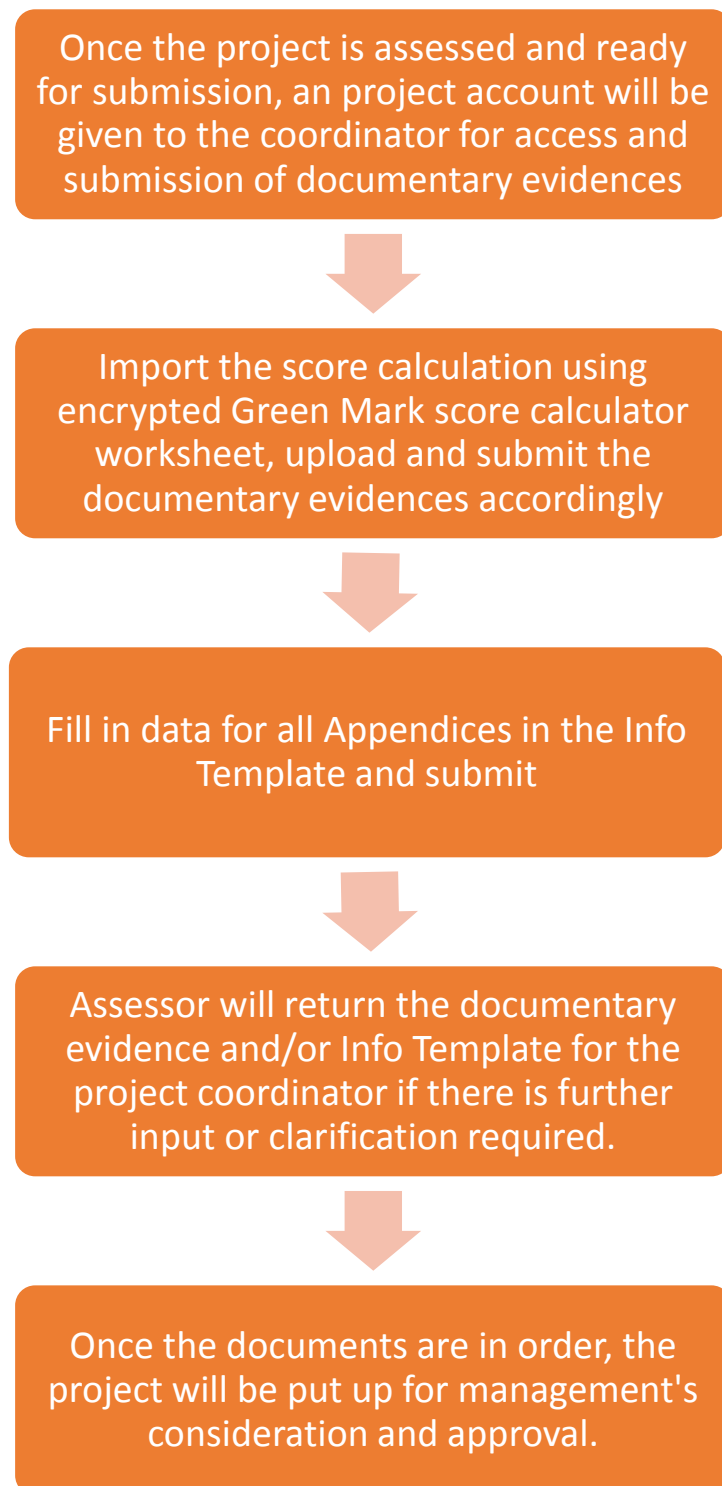
You may login the system to track application status.

Please contact our officers if you need further clarification.

Back to Home
Print Slip

Upon successful submission, an acknowledgement email notification will sent to applicant.

Submission of Documents for Green Mark Assessment



Green Mark Project Coordinator: Home Page

Once the project is assessed and ready for documentary submission, the assessor will issue the login credential for project coordinator to access to Green Mark Online.

The screenshot shows the BCA Green Mark Online interface. On the left is a sidebar with the BCA Green Mark Online logo and navigation links: Project Info, Assessment, Update Profile, and Logout. The main content area is divided into three sections:

- Project Info:** A table with project details.

Field	Value
Reference No	GM2004/7/2013
Project Name	Testing Commercial
Project Description	Testing commercial application Desc
Target Rating	Goldplus
Green Mark Scheme	Non-Residential New Buildings (Version 4.1)
- List of Document Required :** A table showing the status of required documents.

Name	Status
Documentary Evidence	Submitted
Info Template	Submitted
- Additional Supporting Document (if any) :** A section for uploading additional documents. It includes a note: "For eg Preliminary GM scoring sheet, Energy Modelling, CFD and documents not stated here but requested by Assessor". Below this are five attachment slots:
 - Attachment 1: Verification Data.pdf (Status: Submitted)
 - Attachment 2: Payment.pdf (Status: Submitted)
 - Attachment 3: [Browse...] No file selected.
 - Attachment 4: [Browse...] No file selected.
 - Attachment 5: [Browse...] No file selected.An "Attach File" button is at the bottom.

At the bottom left, there is a footer with copyright information: "© Copyrights 2013. All Rights Reserved", "Terms of Use Privacy Policy", "Best viewed in IE 9.0 or above", and "Site Last Update: 20 May 2016".

The main page will display the project info and list of documents required for the document submission.

It also shows the status of the required document.

Pending -> Still in draft.

Submitted -> Documents submitted for assessor review.

Returned -> Documents returned by assessor to project coordinator for his further input and clarification.

9.0 Documentary Evidence for Assessment

Before uploading the documentary evidences for submission, please first compute the Green Mark Score of your project using the Green Score Calculator. Here's the link to the Score Calculator:

For New Development: <https://www.bca.gov.sg/GreenMarkScoreCalculator/>

For Existing Building: <https://www.bca.gov.sg/GreenMarkEBCalculator/>

For uploading your project score worksheet and documentary evidence for submission, please mouse over the *Assessment* -> *Documentary Evidence* on the menu on the left or click on the "Document Evidence" link under List of Document Required.

