

HONG KONG GREEN ORGANISATION
CERTIFICATION



節能證書

Energywi\$e
— Certificate —

GUIDEBOOK FOR
ENERGYWI\$E CERTIFICATE
2021

Preface

The **Energywi\$e Certificate** is one of the certificates of the Hong Kong Green Organisation Certification (HKGOC) scheme. HKGOC aims to benchmark green organisations with substantial achievements in green management, to encourage participants to adopt environmental practices in different aspects and to recognise their efforts and commitments to the environment. It is a prestigious certification scheme with high credibility. It also encourages participants to strive for self-improvement in specific environmental aspects.

The HKGOC is led by the Environmental Campaign Committee (ECC) alongside the Environmental Protection Department and in conjunction with nine organisations, in alphabetical order, the Advisory Council on the Environment, the Business Environment Council, the Chinese General Chamber of Commerce, the Chinese Manufacturers' Association of Hong Kong, the Federation of Hong Kong Industries, the Hong Kong Chinese Importers' & Exporters' Association, the Hong Kong Council of Social Service, the Hong Kong General Chamber of Commerce and the Hong Kong Productivity Council.

Starting from 2020, HKGOC consists of four Certificates, namely “**Wastewi\$e Certificate**”, “**Energywi\$e Certificate**”, “**IAQwi\$e Certificate**” and “**Carbon Reduction Certificate**”. The first three Certificates encourage initiatives on waste reduction, energy saving, and improvement of indoor air quality (IAQ) respectively and recognise participating organisations that have attained specified environmental requirements and achieved self-improvement goals. In addition, the Carbon Reduction Certificate recognises organisations with quantifiable carbon reduction achievements.

Hong Kong Green Organisation Certification



減廢證書

Wastewi\$e
—Certificate—

節能證書

Energywi\$e
—Certificate—

清新室內
空氣證書

IAQwi\$e
—Certificate—

減碳證書

Carbon Reduction
—Certificate—

Organisations applying for these Certificates will be required to demonstrate their commitment to environmental protection in specific aspects in order to be granted a respective Certificate. Organisations can join any of the HKGOC certificates at any time and there is no limit for the number of awardees for the certificates. Certificate holders can further obtain the title of “Hong Kong Green Organisation” by attaining the requirement in multiple aspects of environmental practices and the details could be found in the separate programme booklet of “Hong Kong Green Organisation”. In addition, participants are highly recommended to educate others, including organisations in the same sector and the community at large, on the benefits and practices of other environmental initiatives.

This **Energywi\$e Certificate Guidebook** is designed for use by all companies / organisations operators in Hong Kong. It details the Energywi\$e Certificate rules, process and benefits of obtaining the Certificate. Furthermore, this Guidebook presents an overview of sustainable energy saving practices that companies / organisations could implement within their establishments. All companies / organisations are welcome to join this meaningful Certificate to demonstrate their commitment to creating a better environment for Hong Kong.



節能證書

Energywi\$e
— Certificate —

TABLE OF CONTENTS

1. INTRODUCTION.....	1
1.1 Why Do We Need To Conserve Energy?.....	1
1.2 What Can Companies / Organisations Do?	1
2. THE ENERGYWI\$E CERTIFICATE.....	2
2.1 Objectives of the Energywi\$e Certificate.....	2
2.2 Co-operation Structure	2
2.3 Eligibility to the Energywi\$e Certificate.....	2
2.4 Energywi\$e Certificate Benefits	2
3. ENERGYWI\$E CERTIFICATE CERTIFICATION CRITERIA AND PROCESS	5
3.1 Core Components of Energy Saving.....	5
3.2 Certification Criteria	6
3.3 Certification Process.....	7
4. ENERGYWI\$E CERTIFICATE MEMBERSHIP AND USE OF CERTIFICATE.....	9
4.1 Energywi\$e Certificate Membership.....	9
4.2 Use of Certificate.....	9
4.3 Final Message.....	10
5. ACKNOWLEDGEMENT AND ENQUIRY.....	11

Appendix I : What You Can Do To Save Energy

Appendix II : Forms

- EW/01R: Application Form
- EW/03R: Assessment and Reporting Form

1. INTRODUCTION

1.1 Why Do We Need To Conserve Energy?

Nearly all of Hong Kong's electrical power and gas supplies come from fossil fuels, coal and oil. Once they have been burnt, these fossil fuels are gone forever. The more energy we use each day, the less there is left for the future. This contradicts the principle of sustainability. Burning fossil fuels creates pollution, and this in turn is having a growing and adverse effect on the complex control mechanisms which regulate the earth's climate. Consuming less energy, by being more efficient in the way you run your companies / organisations, will naturally save you money. At the same time, you will be protecting the environment and safeguarding the future.

1.2 What Can Companies / Organisations Do?

Many of Hong Kong's private and public organisations have initiated energy saving measures in their operations. By minimising the amount of energy used, companies / organisations can substantially benefit from the cost savings obtained from energy conservation. Furthermore, energy saving not only saves money but also reduces air pollution and mitigates global warming effects. Companies / organisations can help conserve energy by undertaking energy saving measures, educating staff to reduce energy consumption and joining the **Energywi\$e Certificate** of **HKGOC**.

