

## Eligibility & Certification Process

### ELIGIBILITY

To be eligible for Green Star SA - Interiors rating assessment, projects must meet each of the following four Eligibility Criteria:

1. Spatial Differentiation
2. Space Use
3. Conditional Requirement
4. Timing of Certification

### CONFIRMING ELIGIBILITY

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

Whenever unsure, project teams can request an eligibility confirmation from the GBCSA by forwarding a brief description of the project to [interiors@gbcsa.zendesk.com](mailto:interiors@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: SPATIAL DIFFERENTIATION

To be eligible for a Green Star SA - Interiors rating, the project must be clearly distinct. Functionally distinct projects are those that are clearly differentiated from another project in the same space. Note that the rating can only be for the entire fitout (as defined by the lease agreement between the tenant and the building owner) and not part of a fitout. Individual Floors of buildings or departments within a tenancy can be certified in their own rights for a fitout, but these must be spatially distinct with well-defined physical boundaries and the certification will apply only to this area (for example a large corporate or government tenant may phase certification per floor or department).

## Eligibility & Certification Process

Shared building services (e.g. HVAC plant or water treatment) or amenities (e.g. waste rooms or bicycle facilities) do not affect the projects' eligibility for Green Star SA assessment. Typically such spaces are governed by a lease/contract or are building owner occupied spaces - this would typically determine what the entity is that is being certified. Where this is not the case, projects are required to submit a pre-submission eligibility query to the GBCSA via [interiors@gbcsa.zendesk.com](mailto:interiors@gbcsa.zendesk.com).

---

### ELIGIBILITY CRITERION 2: SPACE USE

To meet the Space Use criterion, the project must be a fitout project within a building. The fitout must be a single type, or a combination of the following space types as defined by SANS 10400:

A1	Entertainment and public assembly
A2	Theatrical and indoor sport
A3	Places of instruction
A4	Worship
B1	High risk commercial service
B2	Moderate risk commercial service
B3	Low risk commercial service
C1	Exhibition hall
C2	Museum
E2	Hospital
E3	Other institutional (residential)
E4	Health care
F1	Large shop
F2	Small shop
F3	Wholesalers' store
G1	Offices
H1	Hotel
H2	Dormitory
H5	Hospitality

**Table 2:** *Eligible Space Types*

---

## Eligibility & Certification Process

---

### ELIGIBILITY CRITERION 3: CONDITIONAL REQUIREMENTS

In order to achieve a Green Star SA – Interiors Rating, the project's submission must be submitted by a Green Star AP Accredited Professional (Interiors). 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

Green Star rating tools correspond to specific phases within a building project, and as such certification must be achieved within the timeframe applicable to the relevant rating tool.

- Round 1 Submissions must be received within 12 months of the practical completion date or if there is no practical completion date, then the beneficial occupation date.
- 

### PRE-CERTIFICATION OF DOCUMENTS

Although the certification applies to individual projects, the GBCSA has created the opportunity for the certification process to take into account instances where groups of fitout projects belonging to the same owner (portfolios or franchise) apply the same standard documents. 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.

