SYSTEM SPECIFICATION

ON

DATA MANAGEMENT SYSTEM

FOR

BUILDINGS ENERGY EFFICIENCY ORDINANCE

FOR

ENERGY EFFICIENCY OFFICE

OF

ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT (EMSD)

機電工程署
EMSD

By

AUTOMATED

AUTOMATED SYSTEMS (HK) LTD.
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Date: _____   Date: _____

SYSTEM SPECIFICATION ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY EFFICIENCY
ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND MECHANICAL SERVICES
DEPARTMENT (EMSD)

Amendment History				
Change Number	Revision Description	Section Affected	Revision Number	Date
1	Draft Version	All	0.1	14/01/2022
2	Add E-Tracking & E-Notification	3,4,5	0.2	28/01/2022
3	Update Related Requirement and Function ID	2	0.3	11/02/2022

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1. DEFINITION AND CONVENTION

1.1 Definition

In this document, unless the context otherwise requires, the following expressions have the following meanings:

Term	Definition
BEEO	Buildings Energy Efficiency Ordinance
WBRS	Web-based Registration Services for online application submission.
REA	Registered Energy Assessor
COCR	Certificate of Compliance Registration
FOC	Form of Compliance

2. FUNCTIONAL SPECIFICATION

2.1 Function Summary

The following naming convention is used for naming the functions:

This function list defines the functions to be provided by the required system.
Function ID = [Category] + [3-digit Sequence Number]

Category	Function
ASS	Assignment of WBRS Records
SDM	Submission & Case Document Management
REA	Registered Energy Assessor
COCR	Certificate of Compliance Registration
FOC	Form of Compliance

Category	Function ID	Function Name
ASS	ASS-001	Search WBRS Records of COCR/FOC
	ASS-002	View WBRS Records of EE1
	ASS-003	View WBRS Records of EE2
	ASS-004	View WBRS Records of EE3
	ASS-005	View WBRS Records of EE4
	ASS-006	Search WBRS Records of REA
	ASS-007	View WBRS Records of REA1
	ASS-008	View WBRS Records of REA3
REA	REA-001	Maintain REA Case
	REA-002	Genereate REA E-Licence
	REA-003	Maintain REA Registration
COCR	COCR-001	Maintain COCR Case
	COCR -002	Genereate COCR E-Licence
	COCR -003	Maintain COCR Registration

2.2 Function Definition

2.2.1 Assignment of WBRS Records

2.2.1.1 ASS-001 Search WBRS Records of COCR/FOC

Function ID	:	ASS-001		Mode	:	Online/Update
Name	:	Search WBRS Records of COCR/FOC				
Frequency	:	(Min: 0 Avg: 1000 Max: 2000)		Period	:	Yearly

Description:

This function allows user to search all WBRS records of EE1, EE2, EE3, EE4.

Related Path: [Assignment]>[Assign WBRS Record]

- User can use the [Status] dropdown to filter WBRS records.
- User can see a list of WBRS record summary with below infomations.

Column	Description
Select to Assign	Checkbox to assign/cancel

Submission Type	Options:
	  - EE1
	  - EE2
	  - EE3
	  - EE4

Application No.	Application Number generated from WBRS Link to WBRS Record details page
Building Name	Building Name
Building Address	Building Address
Receive Date	Receive Date

Status	Options:
	  - PENDING
	  - NEW
	  - CONVERTED
	  - CANCELLED

Inspector	Inspector of the assignment
Engineer	Engineer of the assignment

- User can click on the specified row to view the WBRS record details.
- User can filter records where [Status] = NEW, check the [Select to Assign] checkbox, select [Inspector] dropdown and [Engineer] dropdown and then click [Assign] button to complete the assignment, the [Status] of the record(s) will be updated from "NEW" to "CONVERTED".
- User can filter records where [Status] = "NEW"/"PENDING", check the [Select to

Assign] checkbox, input [Cancel Reason] and then click [Cancel] button to cancel the application, the [Status] of the record(s) will be updated from "NEW"/"PENDING" to "CANCELLED".

Related Requirements:

REQ-3001 – COCR Case Maintenance

2.2.1.2 ASS-002 View WBRS Records of EE1

Function ID	:	ASS-002		**Mode**	:	Online/Update
Name	:	View WBRS Records of EE1				
Frequency	:	(Min: 0 Avg: 300 Max: 600)		**Period**	:	Yearly

Description:

This function allows user to view the details of WBRS records of EE1.