2. THE ENERGYWI\$E CERTIFICATE

2.1 Objectives of the Energywi\$e Certificate

The **Energywi\$e Certificate** is established to encourage Hong Kong companies / organisations in adopting measures to save the energy within their establishments and recognise the energy saving efforts of those companies and organisations.

2.2 Co-operation Structure

The Environmental Campaign Committee (ECC) is the Organiser of the HKGOC in association with other joint Organisers. Energywi\$e Technical Consultant (Technical Consultant) is responsible for coordinating, assessing and assisting the organisations that join the Certificate. A Technical Consultant will work with each applicant and help them to check against what energy saving measures have been implemented in their companies / organisations, and will educate them on what extra measures can be taken for future improvement.

2.3 Eligibility to the Energywi\$e Certificate

The Certificate is open to all local private and public companies and organisations as well as their individual functional units that primarily operate within Hong Kong.

2.4 Energywi\$e Certificate Benefits

The **Energywi\$e Certificate** is to recognise companies / organisations for their commitment and effort in environmental protection through energy conservation. By joining and fulfilling the Certificate requirements, Certificate members can enjoy many benefits, such as -

Cost Savings

Energy saving will enable the efficient use of energy in companies / organisations operations, thereby achieving savings on energy consumption.

Enhancing Productivity and Competitiveness

Energy-saving measures help increase business competitiveness by attracting those customers who value conducting business with companies that are committed to improving environmental quality as well as to enhance corporate image.

Obtaining Technical Assistance on Energy Saving Practices

Energywi\$e Certificate participants will have the help and support from the Technical Consultant when needed. Enquiries can be made through the Certificate helpline. All assistance given by the Energywi\$e Technical Consultant is free of charge.

Contribution to Environmental Protection

Everyone strives to live a comfortable and enjoyable life. Energy saving can help create a better quality of life for all.

Awarding Prestigious Energywi\$e Certificate

The Certificate is synonymous with demonstrating exceptional leadership within the environmental arena and can be used for promoting Certificate holders' achievements regarding energy conservation.

Recognition and Publicity of Energy Saving Achievements

Becoming an Energywi\$e Certificate participant means entering into a partnership with the Government to achieve common environmental objectives. The ECC may commend certificate holders for their efforts through publicity and marketing activities that will make their environmental achievements and contributions known to the public.

Participating in HKAEE

Certificate holders can also achieve relevant bonus points in the Hong Kong Awards for Environmental Excellence (HKAEE), which is an annual award led by the ECC, aiming to recognise the overall environmental achievements of an organisation. Details of the HKAEE are in the HKAEE Programme Booklet on the HKAEE official website (<http://www.hkaee.gov.hk>).



Recognition of Other Environmental Protection Award Programmes and Schemes¹

Energywi\$e Certificate is well recognised by many other environmental protection award programmes and schemes. The certificate holders will gain bonus point(s) / credit when joining the following environmental protection award programmes and schemes -

BOCHK Corporate Environmental Leadership Awards Programme

Energywi\$e Certificate holders under the HKGOC will be given 1 bonus point on top of the full marks of the BOCHK Corporate Environmental Leadership Awards Programme. For details, please visit the Programme's website at <https://oneoneone.industryhk.org/en/>.

BEAM Plus scheme

Energywi\$e Certificate holders under the HKGOC will be given 1 bonus credit in BEAM Plus Existing Buildings Version 2.0 – Comprehensive Scheme, or 1 credit in Energy Use Aspects under BEAM Plus Existing Buildings Version 2.0 – Selective Scheme. For details, please visit the HKGBC's website at www.hkgbc.org.hk/eng/BEAMPlus.aspx.

Caring Company Scheme

Energywi\$e Certificate holders under the HKGOC will be recognised as having fulfilled the criterion on "Caring for the Environment, Criteria 5 – Environmental Label or other recognition" under the Caring Company Scheme. For details, please visit the Caring Company's website at <http://www.caringcompany.org.hk>.

¹ Subject to the endorsement of the respective Scheme Organisers.

- **Green Office Awards Labelling Scheme (GOALS)**
Energywi\$e Certificate holders under the HKGOC will be recognised as having fulfilled two Green Office Best Practice Criteria under the Green Office Awards Labelling Scheme (GOALS). For details, please visit the WGO's website at <http://thewgo.org/website/eng/goals-green-office>.
- **CLP Smart Energy Award**
Energywi\$e Certificate holders under the HKGOC will receive 5 points in the CLP Smart Energy Award. For details, please visit the Smart Energy Award's website at <http://www.clp.com.hk/en/my-business/green-plus-programme/recognition>.
- **Low-carbon Office Operation Programme (LOOP)**
Energywi\$e Certificate holders under the HKGOC will receive 2.5 points in the LOOP labelling verification (Maximum credits gained in LOOP labelling verification are 5 points or 5% of total credits). For details, please visit WWF-Hong Kong's website at <https://loop.wwf.org.hk/Default.aspx>.
- **Green Shop Alliance Award (GSA)**
Energywi\$e Certificate holders under the HKGOC will be given 1 bonus point in HKGSA Award assessment. For details, please visit the HKGBC's website at <http://hkgsa.hkgbc.org.hk/index.php>.