The screenshot shows the BCA Green Mark Online portal. On the left, a sidebar menu has 'Documentary Evidence' highlighted. The main content area is titled 'Project Info' and contains the following details:

- Reference No : GM2004/7/2013
- Project Name : Testing Commercial
- Project Description : Testing commercial application Desc
- Target Rating : Goldplus
- Green Mark Scheme : Non-Residential New Buildings (Version 4.1)

Below the project info, there is a section titled 'Required :'. It contains a table with the following data:

Name	Status
Documentary Evidence	Submitted
Info Template	Submitted

Upload of the project score worksheet generated from Green Mark Score Calculator.

Please click on to the "Browse" button, to select encrypted data file of the score worksheet from Green Mark Score Calculator and click on the "Import" to upload the score to the system.

Click on "Save" button to save your data transferred from score worksheet to the system.




The screenshot shows the 'GM Score and Submission Of Documentary Evidences' page. At the top, there is a section for 'Import GM Worksheet' with a 'Browse...' button and an 'Import' button. Below this, there is a table with the following columns: 'Category Items', 'Document Required', 'Max Points', and 'Points Scored'.

Category Items	Document Required	Max Points	Points Scored
NRS 1-1 Thermal Performance of Building Envelope - ETTV	ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation. Browse... No file selected. Upload To enable file downloads when using the Green Mark Portal doc	12	12

Below the table, there is a 'Remarks' section with the text 'NRS 1-1'.

Upload of documentary evidences

Note: Max 5 files ~ 20 MB per upload. Each category items can store up to 70 MB.

Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features	Summary								
<table border="1"> <thead> <tr> <th>Category Items</th> <th>Document Required</th> <th>Max Points</th> <th>Points Scored</th> </tr> </thead> <tbody> <tr> <td>NRB 1-1 Thermal Performance of Building Envelope - ETTV</td> <td> ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation. <input type="button" value="Browse..."/> <input type="button" value="Upload"/> To enable file downloads when using the Green Mark Portal.doc  </td> <td>12</td> <td><input type="text" value="12"/></td> </tr> </tbody> </table>						Category Items	Document Required	Max Points	Points Scored	NRB 1-1 Thermal Performance of Building Envelope - ETTV	ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation. <input type="button" value="Browse..."/> <input type="button" value="Upload"/> To enable file downloads when using the Green Mark Portal.doc 	12	<input type="text" value="12"/>
Category Items	Document Required	Max Points	Points Scored										
NRB 1-1 Thermal Performance of Building Envelope - ETTV	ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation. <input type="button" value="Browse..."/> <input type="button" value="Upload"/> To enable file downloads when using the Green Mark Portal.doc 	12	<input type="text" value="12"/>										
Remarks : <input type="text" value="NRB 1-1"/>													

Go to the relevant criteria section, click on to the “**Browse**” button, to select the relevant documentary evidences followed by the “**Upload**” button to upload your documents to the system.

Click on “**Save**” button to save all documentary evidences uploaded.

NRB 1-11 Renewable Energy	Necessary calculation on the % saving over the total building energy consumption and catalogue.	20	<input type="text" value="0"/>
<input type="button" value="Browse..."/> <input type="button" value="Upload"/>			
Remarks : <input type="text" value="NRB 1-11"/>			
Comment from Assessor: <input type="text" value="AS NRB 1-11"/>			
Total Score for Energy :			45

The summary tab will show the computed points of each section.

Note: Max 5 files ~ 20 MB per upload. Each category items can store up to 70 MB.

Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features	Summary
Category Items					
					Max Points
					Points Scored
(I) Energy Related Requirements					
Part 1: Energy Efficiency					
NRB 1-1 Thermal Performance of Building Envelope – ETTV					12
NRB 1-2 Air Conditioning System					42
Sub-Total (A) - For NRB 1-1 to 1-2:					42
Prorate Sub-Total(A):					25.33
NRB 1-3 Building Envelope - Design/Thermal Parameters					35
NRB 1-4 Natural Ventilation / Mechanical Ventilation					20
Sub-Total (B) - For NRB 1-3 to 1-4:					55
Prorate Sub-Total (B):					4.67
NRB 1-5 Daylighting					6
NRB 1-6 Artificial Lighting					12
NRB 1-7 Ventilation in Carports					4
NRB 1-8 Ventilation in Common Areas					5
NRB 1-9 Lifts and Escalators					2
NRB 1-10 Energy Efficient Practices & Features					12

Once the documentary evidences are uploaded and in order, please click on “**Submit**” button to submit these documents to the Assessor for review.

If the assessor require more info or clarification, email notification with assessor’s comment will be sent to the project coordinator on any outstanding issues.

The status of Documentary Evidence will be stated “*Returned*” under the project info menu. To view assessor’s comment or to resubmit, click on the “*Documentary Evidence*” link.

The screenshot displays the BCA Green Mark Online interface. On the left is a sidebar with the BCA Green Mark Online logo and navigation links: Project Info, Assessment, Update Profile, and Logout. The main content area is titled 'Project Info' and contains the following details:

- Reference No : GM2004/7/2013
- Project Name : Testing Commercial
- Project Description : Testing commercial application Desc
- Target Rating : Goldplus
- Green Mark Scheme : Non-Residential New Buildings (Version 4.1)

Below the project info is a section titled 'List of Document Required :'. It contains a table with two columns: Name and Status.

Name	Status
Documentary Evidence	Returned
Info Template	Submitted

Noted that the comment from assessor will be shown under the Remarks section. Only those criteria section with assessor comment will be unlocked for updating.

You may delete the earlier attachment if they are no longer relevant by click on the “X” icon.

To upload the revised documents or attachment go to click on to the “Browse” button, to select the relevant documentary evidences followed by the “Upload” button to upload your documents to the relevant criteria section.

Click on “Save” button to save all documentary evidences uploaded.

GM Score and Submission Of Documentary Evidences

Note: Max 5 files ~ 20 MB per upload. Each category items can store up to 70 MB.

Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features	Summary
-------------------	------------------	--------------------------	------------------------------	----------------------	---------

Category Items	Document Required	Max Points	Points Scored
NRB 1-1 Thermal Performance of Building Envelope - ETTV	ETTV calculation, U value calculation, SC value calculation, layout drawing, elevation drawings, glass spec, roof U value calculation. <div style="text-align: right;"> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> To enable file downloads when using the Green Mark Portal.doc X </div>	12	<input style="width: 50px;" type="text" value="12"/>
Remarks : <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;">NRB 1-1</div>			
Comment from Assessor: AS NRB 1-1			

NRB 1-11 Renewable Energy	Necessary calculation on the % saving over the total building energy consumption and catalogue. <div style="text-align: right;"> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div>	20	<input style="width: 50px;" type="text" value="0"/>
Remarks : <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;">NRB 1-11</div>			
Comment from Assessor: AS NRB 1-11			
Total Score for Energy :			45

To save any changes to the form, click on “Save” button.

Once all comments from assessor have been addressed, click on “Submit” button to submit for assessor’s review.

10.0 Green Mark Information Template

For building and publication info, please mouse over the **Assessment -> Info Template** on the menu on the left or click on the “*Info Template*” link under List of Document Required.

The screenshot shows the 'GM2004/7/2013 Info Template' web form. On the left is a sidebar with the 'BCA Green Mark Online' logo and navigation links: 'Project Info', 'Assessment' (highlighted), 'Update Profile', and 'Logout'. The main content area is titled 'GM2004/7/2013 Info Template' and contains a tabbed interface with 'Mock Certificate', 'Key Contact Person', and 'Publicity Info' tabs. The 'Mock Certificate' tab is active, showing fields for 'Project Name' (Testing Commercial), 'Project Address' (Testing commercial application Desc Loc), 'Expected TOP' (31/12/2014), and 'Actual TOP' (20/12/2014). Below these are fields for 'Contact Person for Certificate/ Plaque Collection', including 'Name' (han), 'Contact No' (63255940), 'Designation' (tester), and 'Email' (lee_hieng_han@bca.gov.sg). A 'Preview Mock Certificate' button is at the bottom of this section. Below the tabs are expandable sections for 'Appendix B - Project Factsheet', 'Appendix C - New Residential Buildings : Summary on Electricity Consumption And Savings', 'Appendix D - New Non-Residential : Summary on Electricity Consumption and Savings', and 'Appendix E - Assessment Checklist'. A 'Back' button is at the bottom left. The footer contains copyright information for 2013 and a last update date of 20 May 2016.

Some common data from the Green Mark Application page will be auto populated into the info template.

Proceed to fill the the data entry. Click on the “**Update**” button to save the information into the system.

Under Appendix A, Mock Certificate section, clicking on the “**Preview Mock Certificate**” button, the system will show the mock certificate as shown below:

The screenshot shows the 'Mock Certificate Preview' window. It features the 'BCA GREEN MARK' logo with the text 'Non-Residential New Buildings (Version 4.1)' and '2016 AWARD Goldplus presented to TESTING COMMERCIAL'. Below this is the project address 'Testing commercial application Desc Loc'. Two date fields show 'Expected TOP Date' as 31/12/2014 and 'Actual TOP Date (if received)' as 20/12/2014. At the bottom, there are two sections: 'Please Sign Here:' with fields for 'Name', 'Signature', and 'Date'; and 'Contact person for Certificate / Plaque Collection' with fields for 'Name' (han), 'Designation' (tester), 'Email', and 'Contact No' (63255940).

Under Appendix A, Key Contact Person section, the contact info from the Application page will be auto populated here as well.

Appendix A - Mock Certification and Publicity Information

Mock Certificate | Key Contact Person | Publicity Info

Key Contact Person | Add New Contact

Applicant

Name	Hen Lee11
Company	BCA
Designation	Project Coordinator
DID/HP No.	63255940
Email	lee_hieng_han@bca.gov.sg

Edit Delete

Project Manager

Name	Chris Tan
Company	BCA
Designation	PM
DID/HP No.	63255940
Email	lee_hieng_han@bca.gov.sg

Edit Delete

1st Contact Person

Name	Marvis Tang
Company	BCA
Designation	Project Coordinator
DID/HP No.	63255940
Email	lee_hieng_han@bca.gov.sg

Edit Delete

2nd Contact Person

Name	Sam Copper
Company	BCA
Designation	Project Coordinator
DID/HP No.	63255940
Email	lee_hieng_han@bca.gov.sg

Edit Delete

Architect

Name	Ming Han
Company	BCA
Designation	Architect
DID/HP No.	63255940
Email	lee_hieng_han@bca.gov.sg

Edit Delete

To add a new contact, click on **Add New Contact** button. Select the type of contact and fill in the contact person info.

New Contact

Contact Type: Consultant / Contractor

Name:

Company:

Designation:

DID/HP No.:

Email:

Add

After fill up the contact info, click on **"Add"** button to save record to the system.

To edit the current contact info, click on the **“Edit”** button on the contact info.

The screenshot shows the 'BCA Green Mark Online' interface. On the left is a sidebar with a logo and navigation links: 'Project Info', 'Assessment', 'Update Profile', and 'Logout'. The main content area is titled 'Appendix A - Mock Certification and Publicity Information' and contains three tabs: 'Mock Certificate', 'Key Contact Person', and 'Publicity Info'. The 'Key Contact Person' tab is active, showing an 'Add New Contact' button and a form for contact details. The form includes fields for 'Contact Type' (set to 'Applicant'), 'Name' (Han Lee11), 'Company' (BCA), 'Designation' (Project Coordinator), 'DID/HP No.' (63255940), and 'Email' (lee_hieng_han@bca.gov.sg). There are 'Update' and 'Cancel' buttons at the bottom of the form. To the right of the form is a 'Project Manager' section with details for Chris Tan, including company (BCA), designation (PM), DID/HP No. (63255940), and email (lee_hieng_han@bca.gov.sg), with 'Edit' and 'Delete' buttons.