Related Path: [Assignment]>[Assign WBRS Record]

User can click on the specified row to view the details of WBRS record with below informations

WBRS - EE1 Record Details		
Field	**Type**	**Details**
Application No.	Textbox	WBRS Application Number
Building Name (English)	Textbox	
Building Name (Chinese)	Textbox	
Cancel Reason	Textarea	
Address of Proposed Building	Label	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street	Label	
English	Textbox	Street English Name
Chinese	Textbox	Street Chinese Name
District	Textbox	
Area	Textbox	
Lot No.	Textbox	
Developer		
BEC Edition	Textbox	
Company Name (English)	Textbox	
Company Name (Chinese)	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Position	Textbox	
Name (English)	Textbox	Developer Name (English)

Name (Chinese)	Textbox	Developer Name (Chinese)
Correspondence Address	Label	Developer Correspondence Address
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registered Energy Assessor		
BEC Edition	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Name (English)	Textbox	REA English Name
Name (Chinese)	Textbox	REA Chinese Name
Correspondence Addresss	Label	REA Correspondence Addresss
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	

Email	Textbox	
Registration No.	Textbox	REA Registration No.
Expiry Date	Textbox	Date format = dd/MM/yyyy
Supplementary Information		
Type of Building	Checkbox List	Options: - Commercial - Community - Hospital, clinic or rehabilitation center - Residential - Municipal - Composite (industrial & office) - Industrial - Government - Composite (commerical & residential) - Hotel and guesthouse - Railway station - Passenger terminal building of airport - Educational - Other composite use
Other composite use	Textbox	Description of Other composite use
Date of Declaration by REA	Textbox	Date format = dd/MM/yyyy
Supersede Previous Form	Radio Button	Options: - Yes - No
Previous Submission No.	Textbox	
Date of Declaration by REA in Previous Form	Textbox	
Consent Building Work MapType	Radio Button	Options: - plan - map
Consent Issue Date	Textbox	
Consent Document No. Type	Radio Button	Options: - Permit No. - Reference No. - Contract No.
Consent Document No.	Textbox	
Commence Date Type	Radio Button	Options: - Anticipated - Actual
Commence Date	Textbox	
Occupation Date	Textbox	

Internal Floor Area(m^2)	Textbox	
Exemption Grant	Radio Button	Options: - Yes - No
Exemption Reference No.	Textbox	
Exemption Date	Textbox	
Exemption Installations	Textbox	
Checklist of Document Proof that must be submitted	Label	
Copy of consent to the commencement of building works	Checkbox	
Site location plan/ map * in A3 size	Checkbox	
Responsible Person	Label	
Organization Name (English)	Textbox	
Organization Name (Chinese)	Textbox	
Name (English)	Textbox	
Name (Chinese)	Textbox	
Attachment		
Attachment	Grid	**Name / Details grid (see below)**

Name	Details
File Name	File full name
Type	Options: - Submission Form - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice - Others - S29 Letter - Reminder letters - COCR certificate - EA form
Remark	

Related Requirements:
REQ-3001 – COCR Case Maintenance

2.2.1.3 ASS-003 View WBRS Records of EE2

Function ID	:	ASS-003		**Mode**	:	Online/Update
Name	:	View WBRS Records of EE2				
Frequency	:	(Min: 0 Avg: 300 Max: 600)		**Period**	:	Yearly
Description:						

This function allows user to view the details of WBRS records of EE2.

Related Path: [Assignment]>[Assign WBRS Record]

User can click on the specified row to view the details of WBRS record with below informations

WBRS - EE2 Record Details		
Field	**Type**	**Details**
Application No.	Textbox	WBRS Application Number
Building Name (English)	Textbox	
Building Name (Chinese)	Textbox	
Cancel Reason	Textarea	
Address of Building	Label	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street	Label	
English	Textbox	Street English Name
Chinese	Textbox	Street Chinese Name
District	Textbox	
Area	Textbox	
Lot No.	Textbox	
Developer		
BEC Edition	Textbox	
Company Name	Textbox	

(English)		
Company Name (Chinese)	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Position	Textbox	
Name (English)	Textbox	Developer Name (English)
Name (Chinese)	Textbox	Developer Name (Chinese)
Correspondence Address	Label	Developer Correspondence Address
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registered Energy Assessor		
Inspect Date	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Name (English)	Textbox	REA English Name
Name (Chinese)	Textbox	REA Chinese Name
Correspondence Addresss	Label	REA Correspondence Addresss
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.

Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registration No.	Textbox	REA Registration No.
Expiry Date	Textbox	
Supplementary Information		
Type of Building	Checkbox List	Options: - Commercial - Community - Hospital, clinic or rehabilitation center - Residential - Municipal - Composite (industrial & office) - Industrial - Government - Composite (commerical & residential) - Hotel and guesthouse - Railway station - Passenger terminal building of airport - Educational - Other composite use
Other composite use	Textbox	Description of Other composite use
Date of Declaration by REA	Textbox	
Supersede Previous Form	Radio Button	Options: - Yes - No
Previous Submission No.	Textbox	
Date of Declaration by REA in Previous Form	Textbox	
Technical Forms Enclosed	Label	
Form EE-EL	Radio Button	Options: - Yes - NA

Form EE-LG	Radio Button	Options: - Yes - NA		
Form EE-AC	Radio Button	Options: - Yes - NA		
Form EE-LE	Radio Button	Options: - Yes - NA		
Form EE-PB	Radio Button	Options: - Yes - NA		
Reference Number of Stage One Declaration	Textbox			
Issue Date of "occupation approval"	Textbox			
Reference No. of "occupation approval"	Textbox			
Total internal floor area of the building (m^2)	Textbox			
Exemption Grant	Radio Button	Options: - Yes - No		
Exemption Reference No.	Textbox			
Exemption Date	Textbox			
Exemption Installations	Textarea			
Checklist of Document Proof that must be submitted	Label			
Copy of occupation approval	Checkbox			
Responsible Person	Label			
Organization Name (English)	Textbox			
Organization Name (Chinese)	Textbox			
Name (English)	Textbox			
Name (Chinese)	Textbox			
Attachment				
Attachment	Grid	**Name**	**Details**	
		File Name	File full name	
		Type	Options: - Submission Form	

| | | | | - Acknowledgement Letter / Memo
- Request for Supplementary Information Letter / Memo
- Checklist for general Checking
- Inspection Notice
- Detailed Compliance Checklist
- Inspection Report
- Improvement Notice
- Others
- S29 Letter
- Reminder letters
- COCR certificate
- EA form |
| | | | Remark | |

Related Requirements:
REQ-3001 – COCR Case Maintenance

2.2.1.4 ASS-004 View WBRS Records of EE3

Function ID	:	ASS-004	Mode	:	Online/Update
Name	:	View WBRS Records of EE3			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly

Description:
This function allows user to view the details of WBRS records of EE3. Related Path: [Assignment]>[Assign WBRS Record] User can click on the specified row to view the details of WBRS record with below informations

WBRS – EE3 Record Details		
Field	**Type**	**Details**
Application No.	Textbox	WBRS Application Number
Cancel Reason	Textarea	
Information of Building		
Building Name (English)	Textbox	
Building Name (Chinese)	Textbox	

Address of Building	Label	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street	Label	
English	Textbox	Street English Name
Chinese	Textbox	Street Chinese Name
District	Textbox	
Area	Textbox	
COCR Registration No.	Textbox	
Owner		
Name (English)	Textbox	
Name (Chinese)	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Representative Person	Label	
Position	Textbox	
Name (English)	Textbox	Representative Person Name (English)
Name (Chinese)	Textbox	Representative Person Name (Chinese)
Correspondence Address	Label	Representative Person Correspondence Address
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	

Registered Energy Assessor		
BEC Edition	Textbox	
Inspect Date	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Name (English)	Textbox	REA English Name
Name (Chinese)	Textbox	REA Chinese Name
Correspondence Addresss	Label	
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registration No.	Textbox	REA Registration No.
Expiry Date	Textbox	
Supplementary Information		
Type of Building	Checkbox List	Options: - Commercial - Community - Hospital, clinic or rehabilitation center - Residential - Municipal - Composite (industrial & office) - Industrial - Government - Composite (commerical & residential) - Hotel and guesthouse - Railway station - Passenger terminal building of

		- airport - Educational - Other composite use
Other composite use	Textbox	Description of Other composite use
Date of Declaration by REA	Textbox	
Supersede Previous Form	Radio Button	Options: - Yes - No
Previous Submission No.	Textbox	
Date of Declaration by REA in Previous Form	Textbox	
Technical Forms Enclosed	Label	
Form EE-EL	Radio Button	Options: - Yes - NA
Form EE-LG	Radio Button	Options: - Yes - NA
Form EE-AC	Radio Button	Options: - Yes - NA
Form EE-LE	Radio Button	Options: - Yes - NA
Form EE-PB	Radio Button	Options: - Yes - NA

Registration	Grid	Name	Details
		Registration No.	
		Expiry Date	

Form of Compliance	Grid	Name	Details
		Location of Works	
		Date of Issue	
		Edition of Code of Practice applied (Year)	
		Lighting	Display Y if Type = LG
		Air Conditioning	Display Y if Type = AC
		Electrical	Display Y if Type = EL

		Lift & Escalator	Display Y if Type = LE
Exemption Grant	Radio Button	Options: - Yes - No	
Exemption Reference No.	Textbox		
Exemption Date	Textbox		
Exemption Installations	Textarea		
Responsible Person	Label		
Organization Name (English)	Textbox		
Organization Name (Chinese)	Textbox		
Name (English)	Textbox		
Name (Chinese)	Textbox		
Attachment			Textbox
Attachment	Grid	**Name** / **Details** File Name / File full name Type / Options: - Submission Form - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice - Others - S29 Letter - Reminder letters - COCR certificate - EA form Remark	

Related Requirements:
REQ-3001 – COCR Case Maintenance

2.2.1.5 ASS-005 View WBRS Records of EE4

Function ID	:	ASS-005	Mode	:	Online/Update
Name	:	View WBRS Records of EE4			
Frequency	:	(Min: 0 Avg: 700 Max: 1400)	Period	:	Yearly

Description:

This function allows user to view the details of WBRS records of EE4.

