

User Manual (Assessment System for System Admin)

**MALAYSIAN CARBON REDUCTION AND
ENVIRONMENTAL SUSTAINABILITY TOOL
("MyCREST")**



For :



Prepared by:



**Our Ref.: ECSB/2017/80.32.0-3021/RA/pm
24 Oct 2017**

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1. GENERAL INFORMATION

MyCREST, or the **Malaysian Carbon Reduction and Environmental Sustainability Tool**, aims to guide, assist, quantify the built environment's impact in terms of reduced carbon emissions and environmental impact, thus reducing the influences, while taking into account a more holistic lifecycle view of the built environment. It also aims to integrate socioeconomic considerations relating to the built environment and urban development.

MyCREST aims to reduce the industry's carbon emission and impact to the environment, by guiding construction industry players and stakeholders to design, construct and operate buildings that integrate low carbon with sustainable practices.

1.1 System Overview

The primary objective for this portal development is to provide easy access and promote program certification. The portal will comprise of vital information such as Tools, Registration Procedure, Rating & Fee, Events, News, Online Payment, etc. Automating the business processes to become more effective and can be accessed from anywhere at anytime.

1.1.1 System Name

MyCREST Assessment System.

1.1.2 System Platform and Accessibility

Web-based and accessible from major/popular internet browser such as Google Chrome, Firefox Mozilla, Internet Explorer, Opera, etc.

1.1.3 System Overview

This MyCREST Assessment System consists of the following modules and functions:

- 1) Applicant Registration
- 2) Project Registration
- 3) Payment
- 4) Submission
- 5) Carbon Calculator
- 6) Rating

- 7) Re-submit
- 8) Certification
- 9) Reminder, Extension and Renewal

1.1.4 *Access Control*

Functionalities that permitted for the **System Admin** to perform the addition and editing of the relevant content.

1.2 **Point of Contact**

Below is the point of organizational contact (POC) for informational and troubleshooting purposes.

1.2.1 *Operations and Services Related*

Name : Bahagian Pembinaan Mampan,
Level 11, Sunway Putra Tower,
Lot 100, Jalan Putra,
50350 Kuala Lumpur
Tel. No. : 03-4040 0040 / 03-4040 0032
Email : mycrest@cidb.gov.my

1.2.2 *Technical and Support Related*

Name : CIDB E-Construct Services Sdn. Bhd. (CIDBEC)
Department : Operations Unit (Helpdesk)
Tel. No. : 03-4040 0399
Email : support@cidbec.com.my

1.3 Authorization Use Permission System

- a) Developer (Applicant)
- b) Owner of building/project (Applicant)
- c) Registered and Approved Assessor
- d) Secretariat (CIDB Staff)
- e) Qualified Professional/Facilitator

1.4 Other Related Documentations/References

There are several types of documentations available including

- a) User Manual for MyCREST Assessment System – for Applicant
- b) User Manual for MyCREST Assessment System – for Assessor
- c) User Manual for MyCREST Assessment System – for Secretariat
- d) User Manual for MyCREST Assessment System – for System Administrator
- e) User Manual for MyCREST Assessment System – for Master Administrator
- f) Attachment on Score-card Reference Inputs
- g) Attachment on Total Score and Carbon Calculator
- h) Attachment on Full Workflow Assessment Process - Multi Roles
- i) Attachment on Reporting and Dashboard

2. SYSTEM SUMMARY

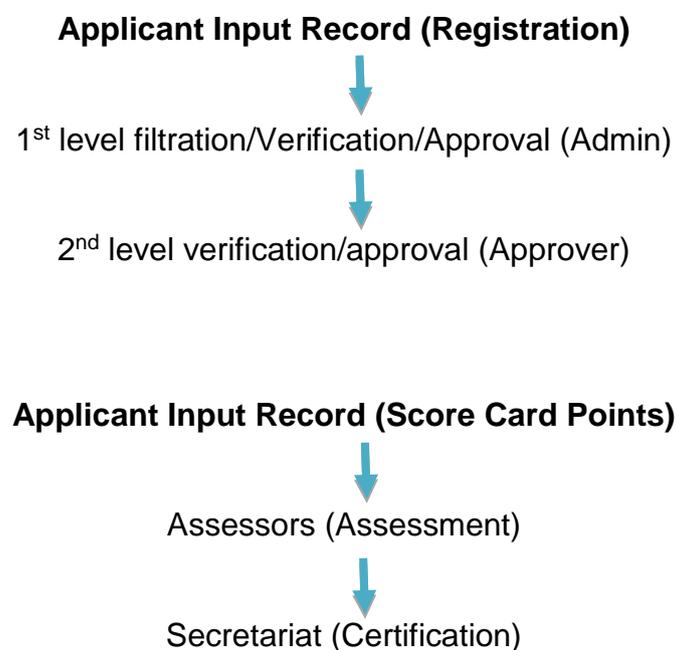
2.1 System Requirement

The most common set of requirements defined by any operating system or software application is the physical computer resources, also known as hardware. A hardware requirements list is often accompanied by a hardware compatibility list (HCL), especially in case of operating systems. An HCL lists tested, compatible, and sometimes incompatible hardware devices for a particular operating system or application. The following sub-sections discuss the various aspects of hardware requirements.