After any amendments, click on the **“Update”** button to save into the system.

To delete the contact info, click on **“Delete”** button on the contact info.

This screenshot shows the same 'Key Contact Person' form as the previous image, but with a confirmation dialog box overlaid. The dialog box, titled 'Message from webpage', contains a question mark icon and the text 'This will delete the contact. Confirm?'. It has 'OK' and 'Cancel' buttons. The contact details for 'Han Lee11' are visible in the background form.

A message will prompt you for confirmation.

Click on the **“OK”** button to confirm the deletion of the contact info.

For the **Publicity Info**,

Click on **“Browse...”** button to select the project image which must be **1000x1000** and in **jpeg** format. Then, click **“Upload”** button to upload the image to system.

Project team info will be auto populated from the application data. Fill in the other info as required.

BCA Green Mark Online

Project Info
Assessment
Update Profile
Logout

Appendix A - Mock Certification and Publicity Information

Mock Certificate Key Contact Person Publicity Info

Publicity Info (* all information will be released to public)

Picture of the Project

Client/ Developer: Test & Test

Project Manager: [Empty]

Architect: Han Architect Pte Ltd

M&E Engineer: Han Construction

Structural Engineer: LeeHan Structural

Quantity Surveyor: QSM Survey

Main Contractor: Han Construction

Landscape Consultant: [Empty]

Other: M&G Chong Construction

No of Joint Venture Companies(if applicable): 0

Project Description: Testing commercial application Desc

Estimated Energy Savings (KWh/yr): 0

Estimated Water Savings (m³/yr): 0

RETV/ETTV (W/m²): 0

Postal Code for the development: 657887

District Code of the development: 0

List of other prominent green features

Features should be arranged in the order of GM criteria with full stop at the end of each point with less than 20 words long

S/No	Green Features	Edit	Delete
1	11	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	22	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Properties of this development (for search function)(Please tick if applicable)

☒ Daylighting ☐ Use of Energy Efficient Features

☒ Efficient Air-Con System ☐ Use of Environment Friendly Products

☒ Extensive Greenery ☐ Use of Motion Sensors

☒ Good Building Orientation ☐ Use of Non-portable or Recycled water

☐ Good Ventilation ☐ Use of Pneumatic Waste Collection

☐ Recycling ☒ Use of Water Efficient Fittings

☐ Reduce Heat Gain to Buildings ☒ Use/Recycling of Horticulture Waste

☐ Renewable Energy

Detail project write up and illustration on green features

Compulsory for Green Mark Goldplus and Platinum.

For Certified and Gold project, please include at least half a page description.

Endorsed mock cert and publicity info.

Please print out the mock certificate and publicity info for applicant endorsement.

Click on **“Print Mock Cert and Publicity Info”** button will print the mock certificate and publicity info for applicant’s endorsement. Please scan and upload the mock cert and publicity info endorsed by the applicant to the system.

Click on **“Update”** button to save the data to system.

Fill in the other related data in Info template as required.

The screenshot shows the 'GM2004/7/2013 Info Template' form. On the left is a sidebar with the 'BCA Green Mark Online' logo and navigation links: 'Project Info', 'Assessment' (highlighted), 'Update Profile', and 'Logout'. The main content area has a title 'GM2004/7/2013 Info Template' and a list of expandable sections: 'Appendix A - Mock Certification and Publicity Information', 'Appendix B - Project Factsheet', 'Appendix C - New Residential Buildings : Summary on Electricity Consumption And Savings', 'Appendix D - New Non-Residential : Summary on Electricity Consumption and Savings', and 'Appendix E - Assessment Checklist'. At the bottom of the form are 'Back' and 'Submit' buttons.

Once the info required are filled up, click on “**Submit**” button for submit to the assessor’s review.

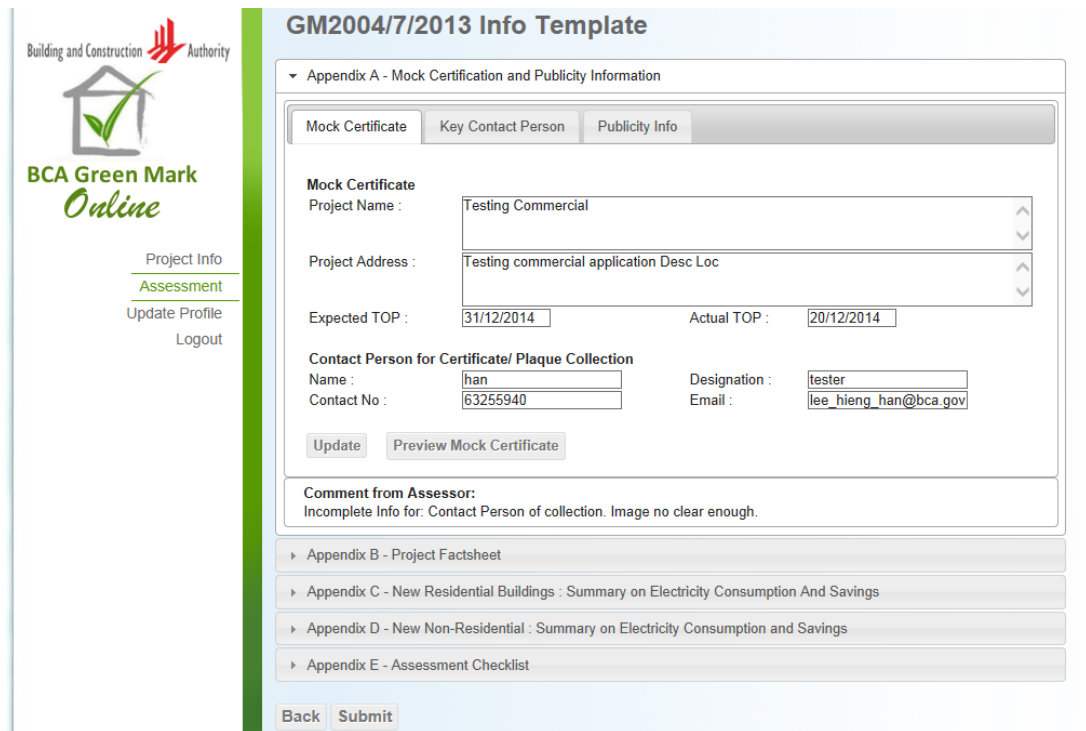
If the assessor require more info, email notification with assessor’s comment will be sent to the project coordinator on any outstanding issues.

