

Client Procedure for seeking EHS In-House Green Building Certification

(Applicable to projects following Regulation GB 4.0 and opting for EHS Certification)

1. PURPOSE

The Purpose of this document is to guide the client in putting forward the Green building related documents required as part of EHS In-House Green Building Certification. This is applicable to all projects that are following the “Regulation GB 4.0 Green Building Regulations-New Constructions” and where the client is opting to seek EHS In-House certification in lieu of external certification from Green Building Certification Institute (GBCI) or other agencies as relevant.

While the in house green building certification is currently intended and applicable only for projects following the Regulation GB 4.0, the service may also be extended to projects following other EHS Green Building regulations based on specific requests from the clients (for seeking EHS Certification for their projects that follow other EHS Green Building regulations) and acceptance of such requests by EHS.

The intent for seeking EHS Certification should be confirmed by the client during NOC-BP submissions to enable EHS to record it for future registration. In case this decision is made in the course of the execution of the project, it should be transmitted to EHS at the earliest and under any circumstance not later than NOC-BCC submissions. Upon deciding to pursue EHS Certification, the client should carry out required preparatory works as explained in this procedure.

This procedure **interfaces** with the Green Building procedure “EHS-GBP-05 – Client Procedure for Green Building submissions during EHS-NOC-BP (Building permit) and “EHS-GBP-06 -client procedure for Green Building submissions during EHS-NOC-BCC (Building completion) and accordingly should comply with the overall requirements specified therein.

The Green Building certification of the project would be upon a thorough review of the documents submitted to demonstrate the compliance of the project to each and every sustainability criteria / credit targeted and upon satisfactory outcome of such a review. A facility visit is also deemed part of the certification process.

The certification from the sustainability department may be conditional subject to specific comments and letter of undertakings issued by the client for certain criteria that are applicable and relevant to the operations phase of the project such as enhanced commissioning, Measurement and verification, thermal comfort survey, proper maintenance, tracking of power and water consumption data, etc. It remains the developer’s responsibility to ensure that all the comments are addressed and complied with. While certification of a project broadly demonstrates the intent, the Management’s commitment and active involvement is crucial to sustainable operations of the certified facility. It is this factor that maximizes the value to the client and the environment.

Please refer to the Disclaimer clause provided at the end of the document

2. SCOPE: All clients operating under PCFC-Trakhees jurisdiction area.

3. PROCEDURE:

3.1 Introduction

The submission procedure for Green Building Certification would be as per the sequences of activities depicted in the flow chart below. Explanations for those activities are provided below

3.2 Letter of Undertaking

The application for certification kicks off with the letter of undertaking by the client expressing his/her intent to seek EHS Green Building certification and abiding by the conditions stated therein. The letter of undertaking form GBF-13a available in the forms section of the portal should be duly signed by the client's authorized representative (signatory) and together with the valid trade license should be submitted to EHS for records and acceptance. Forms that are incomplete in any respect are liable to be summarily rejected. This process should be completed in along with the submission for NOC-BP but can be taken up in advance too.

It should be noted that an acceptance of the client's letter of undertaking does not tantamount to it being a candidate for certification. This process merely acknowledges the client's preference and records this intent.

3.3 Receipt of Payment Advice

Payment of the certification fee is a precondition for registering a project for in-house certification and providing it with a unique registration no or ID. Depending on the time that the client is planning to get the project registered, a request should be made to the sustainability department for generating the payment advice. Upon receipt of request, the sustainability department would arrange to generate and send the payment advice to the client to facilitate payment of the certification fee.

Payment without payment advice would not be accepted by the cashier.

3.4 Payment of Certification Fee for Registration of the project

This step involves the payment of the certification fee and registering the project at EHS document control section.

Payment should be made at the cash counter of EHS Jebel Ali / Dragon mart office. It is important that the payment advice generated by the department is promptly acted upon by the client by making the payment and closing it in the Trakhees system.

The payment receipt along with the project registration form GBF-13b available in the forms section of the portal should be submitted to EHS. Care should be taken to complete all the sections of the Registration form. Forms that are incomplete in any respect are liable to be **summarily** rejected. Please refer to the section "3.10 Certification charges" for additional information.