- a) At least CPU was produced 2007 onwards
- b) Windows XP SP3 and above (Windows 7,8,10 recommended)
- c) Modern Web Browser support JavaScript such as Google Chrome, Mozilla Firefox, Opera

2.2 Data Flows

All inputs will be directly POST to database for Record Keeping and data manipulation purposes



2.3 User Access Levels

There are several id and roles involved for this MyCREST System.

ID / Username (example)	Roles	Description
MASTER	MASTER Admin	<ul style="list-style-type: none"> ▪ Manage user access ▪ Manage team member profile ▪ Change everybody password
Admin001	Administrator	<ul style="list-style-type: none"> ▪ To do 1st level approval
Approval001	Approver	<ul style="list-style-type: none"> ▪ To do 2ND level approval
XXXXX-X (company registration number)	Applicant	<ul style="list-style-type: none"> ▪ Self-registration before creating Projects ▪ Create & manage Projects ▪ Create & manage Assessments
(email address)	Assessors	<ul style="list-style-type: none"> ▪ To give Assessment Rating for each sub-criteria required by the Applicant
Secretariat001	Secretariat	<ul style="list-style-type: none"> ▪ To call up meeting among Assessors for final score point and certifications

3. GETTING STARTED

3.1 Web Browser and MyCREST Official Website

Step Procedure

- 1 Select and open any internet browser e.g. Google Chrome, Firefox Mozilla, Internet Explorer, Opera, etc.

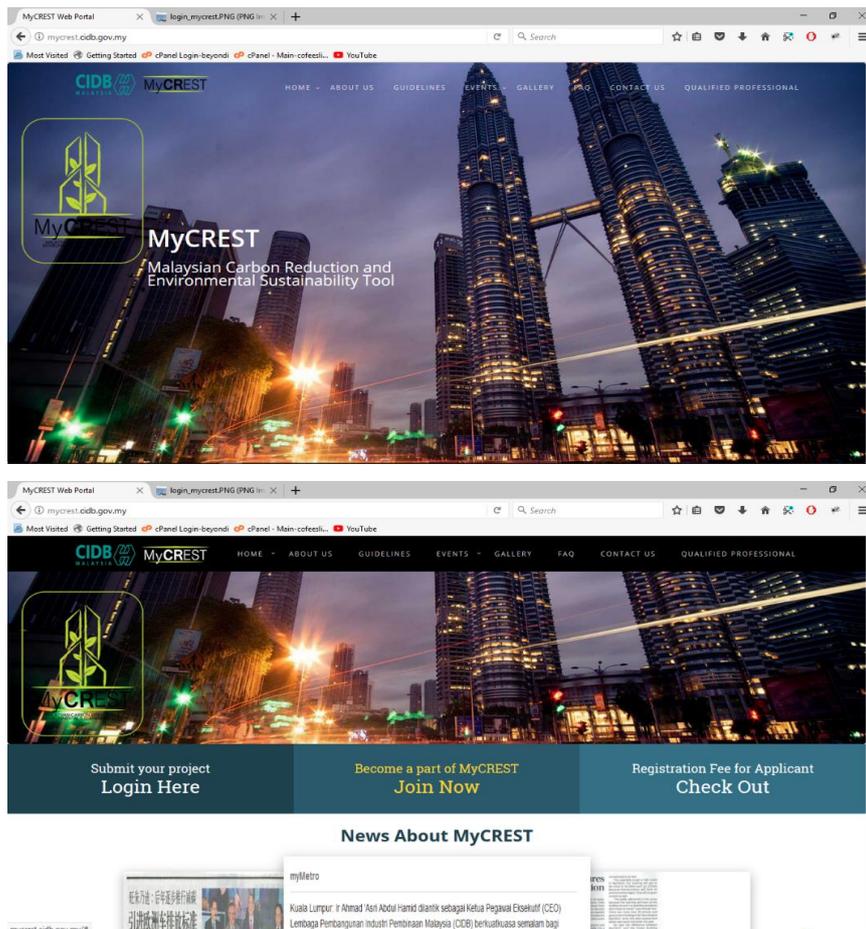


- 2 At the address bar, type the website address (to access direct login page).