Enjoy Discount on Other Green Mark and Label Schemes¹

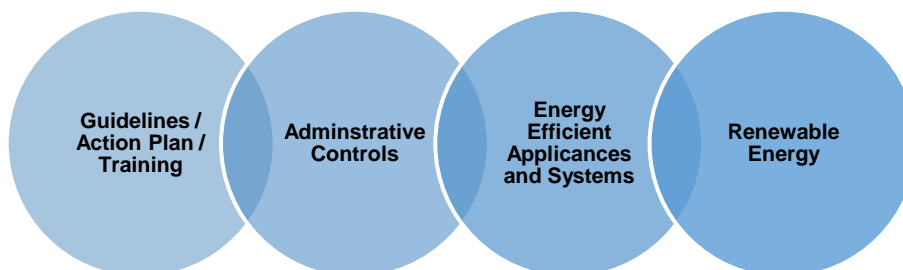
- **Hong Kong Green Mark Certification Scheme**
Energywi\$e Certificate holders under the HKGOC will be offered discount on application fee and quarterly surveillance fee for each first application for the Hong Kong Green Mark Certification Scheme. For details, please visit the FHKI's website at www.qmark.org.hk.
- **Hong Kong Green Label Scheme**
Energywi\$e Certificate holders under the HKGOC will be offered discount on application fee for each first application for the Hong Kong Green Label Scheme. For details, please visit the Scheme's website at <http://www.greencouncil.org>.

3. ENERGYWISE CERTIFICATE CERTIFICATION CRITERIA AND PROCESS

3.1 Core Components of Energy Saving

Four core components of energy saving (Figure 1) are designed to address different perspectives of energy saving management that individually or collectively will lead to the ultimate goal of energy conservation.

Figure 1: Four Core Components of Energy Saving



Core Component 1 – Guidelines / Action Plan / Training

Energy saving policies, guidelines and targets are keys to the overall success of energy saving. Good management practices and competent staff provide a strong foundation for implementation of energy saving measures. For example, the organisation should provide clear guidelines, action plan, and training to enhance staff's knowledge about energy saving.

Core Component 2 – Administrative Controls

The most straightforward and cost-effective way to save energy will be imposing administrative controls on inhabitants' behaviour, default settings of appliances (e.g. lighting, standby mode of computers), procurement of energy saving appliances as well as maintenance of systems and appliances to keep them as efficient as they were manufactured.

Core Component 3 – Energy Efficient Appliances and Systems

Regarding the four prescriptive Building Energy Codes published by the Electrical and Mechanical Services Department (EMSD)², four installations of which energy efficiency is of a key concern are –

- Lighting Installations
- Air Conditioning Installations
- Electrical Installations
- Lift and Escalator Installations

Other systems and appliances in which energy efficiency are also concerned –

- Boilers
- Gas and Oil Fuel Consuming Systems
- Plumbing and Drainage
- Central Control and Monitoring System
- Building Envelope / Façade










² Electrical and Mechanical Services Department – Code of Practice for Energy Efficiency of Building Services Installation 2018 Edition (https://www.emsd.gov.hk/beeo/en/pee/BEC_2018.pdf)

Ongoing replacement or retrofitting of existing systems and appliances will be good opportunity to improve energy saving performance.

