

Eligibility & Certification Process

ELIGIBILITY

To be eligible for Green Star SA Existing Building Performance Rating assessment, buildings must meet each of the following four Eligibility Criteria.

1. **Building Characteristics**
2. **Building Use**
3. **Conditional Requirements**
4. **Timing of Certification**

CONFIRMING ELIGIBILITY

It is the responsibility of each project to check the most current Eligibility Criteria at the time of registration and to ensure that their project is eligible.

Whenever unsure, project teams can request an eligibility ruling from the GBCSA by forwarding a brief description of the project to ebp@gbcsa.zendesk.com.

Registration does not guarantee assessment; no project will be assessed if it is deemed ineligible against the Eligibility Criteria current at the time of registration.

The GBCSA reserves the right to deny eligibility to assessment of any project that is deemed to compromise the Green Star SA brand, and to revise these criteria to better achieve the goals of the Green Star SA rating tools.

ELIGIBILITY CRITERION 1: BUILDING CHARACTERISTICS

Below are the minimum building characteristics.

- **Occupied at min 70% occupancy throughout the performance period (vacancy rate below 30%)**

Examples:

- For a commercial office building or retail centre, this would mean that on average 70% of the Gross Lettable Area is to be let out over the 12 month performance period.
 - For transient occupancy buildings such as convention centres, on average 70% of the building must be operational (available for use) through the performance period.
- **Be an existing building in its entirety** (tenancies within buildings are not certified)

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ELIGIBILITY CRITERION 2: BUILDING USE

The rating tool has been developed to apply to as broad a range of building types as possible. The following building types can register for certification without the need for an Eligibility Ruling from the GBCSA.

Table 1: Building Types eligible to register without GBCSA Eligibility Ruling

Building Type*	Classification of Occupation (SANS 10400-A)
Office Buildings	G1- Offices
Retail Developments	F1- Large Shop
Public Assembly	A1- Entertainment
	A4- Worship
	C1- Exhibition Hall
	C2- Libraries
	C2- Museum
Educational	A3- Places of Instruction

* Note that combinations of eligible building types (Mixed-Use Buildings) will be considered as eligible.

In addition, the following building types may be eligible to register for certification, but require an Eligibility Ruling Request to be sent to the GBCSA before being able to do so. Please contact the GBCSA in this regard.

Table 2: Building Types Requiring an Eligibility Ruling from GBCSA

Building Type*	Classification of Occupation (SANS 10400-A)
<i>Multi-Unit Residential</i>	<i>H3-Housing</i>
<i>Industrial Warehouse</i>	<i>J2- Moderate Risk Storage</i>
<i>Light Industrial Manufacture</i>	<i>D3- Low-risk Industrial</i>
<i>Laboratories</i>	<i>Laboratories</i>
<i>Health Care</i>	<i>E2- Hospital</i>
<i>Indoor Sports Facilities</i>	<i>A2- Theatrical & Indoor Sport</i>

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* Note that combinations of eligible building types (Mixed-Use Buildings) will be considered as eligible, but require a GBCSA Eligibility Ruling

ELIGIBILITY CRITERION 3: CONDITIONAL REQUIREMENTS

In order to achieve a Green Star SA – Existing Building Performance Rating, the project's submission must be submitted by a Green Star SA - Accredited Professional (Existing Building Performance). As such, the Man-1 credit within the rating tool must be targeted and achieved in order to achieve certification.

ELIGIBILITY CRITERION 4: TIMING OF CERTIFICATION

The following requirements apply in terms of timing of certification.

- Must be operational for min 12 months after final completion
- The building's 'performance period' (period under which the building's performance is measured) is to be 12 consecutive months.
- Energy & Water performance periods must end within 90 days of each other
- The project must submit for certification within 90 days of the end of the building's 12 month performance period.
- Certification is valid for 3 years from the end of the certified performance period. Thereafter re-certification will need to be undertaken.
- Re-certification can take place at any time within the 3 year period, but the project's rating will lapse if not re-certified within 3 years.
- Annual submission during the 3 year period will be required for:
 - Energy consumption data
 - Water consumption data

MULTI-BUILDING PROJECTS

It is recognised that developments are commonly split over several buildings all managed as one property. Such developments have the following options for Green Star SA assessment:

1. Single building certification, where selected campus buildings individually undergo assessment and receive individual ratings; OR
2. Single certification for multiple buildings, where all the buildings are certified at the same time and awarded one rating.

To be eligible for a multiple-building certification, the project must comply with criteria set out in the GBCSA's 'Multiple Building Guidelines' document available on request from the GBCSA (ebp@gbcsa.zendesk.com) and in the General Section of the Certification Engine (www.certificationengine.org).

Projects will be required to submit an Eligibility Ruling application to ebp@gbcsa.zendesk.com demonstrating compliance with the 'Multiple Building Guidelines' prior to registration.