The status of Info Template will be stated as “*Returned*”. To view assessor’s comment, please click on the Info Template link.

The screenshot shows the 'Project Info' and 'List of Document Required' section. The sidebar is identical to the previous screenshot. The 'Project Info' section displays the following details: Reference No : GM2004/7/2013, Project Name : Testing Commercial, Project Description : Testing commercial application Desc, Target Rating : Goldplus, and Green Mark Scheme : Non-Residential New Buildings (Version 4.1). Below this is the 'List of Document Required' section, which contains a table with two columns: 'Name' and 'Status'.

Name	Status
Documentary Evidence	Returned
Info Template	Returned

The comment from assessor will displayed below the section. Only those section with assessor comment will be unlocked for updating. Please revise information as required.



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GM2004/7/2013 Info Template

Appendix A - Mock Certification and Publicity Information

Mock Certificate Key Contact Person Publicity Info

Mock Certificate
 Project Name : Testing Commercial
 Project Address : Testing commercial application Desc Loc
 Expected TOP : 31/12/2014 Actual TOP : 20/12/2014

Contact Person for Certificate/ Plaque Collection
 Name : han Designation : tester
 Contact No : 63255940 Email : lee_hieng_han@bca.gov

Update Preview Mock Certificate

Comment from Assessor:
 Incomplete Info for: Contact Person of collection. Image no clear enough.

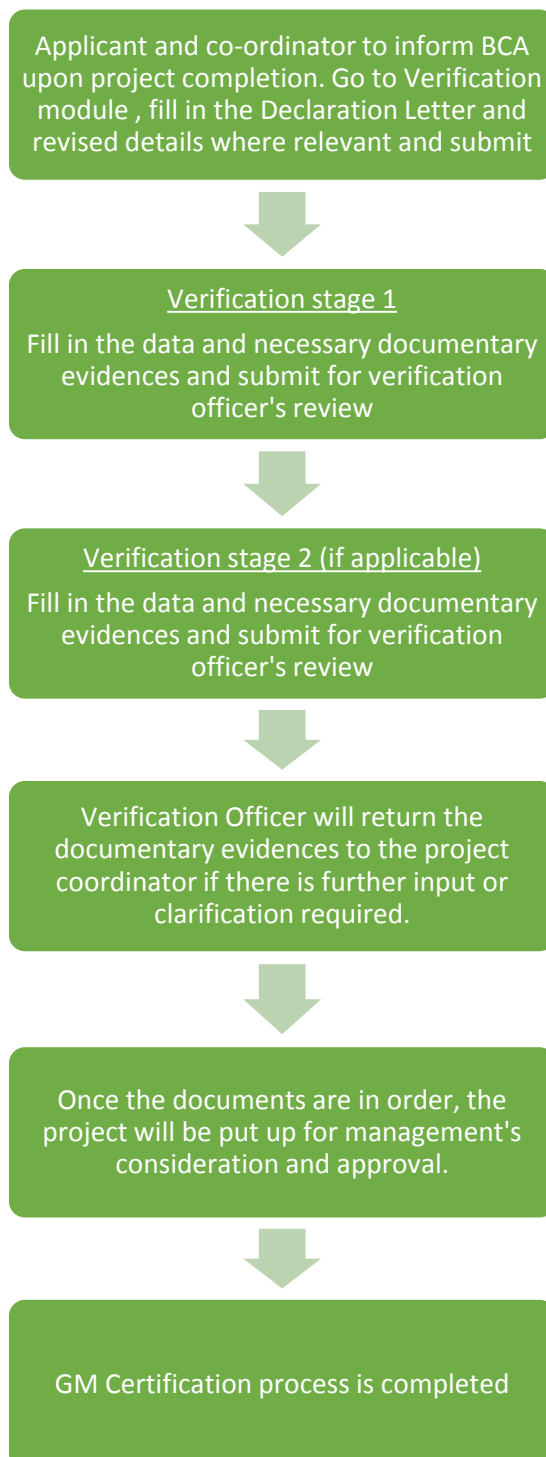
Appendix B - Project Factsheet
 Appendix C - New Residential Buildings : Summary on Electricity Consumption And Savings
 Appendix D - New Non-Residential : Summary on Electricity Consumption and Savings
 Appendix E - Assessment Checklist

Back Submit

To save any changes to the form, click on “**Update**” button.

Once all comments from assessor have been addressed, click on “**Submit**” to resubmit for assessor’s review.


Submission of Documents for Green Mark Site Verification for Building Projects



Once project is completed, the applicant and project coordinator can prepare the declaration letter and submit to BCA via GM online.

[illegible]

There are three section here: the variation list for features, list of additional features and contact person for site verification.



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Site Verification - Declaration Letter

Table 1 : Variation List of Features

S/No	Item Description	Description of Variation(s)		
1	a12345678901234567890123456789012 345678901234567890123456789012345 678901234567890123456789012345678	a11234567890123456789012345678901 234567890123456789012345678901234 567890123456789012345678901234567	Edit	Delete
2	b1	b1	Edit	Delete
3	c1	c1	Edit	Delete
4	d1	d1	Edit	Delete
5	test1	test1	Edit	Delete
6	Item 6	Item 6	Edit	Delete

Table 2 : List of Additional Features

S/No	Item Description	Remarks		
1	2a	2a	Edit	Delete
2	2b	2b	Edit	Delete
3	2c	2c	Edit	Delete

Contact Person for Site Verification

<p>Name: Michael Lee</p> <p>Company: CMP Pte Ltd</p> <p>Designation: Site Officer</p> <p>DID/HP No.: 68044708</p> <p>Email: lee_hieng_han@bca.gov.sg</p> <p style="text-align: right;">Edit Delete</p>	<p>Name: Steven Chow</p> <p>Company: CMP Pte Ltd</p> <p>Designation: Site Officer</p> <p>DID/HP No.: 68044708</p> <p>Email: lee_hieng_han@bca.gov.sg</p> <p style="text-align: right;">Edit Delete</p>
--	--

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[Print Declaration Letter](#)

To add item to list, click on “**Add New Item**” button to add new item.