Core Component 4 – Renewable Energy

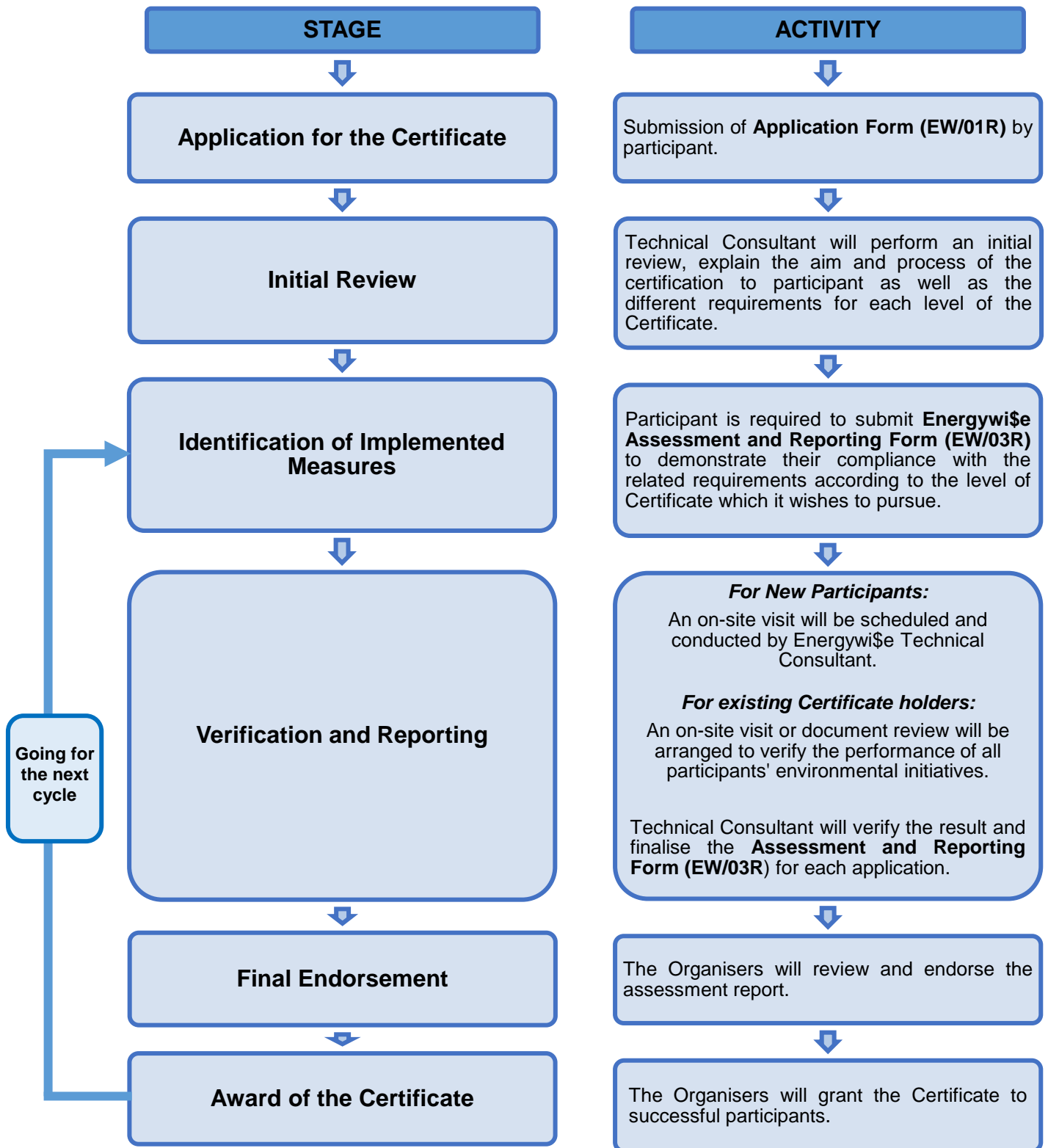
To cope with the global trend of the energy transition, companies / organisations are encouraged to adopt renewable energy technologies to replace electricity, which is now generated mostly from fossil fuel energy sources.

3.2 Certification Criteria

Levels	Requirements
	<ul style="list-style-type: none">  Successfully implemented all applicable Mandatory Measures listed in Part I of EW/03R at Appendix II with the relevant achievements reported (if applicable) ; and  Successfully implemented at least 40% of applicable non-Mandatory Measures listed in Part II of EW/03R at Appendix II.
	<ul style="list-style-type: none">  Successfully implemented all applicable Mandatory Measures listed in Part I of EW/03R at Appendix II with the relevant achievements reported (if applicable) ; and  Successfully implemented at least 60% of applicable non-Mandatory Measures listed in Part II of EW/03R at Appendix II.
	<ul style="list-style-type: none">  Successfully implemented all applicable Mandatory Measures listed in Part I of EW/03R at Appendix II with the relevant achievements reported (if applicable) ; and  Successfully implemented at least 80% of applicable non-Mandatory Measures listed in Part II of EW/03R at Appendix II.

3.3 Certification Process

Companies / organisations can join the Certificate all year round. Various stages of the certification process are illustrated in the following flow chart.



Application of the Certificate

To apply for the Energywi\$e Certificate, companies / organisations should complete the Application Form (EW/01R) in this Guidebook and return it to the Technical Consultant. Once the application has been processed, the applicant will receive a unique Energywi\$e Membership Number. This number will represent the organisation and will remain throughout the duration of its participation in the Certificate, it will be used in all future correspondence between the member, the ECC, and the Technical Consultant. Membership can last as long as companies / organisations comply with the Energywi\$e Certificate requirements. All applications are free of charge.



Initial Review

Initial Review will be scheduled with first-time participants to fully explain the aim, the process and different requirements of each level of the Certificate. Technical Consultant will assist the participant in pursuing various levels of the Certificate, which are “Basic” Level, “Good” Level and “Excellent” Level.



Identification of Implemented Measures

Participants are required to submit the Energywi\$e Assessment and Reporting Form (EW/03R) to demonstrate their compliance with the related requirements according to the level of Certificate which it wishes to pursue. This process should be completed within two months after the participant receives its Energywi\$e Membership Number or completes the previous implementation cycle.



Verification and Reporting

An on-site visit will be scheduled and conducted by the Technical Consultant for all new participants to verify the accomplished measures, whereas a random on-site visit will be arranged for all existing Certificate holders. The participant is required to provide information / evidence to demonstrate compliance with the requirements of the target level that it pursues. The Technical Consultant will finalise the Assessment and Reporting Form (EW/03R) to report the achievements that the participant made. The ECC Secretariat and Technical Consultant will jointly determine the level of Certificate that the participant achieved.

Final Endorsement

Reports will be submitted to the ECC Secretariat for final endorsement.

Award of Certificate

The validity of Energywi\$e Certificate is two years from the date of Certificate accreditation, subject to renewal³ or advancement to higher level(s). Granting of Energywi\$e Certificate to successful participants will take place quarterly.