MyCREST Web Portal: <https://mycrest.cidb.gov.my>



- This is direct login for without visiting MyCREST Official Website

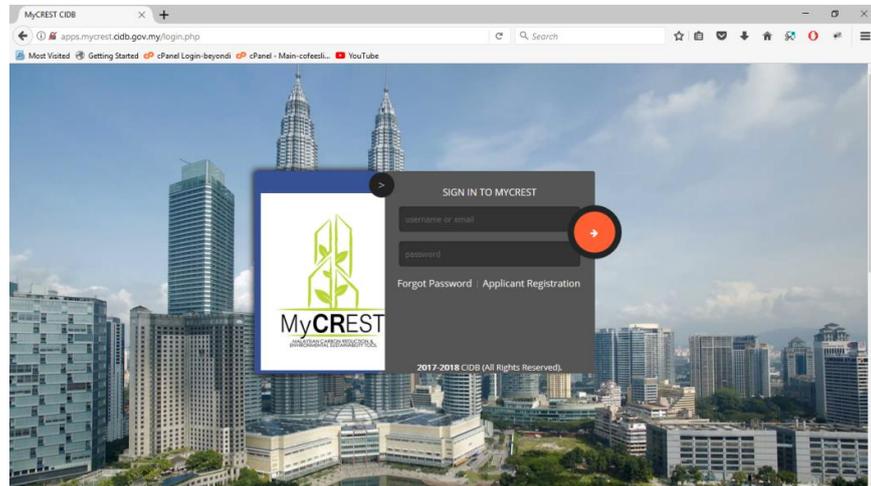


3.2 System Admin Login

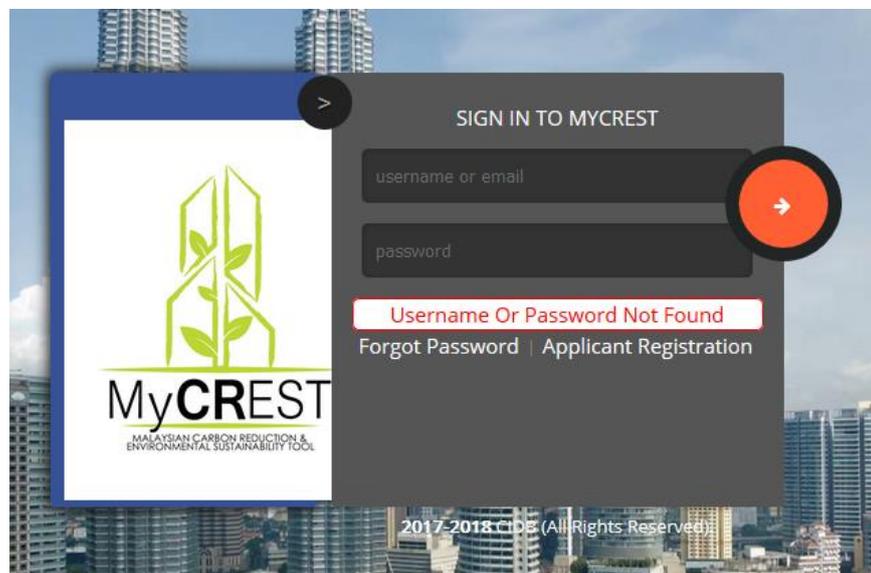
Step Procedure

- 1 Visit the main webpage

MyCREST Assessment System: apps.mycrest.cidb.gov.my



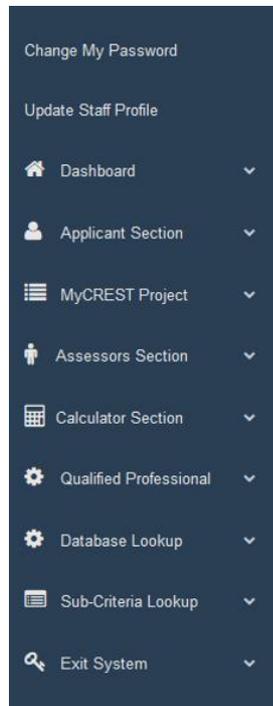
- 2 An error message will be displayed if username or password is entered wrongly.