Site Verification - Declaration Letter

Table 1 : Variation List of Features

S/No	Item Description	Description of Variation(s)		
1	a123456789012345678901234567890123456789012345678901	a1123456789012345678901234567890123456789012345678901234567890123456789012345678901	Edit	Delete
2	b1	b1	Edit	Delete
3	c1	c1	Edit	Delete
4	d1	d1	Edit	Delete
5	test1	test1	Edit	Delete
6	Item 6	Item 6	Insert	Cancel

Add New Item

Click on **Insert** button to add the item to the list or **cancel** button to cancel the insertion.

To edit the item, click on “**Edit**” button beside the record.

Site Verification - Declaration Letter

Table 1 : Variation List of Features

S/No	Item Description	Description of Variation(s)		
1	a1234567890	a11234567890	Update	Cancel
2	b1	b1	Edit	Delete
3	c1	c1	Edit	Delete
4	d1	d1	Edit	Delete
5	test1	test1	Edit	Delete
6	Item 6	Item 6	Edit	Delete

Add New Item

Click on “**Update**” button to update the info or “**Cancel**” button to cancel the update.

To delete the item, click on “**Delete**” button beside the record. Click “**OK**” for confirmation for item deletion.

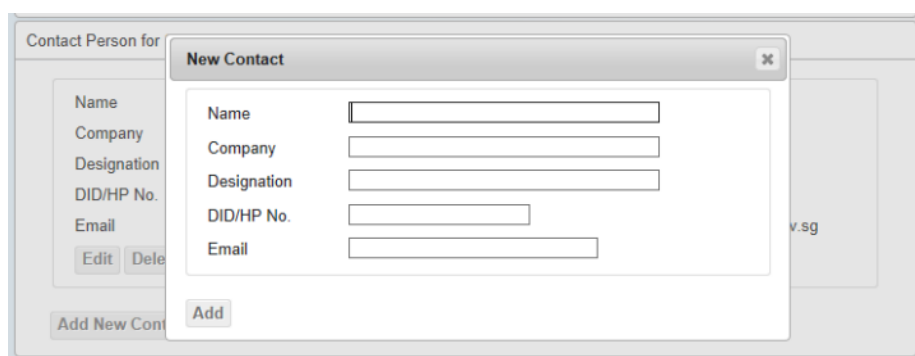
Site Verification - Declaration Letter

Table 1 : Variation List of Features

S/N	Item Description	Description of Variation(s)
1	a1234567890123456789 1234567890123456789	67890123456789 78901234567890
2	b1	
3	c1	
4	d1	
5	test1	test1
6	Item 6	Item 6

Add New Item

To add new contact for site verification contact person, click on **“Add New Contact”** button.



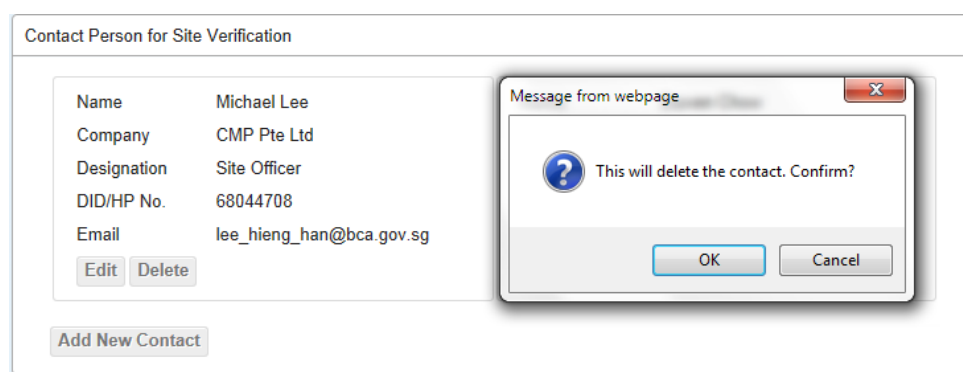
Fill in the contact info, click on **“Add”** button to add to the list. To cancel, click on the **“X”** button on the top right corner of the dialog box.

To edit the contact info, click on **“Edit”** button on contact info.



Click on **“Update”** button to save the info or **“Cancel”** button to cancel the update.

To delete click on **“Delete”** button on the contact info. Click **“OK”** for the confirmation of deletion.



Click on **“Print Declaration Letter”** to preview and print the letter, please sign the copy and pass to verification officer during site visit.

Then, click on **“Submit”** button to submit to the details to Verification Officer.

If there is a change of project coordinator, the applicant is required to furnish his letter of appointment of the new project coordinator together with the declaration letter.

12.0 Documentary Evidences for Stage 1 Verification

For Stage 1 verification documentation submission, please mouse over the **Verification** -> click on **Stage 1 Documentary Evidence** menu item.