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PRE- CERTIFICATION OF DOCUMENTS

Although the certification applies to individual buildings/projects, the GBCSA has created the opportunity for the certification process to take into account instances where groups of buildings belonging to the same owner (portfolios) apply the same documents (specifications / standards / policies). The intent of this is to ensure that the certification process is practically applicable and does not create any unnecessary administrative burden and costs to such projects. The GBCSA calls this *pre-certification* of standard documents.

A guideline detailing the procedure for having portfolio documents 'pre-certified' is available from the GBCSA on request (ebp@gbcsa.zendesk.com), or in the General Section of the Certification Engine (www.certificationengine.org).

RE- CERTIFICATION

The Green Star SA – Existing Building Performance Tool as the name suggests is a rating tool which assesses the actual operational performance of a building. Due to the fact that performance can change over time, each certification is valid for a 3 year period, after which re-certification is required.

As many of the documents may not have changed since initial certification (policies, plans, building attributes), significantly reduced scope in documenting a rating can be expected for re-certification. In essence, re-certification is primarily concerned with 'Measurements & Audits', especially if not many new initiatives are targeted.

Project teams choose at which point in the 3 year validity of their rating they would like to re-certify. There-after the following process is followed:

Step-1 – Register for Re-Certification on the Certification Engine

Step-2 – Review the 'Re-Certification Documentation Guidance'

This document is available from the GBCSA on request (ebp@gbcsa.zendesk.com), or in the General Section of the Certification Engine (www.certificationengine.org). You will note that many documents required for your initial certification are not required for re-certification. Instead, confirmation is simply required within the submission template that no material changes have taken place to the said document (e.g. policy, plan, building attribute).

Step-3 – Use the 'Re-Certification Submission Templates'

Special submission templates are available for re-certification. These are available on the Certification Engine once registered.

Step-4 – Submit using the Certification Engine

Submissions are done using the Certification Engine where your submission templates and accompanying documents are uploaded. Note that as with initial certification, 2 Rounds of Assessment are available to you.

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CERTIFICATION PROCESS

Up to date information on the Green Star SA certification process is outlined in detail on the GBCSA website (www.gbcsa.org.za) and Certification Engine (www.certificationengine.org).

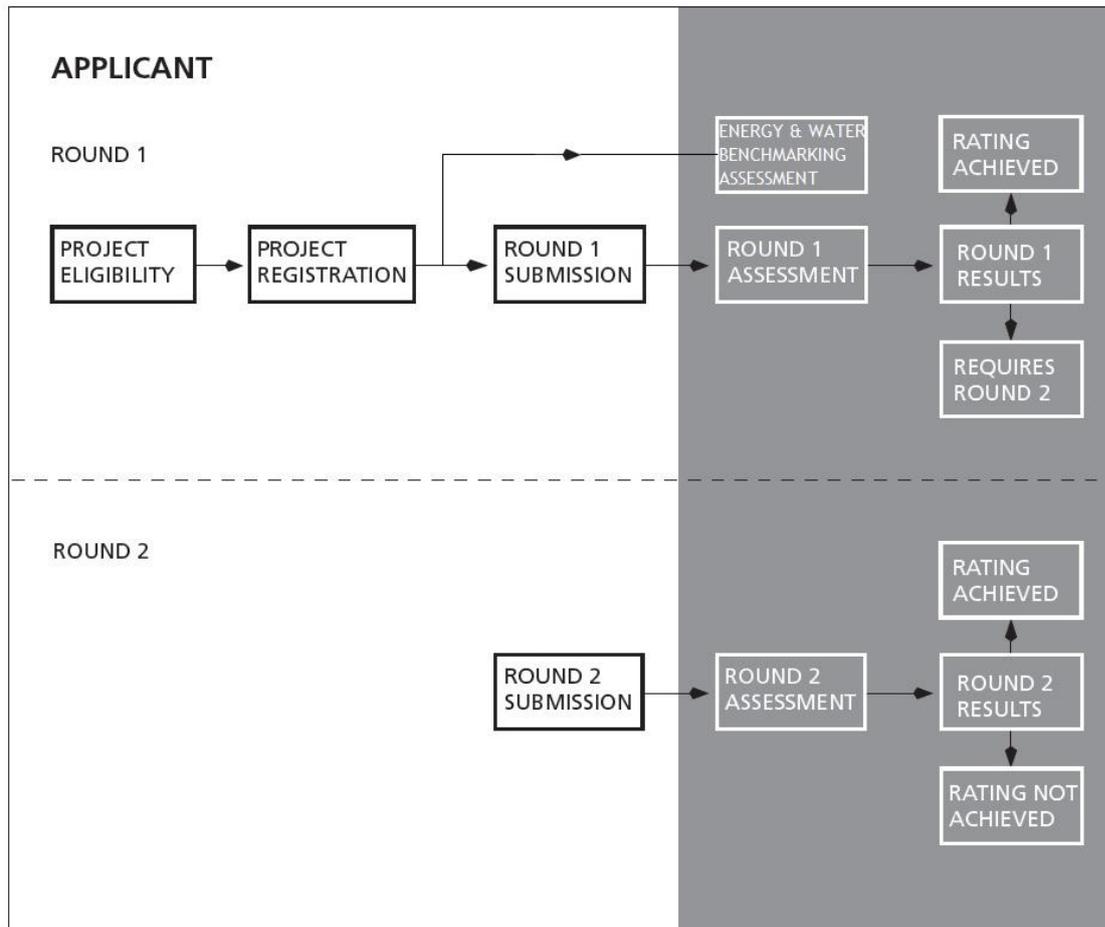


Figure 2: Overview of certification process.