Related Path: [Assignment]>[Assign WBRS Record]

User can click on the specified row to view the details of WBRS record with below informations

WBRS – EE4 Record Details		
Field	**Type**	**Details**
Application No.	Textbox	WBRS Application Number
Cancel Reason	Textarea	
Information of Building		
Building Name (English)	Textbox	
Building Name (Chinese)	Textbox	
Address of Building	Label	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street	Label	
English	Textbox	Street English Name
Chinese	Textbox	Street Chinese Name
District	Textbox	
Area	Textbox	
Information of Relevant Unit / Common Area		
Name (English)	Textbox	
Name (Chinese)	Textbox	
Location	Label	
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Other Description	Textbox	
Information of Responsible Person		
Type of Responsible Person	Checkbox	Options: - Owner of the relevant common area

		- Owner of the relevant central building services installation - Tenant of the relevant unit - Occupier of the relevant unit - Owner of the relevant unit
Name (English)	Textbox	Name of Responsible Person
Name (Chinese)	Textbox	Name of Responsible Person
Representative	Label	

Salutation	Radio Button	Options:
		  - Mr.
		  - Miss
		Ms.

Name (English)	Textbox	Name of Representative Person
Name (Chinese)	Textbox	Name of Representative Person
Position	Textbox	
Correspondence Address	Label	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street	Label	
English	Textbox	Street English Name
Chinese	Textbox	Street Chinese Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registered Energy Assessor		
BEC Edition	Textbox	
Inspect Date	Textbox	

Salutation	Radio Button	Options:
		  - Mr.
		  - Miss
		  - Ms.

Name (English)	Textbox	REA English Name
Name (Chinese)	Textbox	REA Chinese Name
Correspondence Addresss	Label	
Room/Flat	Textbox	
Floor	Textbox	

Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registration No.	Textbox	REA Registration No.
Expiry Date	Textbox	
Supplementary Information		
Type of Building	Checkbox List	Options: - Commercial - Community - Hospital, clinic or rehabilitation center - Residential - Municipal - Composite (industrial & office) - Industrial - Government - Composite (commerical & residential) - Hotel and guesthouse - Railway station - Passenger terminal building of airport - Educational - Other composite use
Other composite use	Textbox	Description of Other composite use
Date of Declaration by REA	Textbox	
Supersede Previous Form	Radio Button	Options: - Yes - No
Previous Submission No.	Textbox	
Date of Declaration by REA in Previous Form	Textbox	
Technical Forms Enclosed	Label	

Form EE-EL	Radio Button	Options: - Yes - NA	
Form EE-LG	Radio Button	Options: - Yes - NA	
Form EE-AC	Radio Button	Options: - Yes - NA	
Form EE-LE	Radio Button	Options: - Yes - NA	
Form EE-PB	Radio Button	Options: - Yes - NA	
Details of major retrofitting works	Grid	**Name**	**Details**
		Location of Works	
		Common Area	Display Y if is selected
		Unit	Display Y if is selected
		Area of Works (m^2)	
		Lighting	Display Y if Type = LG
		Air Conditioning	Display Y if Type = AC
		Electrical	Display Y if Type = EL
		Lift & Escalator	Display Y if Type = LE
		Work Completion Date	
Total Area of Works (m^2)	Textbox		
Exemption Grant	Radio Button	Options: - Yes - No	
Exemption Reference No.	Textbox		
Exemption Date	Textbox		
Exemption Installations	Textarea		
Checklist of Document Proof that must be submitted	Label		
Copy of letter, e-mail or	Checkbox		

delivery note/receipt etc. to certify that the Form of Compliance has been sent to responsible person of the relevant building / units			
Copy of letter, e-mail or delivery note/receipt etc. to certify that the copy of Form of Compliance has been sent to the following administrator of the building concerned	Label		
Property Management Company	Checkbox		
Building Owner	Checkbox		
N/A	Checkbox		
Responsible Person	Label		
Organization Name (English)	Textbox		
Organization Name (Chinese)	Textbox		
Name (English)	Textbox		
Name (Chinese)	Textbox		
Attachment		Textbox	
Attachment	Grid	**Name** / **Details**	

Attachment grid details:

Name	Details
File Name	File full name
Type	Options: - Submission Form - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice - Others - S29 Letter - Reminder letters - COCR certificate - EA form

		Remark	

Related Requirements:
REQ-3001 – COCR Case Maintenance

2.2.1.6 ASS-006 Search WBRS Records of REA

Function ID	:	ASS-006		**Mode**	:	Online/Update
Name	:	Search WBRS Records of REA				
Frequency	:	(Min: 0 Avg: 200 Max: 400)		**Period**	:	Yearly

Description:

This function allows user to search all WBRS records of EA1, EA3.