3.3 Main Menu

Step Procedure

1 Main menu options



- Change My Password
- Update Staff Profile
- Dashboard
- Applicant Section
- MyCREST Project
- Assessors Section
- Calculator Section
- Qualified Professional
- Database Lookup
- Sub-Criteria
- Exit

3.4 Change Password

Step Procedure

1 Key in the provided username and password during login.

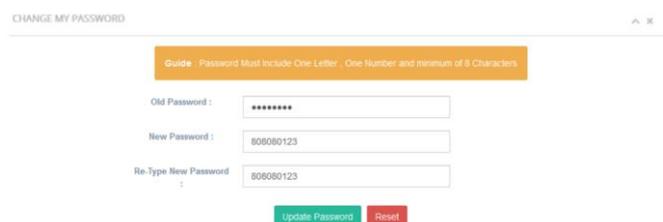
2

 A screenshot of a web form titled "CHANGE MY PASSWORD". At the top, there is a yellow box with the text "Guide: Password Must include One Letter, One Number and minimum of 8 Characters". Below this are three input fields: "Old Password:", "New Password:", and "Re-Type New Password:". To the right of each input field is a red arrow pointing to a letter: A, B, and C respectively. At the bottom of the form, there are two buttons: a green "Update Password" button and a red "Reset" button. A red arrow labeled "D" points to the "Update Password" button.

- ❖ A : Input Existing Password
- ❖ B & C : Input new password and re-type password
- ❖ D : Click update password

- From the menu options, click on “Change My Password”
- User may change password at any time and no limitations on the changes, if **user forgot the password**, the new generated password will be sent to user email by clicking forgot password link on login page.

4



- Key in the
 - a) Old Password
 - b) New Password
 - c) Re-type New Password
- The password shall follow the following rules:
 - a) Minimum 8 characters
 - b) Contain one (1) letter
 - c) Contain one (1) number

5

- Click  when completed.

6

- To reset the entries, click  button.

7

- An error message will be displayed if the old and new passwords are not matched

CHANGE MY PASSWORD ^ x

Guide - Password Must Include One Letter , One Number and minimum of 8 Characters

Error : password and password-Retype not matched !

Old Password :

New Password :

Re-Type New Password :

3.5 Exit System

Step Procedure

- 1 From the (vertical) shortcut menu, click on "Logout".
-

4. USING THE SYSTEM (ONLINE)

4.1 Update Staff Profile

This section is to allow admin to update their own profiles details. Admin ID will have running number behind such as admin001, admin002, admin003 and all of them has same functionality and access.

Step Procedure

- 1 Menu link: Update Staff Profile

MYCREST PROFILE RECORD

Full Name:	<input type="text" value="Mohd Shahrizzal bin Amdan"/>	A
Email Address :	<input type="text" value="rizzal@econstruct.com.my"/>	B
Phone Number :	<input type="text" value="0193456925"/>	C
Staff Department :	<input type="text" value="CIDB MYCREST"/>	D
Staff Status :	<input type="text" value="WORKING"/>	E
	<input type="button" value="Update Staff"/> <input type="button" value="Reset"/>	F G

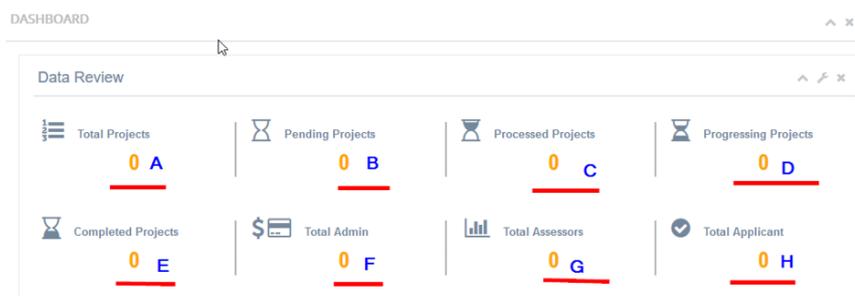
- ❖ A : Edit your full name
- ❖ B : Edit your email address
- ❖ C : Edit your phone number
- ❖ D : Only Master Admin can change your Department
- ❖ E : Only Master Admin can change your working status
- ❖ F : Click Update status button to save your changes
- ❖ G : Reset changes

4.2 Dashboard

Display current statistic on the total project with different status on dashboard page.