Submission Of Verification Documentary Evidences

Energy Efficiency | Water Efficiency | Environmental Protection | Indoor Environmental Quality | Other Green Features

Category Item	Document Evidences
NRB 1-1 Thermal Performance of Building Envelope - ETTV Glazing Glass Type 2 : U value <input type="text" value="1"/> W/m²K SC <input type="text" value="1"/>	Purchase orders/ delivery orders, for the brands/models of installed glazing, stipulating th U-value and SC specifications, to demonstrate compliance with the committed building facade thermal performance ie. ETTV. Product catalogue as supplementary documents to PO/DO for making reference of the installed glazing U-value and SC specifications. <input type="text" value="Verification_Attachment.pdf"/>
NRB 1-2 Air Conditioning System	Air-Conditioned Plant Determine the efficiency of the chilled-water plant using the list of required trend logged operations data stipulated below, and demonstrate compliance with the committed design specifications. Operating Chiller Plant Efficiency Report refer to Appendix B for report template. BMS raw data in Excel format for all relevent chiller plant operating performance parameters. Temperature sensors calibration certificates from accredited laboratory and/or factory calibration certificates from manufacturers.

Fill in the verification data and click on **“Browse”** button to upload the document evidence.

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Submission Of Verification Documentary Evidences

Energy Efficiency
Water Efficiency
Environmental Protection
Indoor Environmental Quality
Other Green Features

Category Item	Document Evidences								
NRB 1-1 Thermal Performance of Building Envelope - ETTV									
<p>Glazing</p> <p>Glass Type 1 :</p> <p>U value <input type="text" value="1"/> W/m²K</p> <p>SC <input type="text" value="1"/></p> <p>Glass Type 2 :</p> <p>U value <input type="text" value="1"/> W/m²K</p> <p>SC <input type="text" value="1"/></p>	<p>Purchase orders/ delivery orders, for the brands/models of installed glazing, stipulating th U-value and SC specifications, to demonstrate compliance with the committed building facade thermal performance ie. ETTV.</p> <p>Product catalogue as supplementary documents to PO/DO for making reference of the installed glazing U-value and SC specifications.</p> <p style="text-align: center;">Verification_Attachment.pdf</p>								
NRB 1-10 Energy Efficient Practices & Features									
	<p>Determine the functionality, performance and savings of energy efficient ssytems using trend logged operations data and demonstrate compliance with the committed design specifications.</p> <p style="text-align: center;">Verification_Attachment.pdf</p>								
NRB 1-10(c) List of Products									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S/No</th> <th style="width: 55%;">Description of energy efficient products</th> <th style="width: 20%;">Product Catalogs / Brochures</th> <th style="width: 20%;">Purchase / Delivery Orders</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Use 1 Equipment</td> <td></td> <td></td> </tr> </tbody> </table>	S/No	Description of energy efficient products	Product Catalogs / Brochures	Purchase / Delivery Orders	1	Use 1 Equipment			
S/No	Description of energy efficient products	Product Catalogs / Brochures	Purchase / Delivery Orders						
1	Use 1 Equipment								
NRB 1-11 Renewable Energy									
<p>Power generation capacity of renewable energy source(s)</p> <p><input type="text" value="1"/> kWp</p>	<p>Determine the performance of the renewable energy generation system(s) by using trend logged data of energy generated and demonstrate compliance to the committed design sepecifications.</p> <p style="text-align: center;">Verification_Attachment.pdf</p>								

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Click on **“Save”** button to save to system and **“Submit”** button to submit to verification officer for review.

If the verification officer require more info, the form will be returned with comment(s) and email notification will sent to project coordinator.

Energy Efficiency	Water Efficiency	Environmental Protection	Indoor Environmental Quality	Other Green Features								
<table border="1"> <thead> <tr> <th>Category Item</th> <th>Document Evidences</th> </tr> </thead> <tbody> <tr> <td colspan="2">NRB 1-1 Thermal Performance of Building Envelope - ETTV</td> </tr> <tr> <td> Glazing Glass Type 1 : U value <input type="text" value="1"/> W/m²K SC <input type="text" value="1"/> Glass Type 2 : U value <input type="text" value="1"/> W/m²K SC <input type="text" value="1"/> </td> <td> Purchase orders/ delivery orders, for the brands/models of installed glazing, stipulating th U-value and SC specifications, to demonstrate compliance with the committed building facade thermal performance ie. ETTV. Product catalogue as supplementary documents to PO/DO for making reference of the installed glazing U-value and SC specifications. <div> <input type="button" value="Browse...."/> No files selected. <input type="button" value="Upload"/> </div> <div> Verification_Attachment.pdf  </div> </td> </tr> <tr> <td colspan="2"> Comment from Verification Officer: 1 </td> </tr> </tbody> </table>					Category Item	Document Evidences	NRB 1-1 Thermal Performance of Building Envelope - ETTV		Glazing Glass Type 1 : U value <input type="text" value="1"/> W/m ² K SC <input type="text" value="1"/> Glass Type 2 : U value <input type="text" value="1"/> W/m ² K SC <input type="text" value="1"/>	Purchase orders/ delivery orders, for the brands/models of installed glazing, stipulating th U-value and SC specifications, to demonstrate compliance with the committed building facade thermal performance ie. ETTV. Product catalogue as supplementary documents to PO/DO for making reference of the installed glazing U-value and SC specifications. <div> <input type="button" value="Browse...."/> No files selected. <input type="button" value="Upload"/> </div> <div> Verification_Attachment.pdf  </div>	Comment from Verification Officer: 1	
Category Item	Document Evidences											
NRB 1-1 Thermal Performance of Building Envelope - ETTV												
Glazing Glass Type 1 : U value <input type="text" value="1"/> W/m ² K SC <input type="text" value="1"/> Glass Type 2 : U value <input type="text" value="1"/> W/m ² K SC <input type="text" value="1"/>	Purchase orders/ delivery orders, for the brands/models of installed glazing, stipulating th U-value and SC specifications, to demonstrate compliance with the committed building facade thermal performance ie. ETTV. Product catalogue as supplementary documents to PO/DO for making reference of the installed glazing U-value and SC specifications. <div> <input type="button" value="Browse...."/> No files selected. <input type="button" value="Upload"/> </div> <div> Verification_Attachment.pdf  </div>											
Comment from Verification Officer: 1												

Noted that comment(s) from verification officer will be shown under the displayed below each section. Only those criteria section with verification officer comment will be unlocked for updating.