Related Path: [Assignment]>[Assign REA WBRS Record]

- User can use the [Status] dropdown to filter WBRS records.
- User can see a list of WBRS record summary with below infomations.

Column	Description
Select to Assign	Checkbox to assign/cancel
Submission Type	Options: - REA1 - REA3
Application No.	Application Number generated from WBRS Link to WBRS Record details page
Name	Applicant Name
Registration No.	Registration No.
Receive Date	Receive Date
Status	Options: - PENDING - NEW - CONVERTED - CANCELLED
STO	STO of the assignment
Engineer	Engineer of the assignment

- User can click on the specified row to view the WBRS record details.
- User can filter records where [Status] = NEW, check the [Select to Assign] checkbox, select [STO] dropdown and [Engineer] dropdown and then click [Assign] button to complete the assignment, the [Status] of the record(s) will be updated from "NEW" to "CONVERTED".
- User can filter records where [Status] = "NEW"/"PENDING", check the [Select to Assign] checkbox, input [Cancel Reason] and then click [Cancel] button to cancel

the application, the [Status] of the record(s) will be updated from "NEW"/"PENDING" to "CANCELLED".
Related Requirements:
REQ-2001 – REA Case Maintenance

2.2.1.7 ASS-007 View WBRS Records of REA1

Function ID	:	ASS-007	Mode	:	Online/Update
Name	:	View WBRS Records of REA1			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly

Description:

This function allows user to view the details of WBRS records of REA1.

Related Path: [Assignment]>[Assign REA WBRS Record]

User can click on the specified row to view the details of WBRS record with below informations

WBRS – REA1 Record Details		
Field	**Type**	**Details**
Application No.	Textbox	WBRS Application Number
Receive Date	Textbox	
Application Type	Textbox	
Change of Particulars	Checkbox	Options: - Name - Correspondence Address - Professional Qualification
Registration No.	Textbox	
Expiry Date	Textbox	
Cancel Reason	Textarea	
Personal Details		
Name (English)	Textbox	Salutation + English Name
Name (Chinese)	Textbox	Salutation + Chinese Name
Date of Birth	Textbox	
HKID / Travel Document Number		
Correspondence Address	Label	
Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	

District	Textbox	
Region	Textbox	
Contact Phone	Textbox	
Current Company Name	Textbox	
Current Company Address	Label	
Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	
District	Textbox	
Region	Textbox	
Contact Phone	Textbox	
Current Company Name	Textbox	
Current Company Address	Label	
Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	
District	Textbox	
Region	Textbox	
Current Position	Textbox	
Email Address	Textbox	
Telephonse No. (Office)	Textbox	
Fax No.	Textbox	
Professional Qualifications		

Name	Details
Date of Qualified / Membership No.	
Professional Qualifications	Checkbox Options: - Registered professional engineer within the meaning of

(Please tick in the appropiate box(s)	section 2(1) of the Engineers Registration Ordinance (Cap.409) - Corporate member of the Hong Kong Institution of Engineers (HKIE) - Equivalent qualification recognized by HKIE as being of a standard not lower than that of a corporate member of the Institution in any of these disciplines (please read the attached "Notes to Applicants" Item 2.1) - (Please state your professional membership of the relevant professional body based upon the reciprocal recognition agreements between the HKIE and the professional body) - Other : (please read the attached "Notes to Applicant" Item 2.2)		
Discipline	Checkbox: - BSS - ELL - ENV - MCL		
Relevant Practical Experience	Label		
	Grid	**Name**	**Details**
		From (DD/MM/YY)	
		To (DD/MM/YY)	
		Position	
		Company Name	
		Description	
Checklist of Supporting Documents			
(i) I attach documentary proof of relevant practical experience.	Checkbox		
(ii) I attach a photocopy of document to substantiate my professional qualifications and the qualified discipline.	Checkbox		
(iii) I attach a photocopy of the following documents to substantiate my application made under section 5(2) of the Buildings Energy Efficiency (Registered Energy Assessors) Regulation (Cap. 610B)	Checkbox	With description Textbox	
Declaration			
Applicable to new application /renewal application only	Label		

(i) I declare that I have the knowledge required for the performance of the duties and functions of a registered energy assessor under the Ordinance.	Checkbox		
(ii) I declare that I have / have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect.	Checkbox		
Applicable to all application	Label		
(iii) I declare that the information in this form and the entire document submitted in relation to my application for registration are true and correct.	Checkbox		

Attachment			Textbox	

Attachment	Grid	**Name**	**Details**
		File Name	File full name
		Type	Options: - Submission Form - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice

			- Others
			- S29 Letter
			- Reminder letters
			- COCR certificate
			- EA form
		Remark	

Related Requirements:

REQ-2001 – REA Case Maintenance~~REQ-3001 – COCR Case Maintenance~~

2.2.1.8 ASS-008 View WBRS Records of REA3

Function ID	:	ASS-008	Mode	:	Online/Update
Name	:	View WBRS Records of REA3			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly

Description:

This function allows user to view the details of WBRS records of REA3.