Step Procedure

- 1 Menu Link: Dashboard > Admin Dashboard



- ❖ A : Total All projects available in the system (Latest)
- ❖ B : Total Pending Projects (NEW & Unprocessed)
- ❖ C : Total Processed projects (Approved)
- ❖ D : Total Progressing Projects (Under Assessment by Assessor or Secretariat)
- ❖ E : Completed Projects (ACCEPTED & AGREE) by Applicant
- ❖ F : Number of Admin available and active
- ❖ G : Total Assessor available
- ❖ H : Total Applicant Registered in the System

4.3 Manage Assessor

- Manage Assessor shortcut (Add / Remove)
- Listing only show project under Assessor Assessment

Step Procedure

- 1 ▪ Menu Link: Dashboard > Manage Assessor

Assessor Statistic and Monitoring Section

Show 10 entries Search:

#	Gross Floor Area	Details	Info.	Target Award	Rating Target	Fees	Status	Action
MYC717694APPS072017 Status : ASSESSMENT EVALUATING BY ASSESSOR A	21542.m2	- Duration - Project - Building - Categories	○ Description ○ Details Client ○ Contact Person ○ Location	★★★★★	/ 148	RM10,000.00	- Under Assessor/Secretariat Session - B	Show Assessor(s) List C

- ❖ A : Project status showing ASSESSMENT EVALUATING BY ASSESSOR
- ❖ B : Column status showing Project Under Assessor/Secretariat Session
- ❖ C : Click link Show Assessor List in Column Action

- 2 ▪ Show Assessor List (only listed project currently review by Assessor(s))

Assessor Task Monitoring Section

All Submission & Assessment Section
(Assessment MYC157641APPS082017)

Select Assessor

Assessor Email	Assigned By	Status	Start Date	Expiry Date	Today Date	Remaining Day(s)	Total Running Day(s)	Total Given Day(s)	Application Status	Action
Cyberzai@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-19	10	0	10	📍	Remove Assessor
Nasiryusoff@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-19	10	0	10	📍	Remove Assessor
Cyberzai77@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-19	10	0	10	📍	Remove Assessor

- ❖ A : Select Assessor Replacement – New Assessor List will be displayed
- ❖ B : Remove Assessor – Click required button on selected Assessor to be removed

3

- Show Assessor List (Assessor(s) available to Add)
- Click Add Button to Add New Assessor

Select Your Assessor

Assessor Email & name	Assessor Contact	Address	Picture	Action
cyberzai@gmail.com rizzal amdan	0193456925	i		Add + A
nasiryusoff@gmail.com nasir	03-1234512	i		Add +
cyberzai77@gmail.com rizzal 2	01110145045	i		Add +

4

- Remove selected Assessor from project List

All Submission & Assessment Section
(Assessment MYC157641APPS082017)

Select Assessor

Assessor Email	Assigned By	status	Start Date	Expiry Date	Today Date	Remaining Day(s)	Total Running Day(s)	Total Given Day(s)	Application Status	Action
Nasiryusoff@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-19	10	0	10	📍	Remove Assessor
Cyberzai@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-19	10	0	10	📍	Remove Assessor
Cyberzai66@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-19	10	0	10	📍	Remove Assessor

Remove Assessor Confirmation Below

Ref No : MYC157641APPS082017
Assessor Email : cyberzai66@gmail.com
Date Assigned : 2017-10-19 B

Confirm Remove Assessor C

- ❖ A : Click Remove Button to Remove existing Assessor

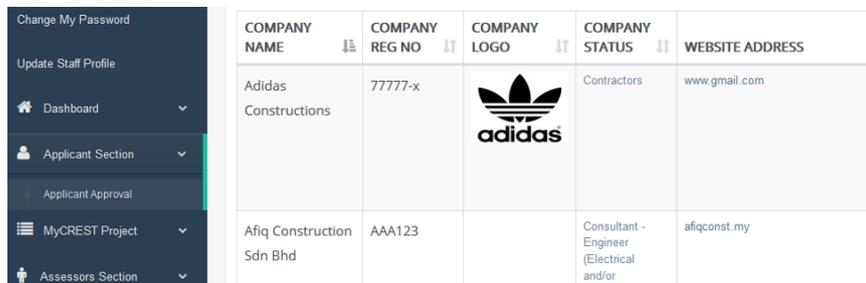
- ❖ B : System will display details to be confirmed before removing the Assessor
- ❖ C : Click confirm remove Assessor to proceed

4.4 Applicant Section

Performing approval for the Applicant

Step Procedure

- 1 ▪ Click on Applicant Section and Applicant Approval menu to approve applicant registration.



ADMIN STATUS	APPROVER STATUS	LOGIN STATUS	ACTION
Approved	Approved	ACTIVE De-activate	Admin Reject
Approved	Approved	ACTIVE De-activate	Admin Reject

- Admin can click Admin Approval or Admin Reject button to Approve and Reject Registration.