3.5 Project Registration Confirmation

Upon receipt of proof of payment, a formal letter of acceptance would be issued by the Sustainability Department to the client. This letter besides confirming the registration of the project for In-House Certification would provide a unique **Project Registration No** and guidance to the relevant procedures.

It should be noted that successful registration of the project with EHS should not be construed as an exercise leading to automatic certification and that the actual certification would be the outcome of successful compliance (documentary and Site level) that has to be demonstrated by the project stakeholders to EHS satisfaction

3.6 Green Building Consultant Submission:

The Green Building consultant appointed by the client shall submit to EHS the complete package comprising Green Building Report of the project seeking EHS In-House certification. The submission package shall be in **soft copies (1 set of CDs in PDF format only)**. The Green Building Consultant, client & Developer, Plot No., location, Subject, date of submission, and signature of authorized person should be written on the CDs as per the attached template. Copy of the payment receipt should be submitted along with the Certification Submission package. Submissions without payment receipt for Green Buildings shall not be accepted by Document Controller.

Notwithstanding the fact that the Green Building consultant would have already submitted a Green Building project Report(GBPR) during NOC-BCC (partial or final) process, this submission should be considered independent and more exhaustive implying all the credits targeted in the project should be complete in all aspects. It should be borne in mind that the status of many credits remain incomplete during the NOC-BCC submission owing to several factors such as lack of utility connections, non-availability of As-built drawings/data from the contractors, ongoing commissioning activities etc.

The submission should comprise a covering letter from the Green Building consultant / client confirming compliance to all the department's review comments made during the EHS-NOC-BCC process. The letter should include the name and contact number of the Consultant's & client/Contractor's Engineers. Please refer to form GBF-13c "Green Building Certification-Checklist" for the list of documents required to be submitted.

The Green Building report should be structured in a systematic and professional manner. All evidence required such as as-built drawings, site photographs, approved material submissions; test reports, MOM copies, detailed commissioning report, measurement & verification preparedness, client briefing / handing over documentation etc. shall be properly tagged and deemed part of the certification submission. Please refer to section 3.9 for information on the required documents. The Stakeholders are encouraged to review the EHS Guideline No 7 titled "Guideline for supporting documentation – Green Building Certification Submission" that provides an exhaustive list of documents generally reviewed by EHS as part of its process.

3.7 Certification / Inspection Process.

Upon receipt of submission package with relevant attachments/drawings as mentioned elsewhere in the procedure, EHS Sustainability department (Green Buildings) will undertake a thorough review of in relation to its assessment criteria and provide a preliminary report on its outcome normally within 15 working days from the date of receipt of the submission package.

The project team is generally given 10 working days to respond to the review comments with all the information sought in the review. Upon receipt of the clarifications (resubmission) and subsequent reviews, the sustainability department would ascertain if the project has provided enough evidence to support the overall compliance of the targeted credits. The being the case, the sustainability

department would schedule a facility inspection to ascertain the practical compliance on site. This facility inspection would primarily focus on the compliance of the project to the Green Building regulations and its level of preparedness for post certification activities such as maintenance, management commitment, staff awareness, measurement & verification etc. The visit would also focus on crucial elements of the facility i.e. Energy and water savings, O&M documents and interview with O & M team including the client. The facility inspection would conclude with a brief close out meeting where EHS would discuss its observations and the corrective actions if any.

The client shall carry out the corrective actions identified during the facility inspection and forward the report to EHS Sustainability Department for review and close out.

Upon receipt of the final clarifications from the client, the department would within 15 working days, complete the final review report providing a summary of the credit complied and awarded for the project. The satisfactory completion of this process culminates in “Green Building Certification”

3.8 Certification

Green Building Certification shall be issued by the Sustainability Department ONLY upon satisfactory compliance and completion of the steps stated above. This decision would be conveyed to the stakeholders electronically. Please refer to the Disclaimer clause provided at the end of the document.