Related Path: [Assignment]>[Assign REA WBRS Record]

User can click on the specified row to view the details of WBRS record with below informations

WBRS – REA3 Record Details		
Field	**Type**	**Details**
Application No.	Textbox	WBRS Application Number
Receive Date	Textbox	
Application Type	Textbox	
Change of Particulars	Checkbox	Options: - Name - Correspondence Address
Registration No.	Textbox	
Cancel Reason	Textarea	
Personal Details		
Name (English)	Textbox	Salutation + English Name
Name (Chinese)	Textbox	Salutation + Chinese Name
Date of Birth	Textbox	
HKID	Textbox	
Correspondence Address	Label	
Flat	Textbox	
Floor	Textbox	

Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	
District	Textbox	
Region	Textbox	
Contact Phone	Textbox	
Department Name	Textbox	
Office Address	Label	
Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	
District	Textbox	
Region	Textbox	
Current Position	Textbox	
Email Address	Textbox	
Telephone No. (Office)	Textbox	
Fax No.	Textbox	
Declaration		
Applicable to new application only	Label	
(i) I declare that I have have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional	Checkbox	

respect.				
(ii) I declare that I have / have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect.	Checkbox			
Applicable to all application	Label			
(iii) I declare that the information in this form and the entire document submitted in relation to my application for registration are true and correct.	Checkbox			
Nomination				
I, the undersigned, on behalf of the Department described in this Section, nominate and support the public officer described in Section A of this form to apply for registration as a Registered Energy Assessor according to the Buildings Energy Efficiency (Registered Energy Assessors) Regulation (Cap. 610B).	Label			
Full Name of Nominator	Textbox			
Rank (D1 or above)	Textbox			
Post	Textbox			
Name of Department	Textbox			
Contact No.	Textbox			
Attachment			Textbox	
Attachment	Grid	**Name**	**Details**	
		File Name	File full name	
		Type	Options: - Submission Form - Acknowledgement	

			Letter / Memo
			- Request for Supplementary Information Letter / Memo
			- Checklist for general Checking
			- Inspection Notice
			- Detailed Compliance Checklist
			- Inspection Report
			- Improvement Notice
			- Others
			- S29 Letter
			- Reminder letters
			- COCR certificate
			- EA form
		Remark	

Related Requirements:

REQ-2001 – REA Case Maintenance~~REQ-3001 – COCR Case Maintenance~~

2.2.2 Registered Energy Assessor

2.2.2.1 REA-001 Maintain REA Case

Function ID	:	REA-001	Mode	:	Online/Update
Name	:	Maintain REA Case			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	**Period**	:	Yearly

Description:

Related Path: [Search]>[Search Case (REA)]

Modify existing REA Case Detail page to facilitate e-licence generation, details as below

Field	Action	Details
REA Reg. No.	Update	- Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory - Add validation: When [Save] button click, if "Application Type" = "New" and "REA Reg. No." already exist then show error message "REA Reg No. is Duplicated" - If "Application Type" = "Renew" / "Change of Particulars" then prefill value

		-	with Current Registered Energy Assessor Registration No.
REA Name	Update	-	Disabled
Issue Date (dd/mm/yyyy)	Update	- - -	Label Color: Red Add validation: When [Generate Certificate] button click, check mandatory Add validation: When [Save] button click, if "Registered Date First (dd/mm/yyyy)" >= Issue Date then alert error message "Issue Date must be later than Registered Date First"
Status	Update	- -	Label Color: Red Add validation: When [Save] button click, check mandatory
Registered Date First (dd/mm/yyyy)	Add	- - -	Type: Datepicker When create/update rea register, update corresponding value in rea register Add validation: When [Save] button click, if is renew and "Registered Date First (dd/mm/yyyy)" is empty then show alert message
Expiry Date (dd/mm/yyyy)	Add	- - - -	Type: Datepicker Label Color: Red Add validation: When [Generate Certificate] button click, check mandatory
Application No	Update	-	Set value as WBRS application when create case from WBRS record
Application Type	Update	-	Disabled
Name (surname first) English	Update	- -	Label Color: Red Add validation: When [Generate Certificate] button click, check mandatory
Name (surname first) Chinese	Update	- -	Label Color: Red Add validation: When [Generate Certificate] button click, check mandatory
Genereate Certificate	Add	- - -	Type: Button Display: when status = "Issue Certificate" / "Pending for CE Confirmation" Details refer to 2.2.2.2 Generete REA Elicence
Draft Version	Add	- - -	Type: Button Display: when status = "Issue Certificate" / "Pending for CE Confirmation" Details refer to 2.2.2.2 Generete REA Elicence
Create/Update	Add	-	Type: Button