2

<input type="radio"/> Contact Person 1 <input type="radio"/> abu samah <input type="radio"/> Co. Date Registration <input type="radio"/> Contact No 1 <input type="radio"/> Contact Person 2 <input type="radio"/> Email Address <input type="radio"/> View Document	success - completed	Approved	Approved	in-active
		D	E	Re-activate
<input type="radio"/> Contact Person 1 <input type="radio"/> Contact Person 2 <input type="radio"/> Co. Date Registration <input type="radio"/> Contact No 1 <input type="radio"/> Contact Person 2 <input type="radio"/> Email Address <input type="radio"/> View Document	success - completed	Approved	Approved	ACTIVE
				De-activate

- ❖ A : Details about the Applicant can be view by hovering at the details link available
- ❖ B : Admin can Re-activate blocked or suspended user by clicking re-activate button
- ❖ C : Admin can De-activate Active user by clicking De-activate button
- ❖ D : Status Approval from Admin
- ❖ E : Status Approval from Approver

4.5 MyCREST Project Registration

4.5.1 Project Review (by Admin)

Step Procedure

- Admin click on Registration & Assessment (Show All Projects)

PROJECT REFERENCE NO	NAME OF PROJECT	TYPE OF BUILDING	BUILDING CATEGORIES	GROSS FLOOR AREA	RATING TARGET	REGISTRATION FEE	GAMUDA BERHAD 808080	ACTION
MYC157641APPS082017 Status: ASSESSMENT EVALUATING BY ASSESSOR	Multi-Trade Twin Tower	Air-Conditioned Building	New Constructions	80500 M2	112 / 148	RM20,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	- Applicant Project In Pr View Appointed Asses
MYC276467APPS082017 NEW	Menara KL 118	Air-Conditioned Building	New Constructions	20000 M2	/ 148	RM10,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	Review
MYC377124APPS082017 NEW	Menara Signature Tun Razak	Air-Conditioned Building	New Constructions	90000 M2	/ 148	RM20,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	Review

- Click on [Review](#) button

- System Redirect Admin to Update and Save Project Tab, and Admin Click on Admin Approval button

STEP 1 : Assessment Profile : Company / Project Update

Company Profile Project Profile Project Details Project Client **Update/Save Project** Project Document

MAIN SECTION

UPDATE SAVE (MY ASSESSMENT)

Admin Approval For Application

[Admin Approval](#)

- Applicant project status changed to PROJECT REGISTRATION REVIEWED

MYC276467APPS082017	Menara KL 118	Air-Conditioned Building
PROJECT REGISTRATION REVIEWED		

- Admin no longer has action button to this project, status process change to Approved by Admin

- Approved by Admin (Approval Success) -

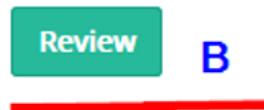
4.5.2 Project Approval (by Approver)

Step Procedure

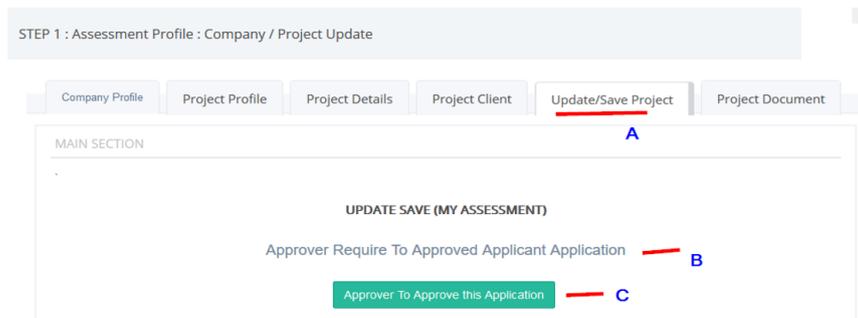
- 1 Applicant project status show PROJECT REGISTRATION REVIEWED



- Approver click Review button to Approve Project



- 2 Approver Click on Review button



- ❖ A : System redirect Admin to Update/Save Project Tab in STEP 1 section
- ❖ B : Notification for User that Approver required to Approved Application
- ❖ C : Approver click on Approve button

- 3 After Approver approved project with PROJECT REGISTRATION REVIEWED status, system will show listing of similar project with same status otherwise No Data Available will be display.

APPLICATION FORM & SCORE CARD ^ x

INFO : CLICK   BELOW TO FILTER LISTING OR CLICK [HERE](#) TO LOAD ALL

STAGE PROCESS FLOW

1 

2 

3 

4 

5 

6 

7 

8 

9 

Show entries Search:

PROJECT STATUS 	PROJECT TYPE 	NAME OF PROJECT 	GROSS FLOOR AREA 	RATING TARGET 	REGISTRATION FEE 	TARGET AWARD 	DETAILS 	ACTION 
No data available in table A								