³ For renewal, participants can consider to achieve their awarded level of requirements or pursue other levels of Certificate according to the criteria listed in Section 3.2.

4. ENERGYWI\$E CERTIFICATE MEMBERSHIP AND USE OF CERTIFICATE

4.1 Energywi\$e Certificate Membership

Energywi\$e Certificate members may be granted one of the three levels of Certificates, namely “Basic” Level Energywi\$e Certificate, “Good” Level Energywi\$e Certificate and “Excellent” Level Energywi\$e Certificate. The three Certificates are synonymous with a high commitment to achieving energy saving in Hong Kong. Companies / organisations that display the Certificates will be recognised by customers, suppliers and business partners for their good work in energy saving. Furthermore, Energywi\$e Certificate members will benefit greatly from the publicity on the attainment of the Certificates.



Certificate Validity

Each Certificate granted to Energywi\$e Certificate member is valid for two years.

Reactivation of Membership Status

For those members who fail to renew their Certificate, they can reactivate their membership status if they re-join the Certificate within three years from the expiry of their Certificate and their Certificate status can remain unchanged.

4.2 Use of Certificate

The Certificate holders are encouraged to use the Certificate, which will be distributed to Certificate holders upon certificate conferment, on their premises, publicity materials or advertisement, etc. The Certificate holders shall at all times -

- ✎ Comply with the certification criteria. The ECC may amend the criteria from time to time and the Certificate holders shall fulfill the amended accreditation criteria within the time specified by the ECC;
- ✎ Allow the ECC to make publication or announcement about the successful application, suspension and / or termination of accreditation status for the Certificate;
- ✎ Represent honestly and truthfully to any person concerned that it is only accredited for the scope and status as stated in the Certificate; and
- ✎ Endeavour to ensure that the certificate granted by the ECC is not used in a misleading manner or in a way that will bring the ECC or the Certificate into disrepute.

The ECC may, at its sole and absolute discretion, terminate the accreditation status of a Certificate holder for any of the following reasons -

- ✎ There is reasonable ground to believe that the Certificate holder concerned does not have genuine intention to honour and discharge its obligations under the Certificate;
- ✎ The business concerned has been adjudicated bankrupt; or faces a winding-up order;
- ✎ The Certificate holder concerned is behaving in a dishonest or fraudulent manner which jeopardises or damages the reputation or interests of the Certificate, the ECC, or the Technical Consultant; or
- ✎ The Certificate holder concerned ceases to carry on its business or operation.

The use of the Certificate and its related publicity means (such as logos, right to use at participant(s)' website, name card, etc.) rested with the explanation of the ECC Secretariat and in accordance with the relevant guidelines about the usage of the Certificate(s) and Logo(s).

In the event that the certification status is terminated or not renewed, the Certificate holder shall immediately cease the use of any advertisement bearing the Certificate.



4.3 Final Message

Hong Kong's growing energy consumption problems can be controlled if everyone takes action to conserve energy. Companies / organisations in Hong Kong can play a leading role in conserving energy and improving environmental quality by joining efforts such as the Energywi\$e Certificate. The Energywi\$e Certificate has been designed to aid companies / organisations in the development of energy saving measures and goals as well as recognise their efforts. Essentially, companies / organisations can benefit through cost savings, gaining recognition and publicity by joining the Certificate. The Certificate provides a win-win situation for both Hong Kong's environment and businesses alike. Every company / organisation in Hong Kong is encouraged to join.

5. ACKNOWLEDGEMENT AND ENQUIRY

Acknowledgement

The Organisers wish to thank the Environment and Conservation Fund for sponsoring the HKGOC.

Sponsor



Environment and Conservation Fund

Organisers



Environmental Campaign Committee



Environmental Protection Department



Advisory Council on the Environment



Business Environment Council



Federation of Hong Kong Industries



Hong Kong General Chamber of Commerce



Hong Kong Productivity Council



The Chinese General Chamber of Commerce



The Chinese Manufacturers' Association of Hong Kong



The Hong Kong Chinese Importers' and Exporters' Association



The Hong Kong Council of Social Service

Enquiry



Tel: 2788 5903



E-mail: enquiry@hkgoc.gov.hk





Website: www.hkgoc.gov.hk

DISCLAIMER

The information contained in this guidebook has been produced for guidance only. While every precaution has been taken to ensure its accuracy, no responsibility for any claims, losses or expenses as a result of any material in this publication can be accepted by the Organisers or any organisations involved in this project.

Appendix I : What You Can Do To Save Energy

Step 1 Establish the Driving Force

-  Appoint “Green Manager” to coordinate, keep track, and oversee energy saving programmes.
-  Establish a task force (2-5 staff) to support the Green Manager to roll out reduction programmes.