Register		- Display: when status = "Issue Certificate" / "Pending for CE Confirmation" - Details refer to 2.2.2.3 Maintain REA Register

Related Requirements:
REQ-2001 – REA Case Maintenance
REQ-2002 – REA Certificate Maintenance
REQ-2003 – REA e-licence Generation

2.2.2.2 REA-002 Genereate REA E-Licence

Function ID	:	REA-0021	Mode	:	Online/Update
Name	:	Genereate REA E-Licence			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly

Description:

Related Path: [Search]>[Search Case (REA)]

Modify existing REA Case Detail page to provide e-licence generation function, details of [Genereate Certificate] and [Draft Version] button as below

Function	Details
Genereate Certificate	- If any available LEK in database, then assign the "REA Reg. No." to one LEK, else retrieve LEK and corresponding QR code by E-Licence Core API - Call E-Licence Core API to create/update E-Licence data, details refer to E-Licence Core API Request Form (REA) e-licence core API Request Form (REA).xl - Generate a full version of REA Certificate in PDF format by a WORD template - Append Signature to the PDF file and save a copy to DMS share drive - User can download the PDF file when Click [Generate Certificate] button
Draft Version	- Generate a draft version of REA Certificate in PDF format by a WORD template - save a copy to DMS share drive - User can download the PDF file when Click [Draft Version] button
E-Payment	- Add "Pending for Payment", "Payment Received" to REA1 case status - Call Payment API to start Payment proccess in WBRS - When user change status of REA1 case to "Pending for Payment", system will trigger this function automatically

Related Requirements:
REQ-1004 – Online Submitting the Reived Application
REQ-1005 – Facilitate Payment Workflow
REQ-2002 – REA Certificate Maintenance
REQ-2003 – REA e-licence Generation
REQ-5004 – Add Payment Status

2.2.2.3 REA-003 Maintain REA Registration

Function ID	:	REA-0031	Mode	:	Online/Update
Name	:	Maintain REA Registration			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly

Description:

Related Path: [Search]>[Search REA Registor]

Modify existing REA Register page to facilitate e-licence generation function, details of [Create/Update Register] button as below

Function	Details
Create/Update Register	- Convert REA Case data to New/Existing REA Register - When user change status to "REA-Closed (Accepted)", system will trigger this function automatically

Details of REA Register page as below

Field	Action	Details
Case Number	Add	- Type: Textbox
Registered Date First	Add	- Type: Datepicker
Expiry Date First	Add	- Type: Datepicker
Expired	Add	- Type: Checkbox - Disabled - Checked: If Today > "Expiry Date"
Renewal	Add	- Type: Checkbox - Disabled - Checked: If "Registered Date First" has value
Salutation	Add	- Type: Radio Button Options: - Mr. - Miss - Ms.
Date of Birth	Add	- Type: Datepicker
HKID	Add	- Type: Textbox
Address	Add	- Type: Textbox
Fax	Add	- Type: Textbox
Company Name	Add	- Type: Textbox

Company Post	Add	-	Type: Textbox
CompanyAddress	Add	-	Type: Textbox
Office Tel	Add	-	Type: Textbox
REA Certificate	Update	-	Retrive full and draft version of REA Certificate from share drive

Related Requirements:
REQ-2002 – REA Certificate Maintenance REQ-2003 – REA e-licence Generation

2.2.3 Certificate of Compliance Registration

2.2.3.1 COCR-001 Maintain COCR Case

Function ID	:	COCR-001	Mode	:	Online/Update
Name	:	Maintain COCR Case`			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly

Description:

Related Path: [Search]>[Search Case (EA/FOC/COCR/INSP)]

Modify existing COCR Case Detail page to facilitate e-licence generation, details as below

Field	Action	Details
BEC Edition	Update	- Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory
COCR Issue Date(dd/mm/yyyy)	Update	- Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory
COCR Expiry Date(dd/mm/yyyy)	Update	- Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory
COCR Cert Number	Update	- Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory
Genereate Certificate	Add	- Type: Button - Display: when status = "COCR Registry Issued" / "Pending for CE Confirmation" - Details refer to 2.2.3.2 Generete COCR Elicence
Create/Update Register	Add	- Type: Button - Display: when status = "COCR Registry Issued" / "Pending for CE Confirmation" - Details refer to 2.2.3.3 Maintain COCR Register

Related Requirements:

REQ-3001 – COCR Case Maintenance
REQ-3002 – COCR Certificate Maintenance
REQ-3003 – COCR e-licence Generation

2.2.3.2 COCR-002 Genereate COCR E-Licence

Function ID	:	COCR-0021		Mode	:	Online/Update
Name	:	Genereate COCR E-Licence				
Frequency	:	(Min: 0 Avg: 300 Max: 600)		Period	:	Yearly

Description:

Related Path: [Search]>[Search Case (EA/FOC/COCR/INSP)]

Modify existing REA Case Detail page to provide e-licence generation function, details of [Genereate Certificate] and [Draft Version] button as below

Function	Details
Genereate Certificate	- If any available LEK in database, then assign the "REA Reg. No." to one LEK, else retrieve LEK and corresponding QR code by E-Licence Core API - Call E-Licence Core API to create/update E-Licence data, details refer to E-Licence Core API Request Form (COCR) e-licence core API Request Form (COCR) - Generate a full version of COCR Certificate in PDF format by a WORD template - Append Signature to the PDF file and save a copy to DMS share drive - User can download the PDF file when Click [Generate Certificate] button
E-Payment	- Add "Pending for Payment", "Payment Received" to COCR Stage Two case status - Call Payment API to start Payment proccess in WBRS - When user change status to "Pending for Payment", system will trigger this function automatically

Related Requirements:

REQ-1004 – Online Submitting the Reived Application
REQ-1005 – Facilitate Payment Workflow
REQ-3002 – COCR Certificate Maintenance

| REQ-3003 – COCR e-licence Generation |
| REQ-5004 – Add Payment Status |

2.2.3.3 COCR-003 Maintain COCR Registration

Function ID	:	COCR-003~~1~~	Mode	:	Online/Update
Name	:	Maintain COCR Registration			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly

Description:

Related Path: [Search]>[Search COCR Registry]

Add new COCR Registry page to facilitate e-licence generation function, this page store issued COCR Stage Two data

Details of [Create/Update Register] button as below

Function	Details
Create/Update Register	- Convert COCR Stage Two Case data to New/Existing REA Register - When user change COCR Stage Two Case status to "COCR-Closed (Accepted)", system will trigger this function automatically

Details of COCR Registry page as below

Field	Type	Value	Details
File No.	Textbox	Case Number	- Disabled
Record ID	Textbox	Submission ID	- Disabled
Cert Number	Textbox	COCR Cert Number	- Disabled
BEC Edition	Textbox	BEC Edition	-
Issue Date	Datepicker	COCR Issue Date	-
Renewal	Checkbox	Checked: if submission type = EE3	- Disabled
Expiry Date	Datepicker	COCR Expiry Date	-
Expired	Checkbox	Checked: if Today > COCR Expiry Date	- Disabled
Subject Engineer	Textbox	Subject Engineer	
Status	Dropdown	Options: - Enable - Disable	
English Building Address	Textbox	English Building Name + "," + Start No. + Start No.	- Disabled - Retreive data from Building Master

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		Alpha + "-" + End No. + End No. Alpha + Engilsh Street Name + Lot. No. + "," + District + "," + Area	
Chinese Building Address	Textbox	Chinese Street Name + Start No. + Start No. Alpha + "-" + End No. + End No. Alpha + "號" + Lot. No. + Chinese Building Name	- Disabled - Retreive data from Building Master
REA Reg. No.	Textbox	REA Reg. No.	- Disabled
REA Name	Textbox	REA English Name	- Disabled - Retreive data from REA Register
COCR Cert	Link	COCR Cert File	

Related Requirements:
REQ-3002 – COCR Certificate Maintenance
REQ-3003 – COCR e-licence Generation

3. ~~BATCH JOBS~~E-NOTIFICATION

3.1 Batch Jobs

Job Name	Description	Schedule	Related Requirements
SendElicenceEmail	After "Payment Received Date" + N days(Configurable), send email with E-Licence as attachment to applicant and inform related parties	<mark>TBC</mark>	REQ-2003 – REA e-licence Generation REQ-3003 – COCR e-licence Generation REQ-5004 – Add Payment Status

4. E-TRACKING

The following status is used for E-Tracking

Status	Description
Submitted	Application submitted to the system
Acknowledged / In progress	EMSD received the application and start processing
Approved	Application approved
Rejected	Application rejected
Withdrawn	Application withdraws by applicant
Under Clarification	Clarification issued by EMSD and awaiting applicant response

When REA and COCR case status changed in DMS, update corresponding application in WBRS as below

Case Changed in DMS	Actions
WBRS record status changes to "Cancelled"	Update WBRS Application Status = "Rejected"
WBRS record status changes to "Converted"	Update WBRS Application Status = "Acknowledged / In progress"
TBC	

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4.5. ~~REPORTS~~REPORTS