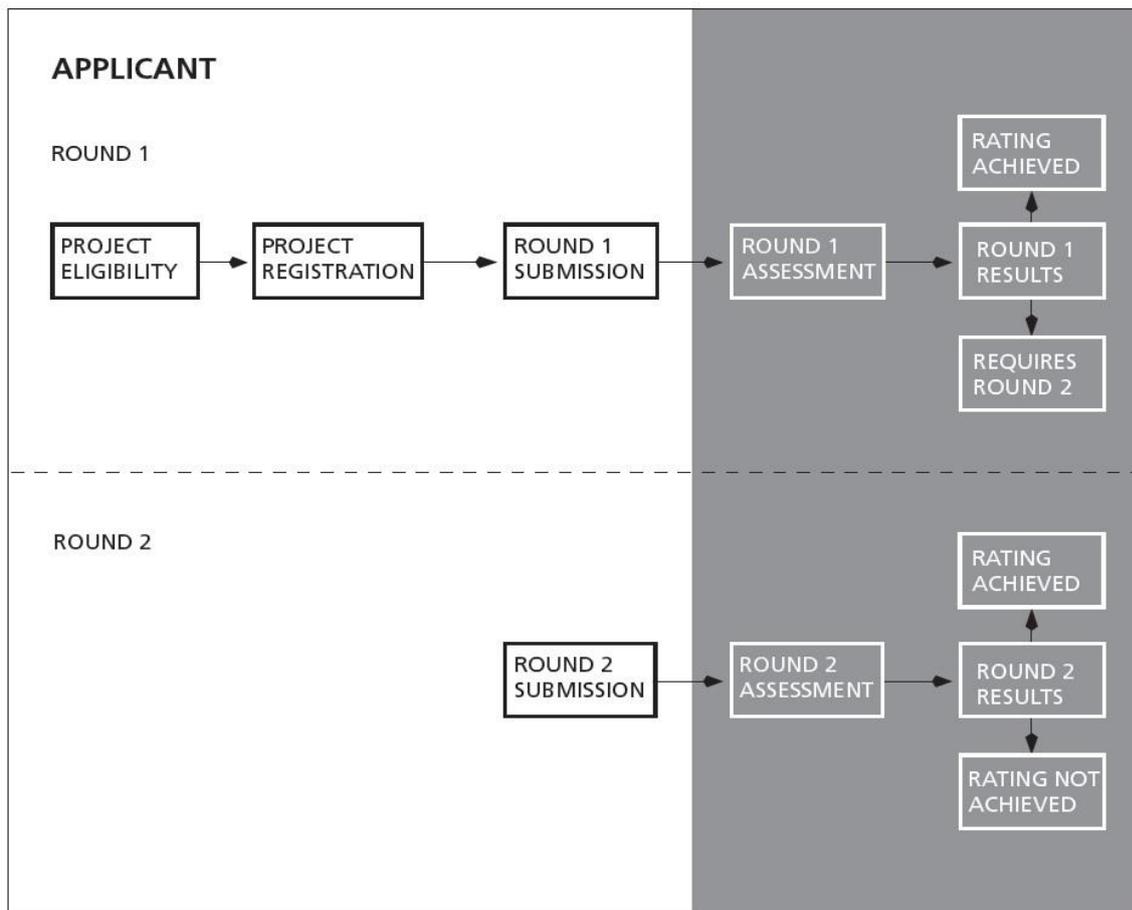
A list of documents which can be pre-certified is available on request but the project team can also motivate additional documents (not listed by GBCSA) which they feel applies across a number of projects, and the GBCSA will assess whether the documents are suitable for pre-certification.

A guideline detailing the procedure for having portfolio documents 'pre-certified' is available from the GBCSA on request ([interiors@gbcsa.zendesk.com](mailto:interiors@gbcsa.zendesk.com)) or in the 'General Section' of the GBCSA's Certification Engine ([www.certificationengine.org](http://www.certificationengine.org)).

## Eligibility & Certification Process

### 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](http://www.gbcsa.org.za)) and Certification Engine ([www.certificationengine.org](http://www.certificationengine.org)).



**Figure 2:** Overview of certification process.

#### Registration

Registering a project with the GBCSA declares the intent to pursue certification under a specific rating tool and is the first step in the certification process. Registration establishes a connection with the GBCSA and gives the project access to essential information and assistance with the submission process. Projects should register as soon as possible during

## Eligibility & Certification Process

the project. Registration takes place through a form in the Green Star SA certification section of the GBCSA website ([www.gbcsa.org.za](http://www.gbcsa.org.za)).

### Preparing the Submission(s)

Once your project is registered, the project team should prepare documentation to satisfy the Green Star SA credit documentation requirements. The Green Star SA – Interiors 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 – Interiors Technical Manual.

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.

### Round 1 Submission

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

Projects must submit all required documents via the Certification Engine ([www.certificationengine.org](http://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.

### Round 1 Assessment

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

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.

## Eligibility & Certification Process

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.

### Round 2 Submission

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 1 month of Round 1 Assessment results being issued. Each project has only one opportunity for resubmission (Round 2), which may include:

- 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.

### Round 2 Assessment

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 – an appeal process applies only where a project is within 5 points of a certification threshold (4, 5 or 6 Star). Please contact the GBCSA for further details.

### GENERAL SECTION SUBMISSION REQUIREMENTS

The following documents must be included in the General section of the submission

## Eligibility & Certification Process

- **Site drawing showing extent of the fitout 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 NLA** of the project 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).