Step 2 Design and Implement Waste Reduction Measures

Suggestion 1
General Energy Saving Tips for Air Conditioning (AC) and Ventilation

Suggestion 2
General Energy Saving Tips for Computers

Suggestion 3
General Energy Saving Tips for Lighting


Suggestion 4
General Energy Saving Tips for complying with Building Energy Codes published by EMSD

Suggestion 5
General Energy Saving Tips for other energy saving opportunities

***Suggestions are given on next page.**






Step 3: Set up an Incentive and Recognition Mechanism

-  Establish incentive schemes to encourage employees to contribute to energy saving programmes. Examples of incentive schemes are:
 - Openly commend individual employees who have raised good energy saving ideas or done well in saving energy; and
 - Grant cash / prize awards for employees who have made good energy saving suggestions.














Step 4: Raise Awareness and Keep Up the Momentum






-  Promote employees' awareness of energy saving programmes and/or specific energy saving measures by means of posters, internal newsletters, intranet, and/or any other channels of internal communications.
-  Introduce energy saving programme to newly joined staff during orientation.
-  Regularly publish energy saving results to help maintain employees' momentum & enthusiasm.









Step 5: Monitor and Review Your Progress

-  Green Manager should regularly meet with the task force to discuss & monitor the energy saving programmes' progress.
-  Maintain & analyse relevant records to keep track of the energy saving results.
-  Review energy saving programme to identify further improvement.

Suggestion 1: Air Conditioning (AC) and Ventilation	Suggestion 2 : Computers
<ul style="list-style-type: none">  Keep windows and doors shut to minimise air infiltration when AC is running.  Choose air conditioner with higher grading under the Energy Efficiency Labelling Scheme.  Lower window blinds or curtains to reduce direct sunlight and heat during summer time/before leaving the facility.  Clean the filters regularly.  Use fan in conjunction with air conditioner to ensure even spreading of cooled air. 	<ul style="list-style-type: none">  Set PCs to hibernation mode or shutdown mode where applicable.  Turn off monitors during lunch and after office hours, or when you are away from the workplace and after office hours. Using "screen saver" does not save much energy (less than 10%).  Turn off the master switch of printers connected to computers when not in use

Suggestion 3: Lighting
<ul style="list-style-type: none">  Turn off lighting if it is not needed. Affix "Save Energy" labels near the switches as a reminder.  Choose Compact Fluorescent Lamps .  Turn off certain lighting when the occupancy is low.  Minimise number of lamps/ luminaires in area over-lit by artificial lighting and in perimeter area sufficiently lit by natural daylight.  Turn off lighting in public areas (e.g. pantries, lavatories, etc.) during lunch and after office hours.

Suggestion 4 : Building Energy Codes published by EMSD
<ul style="list-style-type: none">  Follow the Building Energy Codes published by EMSD.  Set high standards comparable to these Codes in your saving goals for your particular consuming facilities.  Details of the Building Energy Codes can be found at www.emsd.gov.hk

Suggestion 5 : Other Energy Saving Opportunities
<ul style="list-style-type: none">  Identify a specific type of energy conservation area you want to improve in your premises.  Set a higher standard comparing to your existing level in your saving goals for your particular consuming facilities.  Discuss with the Energywi\$e Technical Consultant for help if necessary.

Appendix II : Forms

EW/01R: Application Form

EW/03R: Assessment and Reporting Form

HONG KONG GREEN ORGANISATION CERTIFICATION APPLICATION FORM

Please complete and submit the Application Form by email or post:

HKGOC Technical Consultant (Hong Kong Productivity Council)

Address: HKPC Building, 78 Tat Chee Avenue, Kowloon

Tel : 2788 5903 Email: enquiry@hkgoc.gov.hk

Please select the item(s) which your organisation would like to join (can select more than one item)

- Hong Kong Green Organisation Wastewi\$e Certificate Energywi\$e Certificate
 IAQwi\$e Certificate Carbon Reduction Certificate

About Your Organisation

Name of organisation (English) : _____

Name of organisation (Chinese) : _____

Business address (English) : _____

Business address (Chinese) : _____

Nature of business : _____

No. of employee : _____

Contact Person & Affirmation

Name of contact person: _____

Post : _____

Tel : _____

E-mail : _____

How do you know about the Hong Kong Green Organisation Certification? (can select more than one)

- Mass media (e.g. TV and newspaper) Official website or eDMs
 Social Media (e.g. Facebook, Youtube and Instagram) Experience Sharing Seminars held by the Organiser
 Roving exhibitions Through participation in Hong Kong Awards for Environmental Excellence (HKAEE) or Hong Kong Green Innovations Awards (HKGIA)
 Through the Technical Consultant Through commerce chambers/trade associations
 Referral from another company/organisation
(Please specify the name of the company/organisation: _____)
 Outdoor advertisement or posters Others (Please specify: _____)

Please read the consent statement below before signing and submitting this application form.

Signature

Organisation Chop

Please immediately call the HKGOC hotline at 2788 5903 if no acknowledgement of application is received within 7 working days from the date of application.

The HKGOC Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKPC's Personal Data Controlling Officer for further details. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send email to: edm@hkpc.org.

CONSENT STATEMENT

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers (i.e. Environmental Protection Department and Environmental Campaign Committee and its Secretariat) are final and binding in all aspects relating to the HKGOC.

I agree that personal data (including name, phone number, correspondence address and email address) provided by me will be used for the purpose of the administration, evaluation and management of my application. I understand if I cannot provide the relevant personal data, the assessment of my application by the Organisers and the Technical Consultant may be affected.