4.6 MyCREST Project Assessment

4.6.1 Project Assignment (to Assessor(s))

Step Procedure

1 Admin send Project to Queue Pool Review

2 Applicant project status show ASSESSMENT SUBMITTED

PROJECT REFERENCE NO	NAME OF PROJECT	TYPE OF BUILDING
MYC276467APPS082017 Status: ASSESSMENT SUBMITTED A	Menara KL 118	Air-Conditioned Building

3 Admin click Queue Pool Review button to send Project to Queue Pool for Review

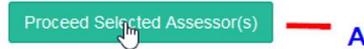
REGISTRATION FEE	DETAILS	ACTION
RM10,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	- Applicant Project In Proj Queue Pool Review B

4 Admin click Queue Pool Review button

- ❖ A : System Redirect Admin to Update/Save Project
- ❖ B : Admin Click on Submit to Queue Pool Button

- 5 System show listing of Assessor(s) and Admin select up to 3 Assessors

Select Your Assessor(s) Above By Checking Checkbox



- Admin click on proceed button to assign Assessors to the project

- 6 Select 3 Assessors

	STATUS	IMAGE	ACTION
45045	APPROVED		<input checked="" type="checkbox"/>
4131	APPROVED		<input checked="" type="checkbox"/>
6925	APPROVED		<input checked="" type="checkbox"/>

- 7 All 3 selected will show once selection success submitted

Company Profile Project Profile Project Details Project Client Update/Save Project Project Document

MAIN SECTION

UPDATE SAVE (MY ASSESSMENT)

#	PROJECT REFERENCE NO	ASSESSOR EMAIL	ASSIGNED BY	ASSIGNED DATE	STATUS
1	MYC276467APPS082017	Cyberizal@gmail.com	Admin001	2017-10-19	ACTIVE
2	MYC276467APPS082017	Nasiryusoff@gmail.com	Admin001	2017-10-19	ACTIVE
3	MYC276467APPS082017	Cyberizal77@gmail.com	Admin001	2017-10-19	ACTIVE

4.6.2 Monitoring the Assessor(s)

Step Procedure

- 1 After Assessor has been assigned to the project, they will submit the assessment to the admin for secretariat meeting.
- 2 Admin can login and view Appointed Assessor(s)

- 3 Once project has been assigned to Assessor for Assessment status changed to ASSESSMENT EVALUATING BY ASSESSOR

PROJECT REFERENCE NO	NAME OF PROJECT	TYPE OF BUILDING	BUILDING CATEGORIES
MYC157641APPS082017 Status : ASSESSMENT EVALUATING BY ASSESSOR	Multi-Trade Twin Tower	Air-Conditioned Building	New Constructions
MYC276467APPS082017 Status : ASSESSMENT EVALUATING BY ASSESSOR	Menara KL 118	Air-Conditioned Building	New Constructions

- 4 Click button View Appointed Assessor(s)



- 5 Click button View Appointed Assessor(s)
- Example: Project Reference No. **MYC157641APPS082017**

Assessor Task Monitoring Section

All Submission & Assessment Section
(Assessment MYC157641APPS082017)

Select Assessor **A**

Assessor Email	Assigned By	Status	Start Date	Expiry Date	Today Date	Remaining Day(s)	Total Running Day(s)	Total Given Day(s)	Application Status	Action
Nasiryusoff@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-20	9	1	10	📌	Remove Assessor
Cyberizal@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-20	9	1	10	📌	Remove Assessor
Cyberizal66@gmail.com	Admin001	ACTIVE	2017-10-19	2017-10-29	2017-10-20	9	1	10	📌	Remove Assessor

- ❖ A : Admin can manage Add Assessor(s)
- ❖ B : Admin can manage Remove Assessor(s)

4.7 Certification

4.7.1 Review and Approval

Step Procedure

- 1 On Secretariat session: The Secretariat to review the Project Reference No. **MYC157641APPS082017**

PROJECT REFERENCE NUMBER	NAME OF PROJECT	GROSS FLOOR AREA	TARGET POINT	REGISTRATION FEE	ASSESSOR(S) LIST																
MYC157641APPS082017	Multi-Trade Twin Tower	80500.M2	112 / 148	RM20,000.00	<table border="1"> <thead> <tr> <th>Assessor Email</th> <th>Date</th> <th>Assessment Status</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>nasiryusoff@gmail.com</td> <td>2017-10-19</td> <td>ACTIVE</td> <td>-Reviewing-</td> </tr> <tr> <td>cyberizal@gmail.com</td> <td>2017-10-19</td> <td>AGREE</td> <td>ASSESSMENT SUBMITTED</td> </tr> <tr> <td>cyberizal56@gmail.com</td> <td>2017-10-19</td> <td>ACTIVE</td> <td>-Reviewing-</td> </tr> </tbody> </table>	Assessor Email	Date	Assessment Status	Application Status	nasiryusoff@gmail.com	2017-10-19	ACTIVE	-Reviewing-	cyberizal@gmail.com	2017-10-19	AGREE	ASSESSMENT SUBMITTED	cyberizal56@gmail.com	2017-10-19	ACTIVE	-Reviewing-
Assessor Email	Date	Assessment Status	Application Status																		
nasiryusoff@gmail.com	2017-10-19	ACTIVE	-Reviewing-																		
cyberizal@gmail.com	2017-10-19	AGREE	ASSESSMENT SUBMITTED																		
cyberizal56@gmail.com	2017-10-19	ACTIVE	-Reviewing-																		