3.9 Submission of Required Documents:

The list of documents comprise ALL of but NOT LIMITED TO the following

- Covering letter from consultant/contractor/client as referred above
- Green Building Certification Checklist available in the portal. (format furnished below)
- Green Building Report

3.10 Clarifications/Meetings:

Clarifications on the EHS- Green Building Section comments shall be entertained through scheduled meetings at EHS main Building from 9AM-12Noon (EHS) on all working days by prior appointment.

4. TARIFF:

Green Building Certification	Unit	Charges
For Area \leq than 8,000 m ²	Single charge (Fixed Minimum)	AED 8,000 (AE Dirhams eight thousand only)
For Area $>$ than 8,000 m ² Standard Charges, per sq. mts of Total Built Up Area	per sq. mt	AED 1.0
For Areas \geq 100,000 m ²	Single charge (Maximum Cap)	AED 100,000 (AE Dirhams one hundred thousand only).

5. APPLICABLE REGULATIONS:

- Regulation GB 4.0 Green Building Regulations
- Other EHS Green Building Regulations

6. EHS-GB DEPARTMENT'S CONTACTS:

- A) Mr. P.R.Jagannathan – Sustainability Manager
Tel: 04-8811881/8068838; E-Mail:- Jagan.R@trakhees.ae
- B) GB Department E-Mail – EHS.GreenBuilding@Trakhees.ae
- C) For Submission Status: EHS Document Controller, Tel: 04-8068803; Fax: 04-8818857.

7. APPLICABLE FORMS /ATTACHMENTS/CHECKLISTS:

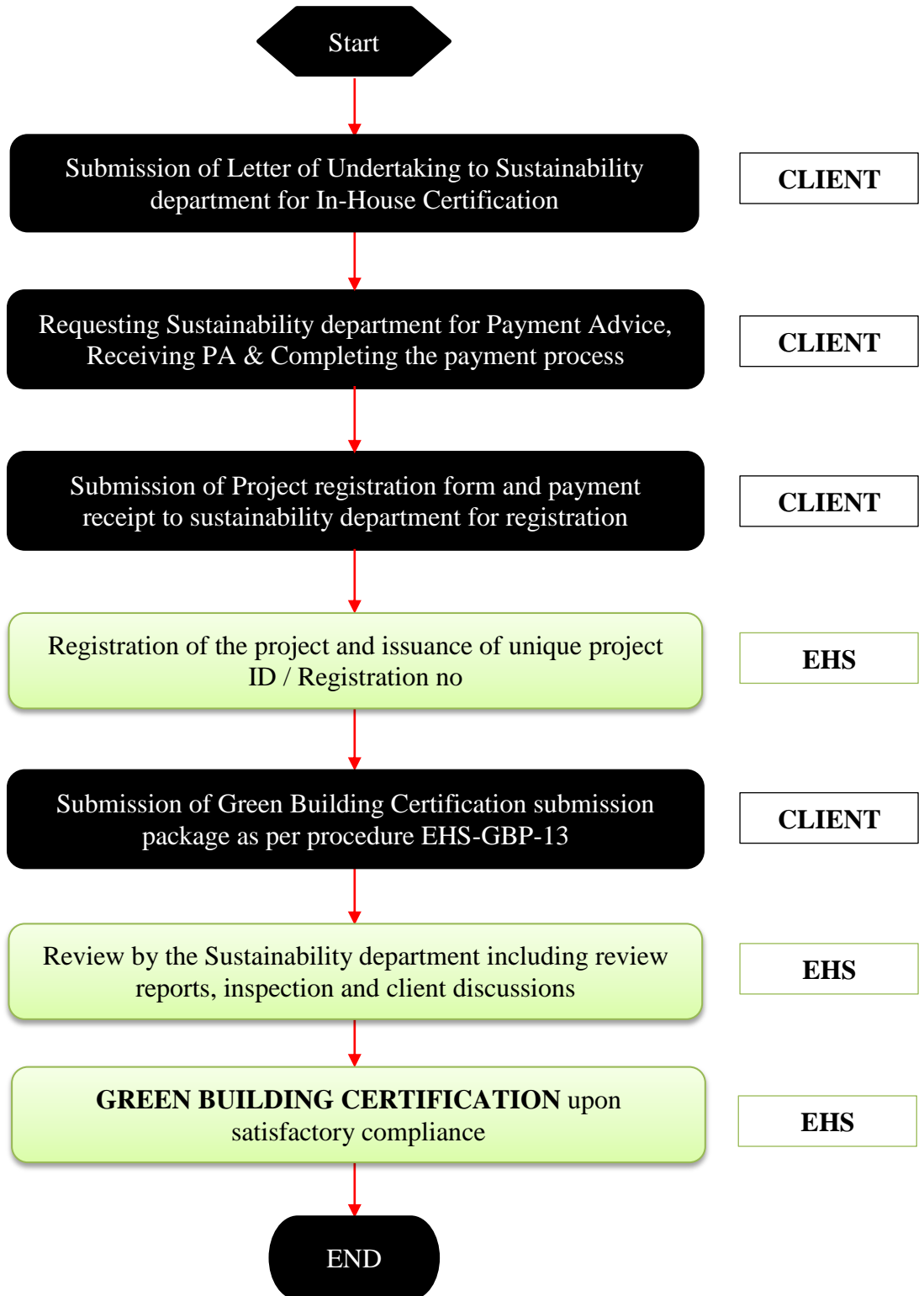
The following forms (Checklists, etc) are required to be used as per the requirement and nature of submission and have to be submitted along with the certification package. These forms are available on the website (Green Building Department sections of the portal) & shall be submitted to EHS in a separate CD