HKGOC Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by HKGOC Technical Consultant (HKPC).

The Environmental Protection Department (EPD) and/or the Environmental Campaign Committee (ECC) and its Secretariat also intend to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, policies, activities and schemes of the EPD and/or the ECC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by the EPD and/or the ECC and its Secretariat.

Hong Kong Green Organisation Certification Energywi\$e Certificate Assessment and Reporting Form

The completed form will be distributed to the following for record:

- Organisers Technical Consultant
 Participant

Energywi\$e Membership No. : _____ **SME? (See Note 1) Yes/No** _____

Name of Company/
Organisation (English): _____

Name of Company/
Organisation (Chinese): _____

Name of Functional Unit
(English): _____

Name of Functional Unit
(Chinese): _____

Nature of Business : _____

No. of Staff : _____ **No. of units# :** _____ **Residential/ Industrial/ Commercial#**

Address (English): _____

Address (Chinese): _____

Contact Person : _____ **Position :** _____

E-mail : _____ **Telephone No. :** _____

Date of Assessment : _____ **Cycle No. :** _____

Application Date*: _____ **Acknowledgement Date*:** _____

#For property management companies only; please specify the type of building.
*Applicable to Cycle 1 only.

Implemented Energy Saving Measures

Please answer each item carefully and put a tick “✓” in appropriate boxes:
- “Y” refers to a measure that has already been implemented in your organisation;
- “N” refers to a measure that has not been implemented; and
- “NA” refers to a measure that is not applicable to business.

Part I: Mandatory Measures

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
1.0 Guidelines / Action Plan / Training				
1.1	Monitor the energy consumption level for different types of usage (e.g. electricity for lighting, town gas for heating/cooking, etc.) or conduct energy audit			
1.2	Establish an energy saving policy / guidelines / action plan / targets			
1.3	Assign representative(s) to coordinate energy saving programmes internally			
1.4	Inform staff members of the energy saving policy / guidelines / targets and achievements, as well as review on performance via notice board / email / circular / intranet / briefing / meeting			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
1.5	Arrange training or activities to staff members to enhance their awareness or knowledge about energy saving and enlist their support to participate in the energy saving programmes			
1.6	Collect staff members' opinions and suggestions on energy saving through suggestion box / email / meeting			
1.7	Issue reminders to staff (e.g. affix reminders next to switches to remind staff to turn off the light after office hours) or provide incentives to staff to encourage them to implement energy saving measures (e.g. commend staff with best practices in energy saving)			
1.8	Include energy efficiency requirement in the specifications for procuring energy-related products (i.e. with Energy Label under Mandatory/ Voluntary Energy Efficiency Labelling Scheme)			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
2.0 Energy Conservation				
	Lighting			
2.1	At least 30% of the lighting devices in the premises are energy efficient (e.g. LED lamps, with Grade 1 or 2 Energy Label, etc.)			
2.2	Arrange routine cleaning schedule for light diffusers, globes and reflectors to ensure light output efficiency			
2.3	Turn off unused lights during lunch hour, overtime work and after normal operating hours			
2.4	Evaluate and/or measure the lighting intensity and reduce excess lighting (e.g. De-lamping)			
2.5	Apply lighting zone control to enable switching on/off lighting independently in different parts of the premise			
	Air Conditioning and Ventilation			
2.6	Use energy-efficient equipment (e.g. with Grade 1 or 2 Energy Label or equivalent) for at least 50% of all room air-conditioning units (i.e. single package/ split type)			
2.7	Device means to target an indoor room temperature at 24 - 26° C (e.g. set air-conditioner at 24-26° C, install air curtain at entrance, check tenant's exhaust requirements)			
2.8	Use appliances / equipment to enhance cooling effect and reduce the use of air conditioners (e.g. fan)			
	Electrical installations and office equipment			
2.9	Use energy efficient equipment (e.g. with energy label of Grade 1 or 2 or recognition type or equivalent) for at least 50% of all electronic / electrical appliances/ office equipment.			
2.10	Preset the computer / other devices to "sleep" mode after idling for a period of time			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
2.11	Power off all electronic and electrical appliances after office hours			

Energy Source	Consumption in the <u>immediate past 12 months</u> (current cycle)	Consumption in the 12 months <u>prior to the current cycle</u>	Difference
Electricity			
Towngas / LPG			
Others			

Conversion of energy units for reference:
1 TeraJoule (TJ) = 10^{12} joules (J) = 0.278 GWh (approx.)
1 MegaJoule (MJ) = 10^6 joules (J) = 0.278 kWh (approx.)