Note: Once the Stage 1 verification is completed, the verification officer will put up his recommendation for management consideration and approval. A letter of clearance will be issued to the applicant and project co-ordinator if there is no other outstanding issues.

For higher GM rated non-residential projects like Gold^{Plus} and Platinum, there will be a Stage 2 verification required.

13.0 Documentary Evidence for Stage 2 Verification

For Stage 2 verification documentation submission, please mouse over the **Verification** -> click on **Stage 2 Documentary Evidence** on the menu on the left.

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Declaration Letter
Stage 1 Documentary Evidence
Stage 2 Documentary Evidence

Submission Of Stage 2 Verification Documentary Evidences

Building Key Performance Data | Documentary Evidences

Building Data	
Type of A/C systems	12345
Building Cooling Load	12345 RT
Specific cooling load (use aircon area)	12345 W/m ²
Specific lighting Load (use GFA)	12345 W/m ²
Specific plug Loads (use GFA)	12345 W/m ²
Specific lighting and plug Loads (use GFA, summation of above)	12345 W/m ²
Air-conditioning system efficiency	12345 kW/RT
Actual Energy consumption	12345 kWh/yr
Energy savings	12345 kWh/yr
Percentage energy savings (Breakdown of % energy end-use in Appendix A)	12345 %
Energy Efficiency Index (Normalised based on occupancy rate if <80% occupied)	12345 kWh/m ² /yr
Renewable Energy Generation	12345 kWh/yr
Percentage replacement of building electricity consumption replaced by renewable energy	12345 %
Major Deviation(s):	
12345	

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Fill in the verification data and click on **“Browse”** button to upload the document evidence.

Building and Construction Authority

BCA Green Mark Online

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Submission Of Stage 2 Verification Documentary Evidences

Building Key Performance Data | Documentary Evidences

Building Data	
Type of A/C systems	12345
Building Cooling Load	12345 RT
Specific cooling load (use aircon area)	12345 W/m ²
Specific lighting Load (use GFA)	12345 W/m ²
Specific plug Loads (use GFA)	12345 W/m ²
Specific lighting and plug Loads (use GFA, summation of above)	12345 W/m ²
Air-conditioning system efficiency	12345 kW/RT
Actual Energy consumption	12345 kWh/yr
Energy savings	12345 kWh/yr
Percentage energy savings (Breakdown of % energy end-use in Appendix A)	12345 %
Energy Efficiency Index (Normalised based on occupancy rate if <80% occupied)	12345 kWh/m ² /yr
Renewable Energy Generation	12345 kWh/yr
Percentage replacement of building electricity consumption replaced by renewable energy	12345 %
Major Deviation(s):	
12345	

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










Project Info
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Submission Of Stage 2 Verification Documentary Evidences

Building Key Performance Data

Documentary Evidences

Note: Only one file with format of .pdf, .docx, .xlsx or .pptx is allowed. Max Size is 10 MB.

Item	Content	Document Evidences
1	EM Form 2: Submission Form for Energy Modeling for Green Mark Scheme (Validation After Project Completion) - Appendix D	
2	Electricity bills (landlord and/or tenant bills if applicable)	
3	Operating System Efficiency Report - Appendix B	
4	As-built Electrical Single-line Schematics drawings	
5	Description of deviations of the building operations to the Proposed Energy Model which was submitted for Green Mark Certification e.g. monthly building occupancy rate, receptacle loads, data centre addition etc.	
6	BMS data log for the individual energy end use as in FORM EM - 2.2: Summary of Actual Consumption of Energy Use; kWh raw data in softcopy Microsoft Excel file format and categorized according to the meters as-built schematics design.	
7	Temporary logging of energy end use as in FORM EM - 2.2: Summary of Actual Consumption of Energy Use; kWh raw data in softcopy Microsoft Excel file format.	
8	Data Centre Monthly Energy Consumption - kWh raw data in softcopy (if applicable)	
9	BMS Hourly and Monthly data log for renewable energy generation	
10	For Actual Building Operations, state: i. Operation hours for the spaces using the cooling load profiles ii. Operation of chiller plant - Operating hours - Installed capacity - Duty and standby - Latest 1 week building cooling load - Latest 1 week chiller plant efficiency profile iii. Operation hours of other air-con systems e.g. unitary system for after office hours cooling demand - Spaces with after office hours demand iv. Human load schedules v. Lighting schedules	
11	EEl Calculation	
12	For Reference Energy Model, state: i. Operation hours for the spaces (Must be similar to actual operation) ii. Operation of chiller plant - Capacity and configuration in simulation - Simulated 1 week building cooling load - Simulated 1 week chiller plant efficiency profile iii. Operation hours of other air-con systems e.g. unitary system for after office hours cooling demand (Must be similar to actual operation) - Spaces with after office hours demand iv. Human load schedules (Must be similar to actual operation) v. Simulation file in softcopy	
13	For GMS projects, Form GMS-1: Submission Form for energy Modeling for Green Mark Incentive Scheme (Finalisation of Building Design)	

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Click on **“Save”** button to save to system and **“Submit”** button to submit to verification officer for review.

If the verification officer require more info, the form will be returned with comment(s) and email notification will sent to project coordinator for his input and clarification.

Building Key Performance Data

Documentary Evidences

Note: Only one file with format of .pdf, .docs, .xlsx or .pptx is allowed. Max Size is 10 MB.

Item	Content	Document Evidences
1	EM Form 2: Submission Form for Energy Modeling for Green Mark Scheme (Validation After Project Completion) - Appendix D	X
Comment from Verification Officer: S2V1		
2	Electricity bills (landlord and/or tenant bills if applicable)	X
Comment from Verification Officer: S2V2		
3	Operating System Efficiency Report – Appendix B	X
Comment from Verification Officer: S2V3		

Noted that comment(s) from verification officer will be shown under the displayed below each section. Only those criteria section with verification officer comment will be unlocked for updating.

Note: Once the stage 2 verification is completed, the verification officer will put up his recommendation for management consideration and approval. A letter of clearance will be issued to the applicant and project coordinator if there is no other outstanding issues.