- GBF-13a Letter of Undertaking for EHS GB Certification
GBF-13b Green Building Certification – Registration Form
GBF-13c Green Building Certification Checklist

Note

- The above procedure relate purely to Green building related submissions as required by the Sustainability Department (Green Building department)*
- Unless and until specifically requested by the client (for In House Certification) and approved by EHS Sustainability department, this procedure is not applicable to following Regulations*
 - GB 6.0 Green Building Regulations for warehouses and industrial developments*
 - GB 7.0 Prescriptive compliance sheet*
 - GB 8.0 Green Building regulations for villas and low rise residential developments*

FLOW CHART FOR EHS IN-HOUSE CERTIFICATION – CLIENT PROCESS



Disclaimer

The EHS "In-House" Green Building Certification program has been put in place to provide an objective assessment of the project seeking the said service, in terms of regulatory compliance and the environmental sustainability criteria embedded in the Green Building Regulation being followed by the project.

The Certification program is intended to broadly verify that a particular built environment referred to as "The Project" complies with the requirements of some or all the criteria of the EHS Green Building Regulation as applicable to it. This certification program is not proposed to serve as a vehicle for the adjudication of disputes between third parties, including without limitation, contractual disputes that arise between Clients, developers, project teams, Architectural Engineering consultants, Green building consultants, other 3rd party specialists, Contractors etc. Accordingly, this certification program and the services provided by EHS Sustainability Department staff does not replace the applicable judicial or other alternative dispute resolution processes that such third parties may have available to resolve such disputes between themselves. Nothing about this program is intended to replace, override, or conflict with licensing requirements for design engineers, architects, or other building professionals.

This Certification is provided "AS IS" without warranty of any kind, express or implied, including but not limited to the project's operational sustainability, success in Measurement & Verification and fitness for a particular purpose. Further, the EHS makes no warranty with respect to any certified project, including any warranty of habitability, merchantability, or fitness for a particular purpose. There are no warranties, express or implied, written or oral, statutory or otherwise, with respect to the certifications provided by EHS. By way of example only, and without limiting the broad scope of the foregoing, it is understood that Green Building Certification, be it at any level, does not mean that the project is structurally sound or safe, constructed in accordance with applicable laws, regulations or codes, free of mold or mildew, free of volatile organic compounds or allergens, or free of soil gases including radon. In no event shall EHS or its staff be liable for any claim, damages or other liability whether in an action of contract, tort or otherwise arising out of or in connection with the use of the certification.

END OF DOCUMENT