Part II: Non-Mandatory Measures

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
1.0 Guidelines / Action Plan / Training				
1.1	Establish real-time energy management system to identify abnormalities in energy consumption and poor performance in energy efficiency			
1.2	Encourage staff members to participate in community environmental programmes related to energy conservation			
1.3	Assign designated personnel to conduct patrol to eliminate unnecessary energy consumption			
1.4	Disclose targets on energy saving and the achievements / key performance indicators (KPIs) to the public through company website, publications, newsletter or Corporate Social Responsibility performance report, etc			
1.5	Sign environment-related charters launched / support by the HKSAR Government on energy saving (e.g. Carbon Reduction Charter, Energy Saving Charter on Indoor Temperature, Energy Saving Charter on "No ILB", Charter on External Lighting, Energy Saving Charter, 4Ts Charter, etc)			
1.6	Other justifiable energy conservation measures adopted for establishing guidelines / action plan / organising training on energy management, please specify: _____			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
2.0 Energy Conservation				
Lighting				
2.1	Apply electronic ballasts for at least 50% of the applicable lighting devices in the premises			
2.2	Install lighting reflectors (e.g. aluminum and silver reflectors)			
2.3	Replace conventional "Exit" signs with LED "Exit" signs for energy saving and longer lamp life			
2.4	Use occupancy/motion sensors to automatically switch on and off the lighting in areas with low traffic flow			
Air Conditioning and Ventilation				
2.5	Ensure that air conditioning system operates efficiently by scheduling cleaning / maintenance at least twice a year			
2.6	Apply solar film on windows to reduce direct sunlight and the demand for air-conditioning			
2.7	Equip with automatic control to regulate room temperature or shutdown air-conditioning system			
2.8	Use water cooled-chillers instead of air-cooled type for centralised system			
2.9	Use variable speed air-conditioners / air-conditioning system			
2.10	Set the fan coil to "low" speed as the default setting as far as possible			
Electrical installations and office equipment				
2.11	Incorporate lifts / escalators / passenger conveyors with metering devices separately			
2.12	Stop at least 30% escalators or lifts during non-peak hours			
2.13	Use appliances with timer control or automatically switch-off control functions to avoid leaving appliances in standby mode for a long period			
2.14	Follow the maintenance schedules of appliances as recommended in the instruction manual of the related appliance			
2.15	Unplug equipment chargers and adapters when they are not in use			
Others				
2.16	Use appliances / equipment powered by renewable energy (e.g. solar energy and wind energy, etc)			
2.17	Install renewable energy systems in properties			
2.18	Use environment-friendly vehicles (e.g. hybrid and electric vehicles) or auto engine-off feature			
2.19	Adopt green building designs to save energy when conducting renovation / moving into new operation site			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
	(e.g. BEAM Plus New Building, BEAM Plus Existing Building, BEAM Plus Interior, natural lighting, window insulation films)			
2.20	Other energy saving measures, please specify: _____			

Comments:

(For use by the Technical Consultant only)

Sum of Total Attained Mandatory Measures (Part I) (A)	
Sum of Total Applicable Mandatory Measures (Part I) (B)	
Percentage of Total Attained Mandatory Measures = (A/B) x100%	

Sum of Total Attained Non-Mandatory Measures (Part II) (A)	
Sum of Total Applicable Non-Mandatory Measures (Part II) (B)	
Percentage of Total Attained Non-Mandatory Measures = (A/B) x100%	

Name of Responsible Person in Applicant Organisation : _____	Name of Technical Consultant : _____
Date : _____	Date : _____

Note 1: An SME is a manufacturing business which employs fewer than 100 persons; or a nonmanufacturing business which employs fewer than 50 persons. The "number of persons employed" shall include individual proprietors, partners and shareholders actively engaged in the work of the business; and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary.

Personal data (including your name, phone number, correspondence address and email address) provided by you will be used for the purpose of the administration, evaluation and management of your application. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send email to: edm@hkpc.org.

HKGOC Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by HKGOC Technical Consultant (HKPC).

I hereby declare that all the information given is accurate to the best of my knowledge and agree that all decisions made by the Organisers are final and binding in all aspects relating to the HKGOC.

Data Retention Policy

This policy stipulates the kinds of personal data collected, means of collecting personal data, duration of retention, ways of using the personal data and data security measures for the HKGOC.

1. Purpose of collection of personal data

The personal data provided in the Application Form and Assessment and Reporting Form for the HKGOC will be used for the following purposes –

- (a) for the administration, evaluation and management of the application for HKGOC by the Technical Consultant(s) of the HKGOC; and
- (b) for the promotion of latest environment-related development, policies, activities and schemes by the Environmental Protection Department and/or the Environmental Campaign Committee and its Secretariat.

2. Category of personal data

Each participating company / organisation of HKGOC is asked to provide the (i) name, (ii) phone number, (iii) correspondence address and (iv) email address of a contact person ("Contact Person") in the Application Form and Assessment and Reporting Form of HKGOC.

3. Means of collection

The provision of personal data by the Contact Person in the HKGOC Application Form and Assessment and Reporting Form is voluntary. The HKGOC Application Form and Assessment and Reporting Form can be submitted by email. If participating companies / organisations of HKGOC do not provide sufficient information, the processing of their applications may be affected.

4. Access to Personal Data

Each Contact Person has the right to request access to and correction of his/her personal data as stipulated in the Personal Data (Privacy) Ordinance (Chapter 486). Enquiries concerning the personal data collected by means of the HKGOC Application Form and Assessment and Reporting Form should be addressed to edm@hkpc.org.

5. Duration of retention

The personal data collected from the Contact Person will be erased or destroyed 24 months after the completion of the assessment of HKGOC each year.