Preparing the Submission(s)

Once your project is registered, the project team should prepare documentation to satisfy the Green Star SA credit documentation requirements and submission templates. The Green Star SA Accredited Professional (whether externally appointed or part of the internal building management team) should take responsibility for the quality of submission.

It is important to ensure that documentation for all claimed credits adheres to the 'Documentation Requirements' outlined in the Green Star SA – Existing Building Performance Technical Manual as well as the Submission Template provided for each credit within the Certification Engine (www.certificationengine.org).

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Assessors will not award the point(s) unless it is demonstrated that all the requirements have been met exactly as detailed in the Technical Manual and requested in the Submission Templates.

ENERGY & WATER BENCHMARKING

For Office buildings, projects will have the option of submitting the Energy Consumption and Water Consumption credits (Ene-1 and Wat-1) for assessment prior to submission of all other credits for assessment. The Energy & Water performance will be assessed and a formal Energy Water Performance Certificate issued to the project by the GBCSA.

The following information is required to be submitted for Energy & Water Benchmarking:

- Completed Submission Templates for Ene-1 and Wat-1 credits with all supporting documents as called for in the templates.

From submission of the Energy & Water benchmarking info to the GBCSA, results will be provided within 5 weeks of submission.

SUBMISSION (Round 1)

From the date of receipt of the project's submission of all targeted credits (Round 1), the GBCSA provide the assessment results within 7 weeks.

Projects must submit all required documents via the Certification Engine (www.certificationengine.org).

The GBCSA will conduct a pre-assessment submission quality review of a project submission prior to the commissioning of a review by the Assessors. A project may be required to resubmit the submission prior to assessment if the submission quality review suggests that the quality of the submission would result in an erroneous or extended assessment. There is no fee associated with the pre-assessment completed by the GBCSA.

ASSESSMENT (Round 1)

The Assessor(s), will review the submission. Recommendations will then be made to the GBCSA on the rating which should be awarded.

The GBCSA will forward the results of the Assessment to the project contact and the applicant. At this point a rating could be achieved and the certification process completed.

However, the Assessors may request additional information from the applicant supporting their claims, or may request corrections to certain credits not achieved. In such a case, the project team must submit the required documentation for credits 'to be confirmed' in a Round 2 submission.

SUBMISSION (Round 2)

Upon receipt of the results of the Round 1 Assessment, the project may be required to submit documentation for credits 'to be confirmed'. The project will be required to provide the Round 2 submission within 90 days of Round 1 Assessment results being issued. Each project has only one opportunity for resubmission (Round 2), which may include:

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- Additional/revised documentation to demonstrate fulfilment of Credit Criteria;
- New credits not targeted in Round 1. Note however that there will not be the opportunity for two rounds of assessment on these credits.

From the date of receipt of the Round 2 submission at the GBCSA offices, the GBCSA provide the Round 2 assessment results in 5 weeks.

ASSESSMENT (Round 2)

Assessment of the Round 2 submission will follow the procedures outlined above for Round 1 assessment.

CERTIFIED RATING AWARDED

If the assessment validated the project's achievement of the required score, the GBCSA will award a Certified Rating and notify the Applicant.

CERTIFIED RATING NOT AWARDED

If a desired Certified Rating is not achieved, the project may in certain circumstances be eligible to Appeal select credits for a fee to re-asses. Projects may only appeal their assessment results on five points where they are within 5 points of a certification thresholds (4, 5 or 6 Star rating). Please contact the GBCSA for further details in this regard.

GENERAL SUBMISSION REQUIREMENTS

The submission requirements for each credit are set out within the 'Documentation Requirements' section of the credit, as well as listed in the Certification Engine and Submission Template.

Aside from credit submission requirements, it is essential that the following general documents are uploaded to the 'General' section of the Certification Engine.

- **Site drawing showing extent of the building and project site.**
- Where no drawings are available, an aerial photograph (such as those obtained from Google Maps or similar) is acceptable provided the building and site extent are clearly marked.
- **Area schedule showing full GFA of building seeking certification.**
- **Completed Scoresheet, AP Declaration & Submission Checklist**
- **All contained in 'Scoresheet & General Info' spreadsheet.**
- **Any relevant GBCSA correspondence, clarifications or approved alternatives (TC's and CIR's).**