Note: Minimum One Assessment has been Submitted by Assessor

New Review

- ❖ A : Project Reference No
- ❖ B : Secretariat will proceed review if at least one Assessor has submitted Assessment (D)
- ❖ C : Assessor Accepted the Task
- ❖ D : Assessor Submitted Assessment

Secretariat Submission

WAITING OFFICIAL SCORE FOR APPROVAL
 MYC157641APPS082017 **A**
 - Assessment Reviewed And Waiting For Approval - **B**

- ❖ A : Project Reference No
- ❖ B : Waiting for Approval

- 2 Admin waiting for Approver to Approve the Project

PROJECT REFERENCE NO	NAME OF PROJECT	TYPE OF BUILDING	REGISTRATION FEE	DETAILS	ACTION
MYC157641APPS082017	Multi-Trade Twin Tower	Air-Conditioned Building	RM20,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	- WAITING OFFICIAL SCORE FOR APPROVAL - B

WAITING OFFICIAL SCORE FOR APPROVAL **A**

- ❖ A : "WAITING OFFICIAL SCORE FOR APPROVAL"
- ❖ B : Approval required from Approver Before Admin proceed for Completion of Certification

3 ■ On Approver Session: To Score Approve score given Secretariat meeting

PROJECT REFERENCE NUMBER	NAME OF PROJECT	PROJECT LOCATION	TYPE OF BUILDING	REGISTRATION FEE	PROJECT CLIENT	CLIENT CONTACT PERSON	ACTION
MYC157641APPS082017	Multi-Trade Twin Tower	KUL_50450,Jalan Ampang (Hingga Km 6.5),Kuala Lumpur	Air-Conditioned Building	RM20,000.00	Ok	Ok	- Applicant Project In Progress- Approve for Secretariat Review

- ❖ A : "WAITING OFFICIAL SCORE FOR APPROVAL"
- ❖ B : Approver click on Approve for Secretariat Review button to approve Project, later for Admin to proceed Completion of Certification

4



Submission Section

[Approval for Secretariat Reviewing](#) **B**

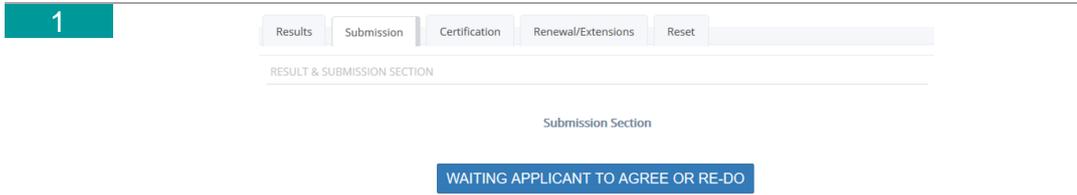
Step 1 Click To Proceed Confirmation .. **C**
 Click Switch To Confirm

Step 2 - Proceed [Approve for Secretariat Review Now](#) **D**

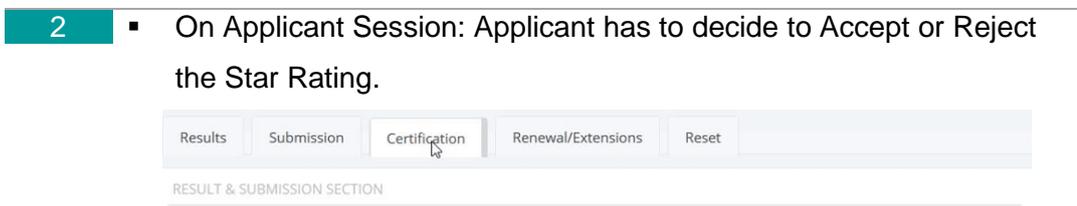
- ❖ A : System redirect approver to Submission Section Tab
- ❖ B : Current Status
- ❖ C : Approver to click switch ON to proceed
- ❖ D : Approver click on Approve button

4.7.2 Accept or Reject (by Applicant)

Step Procedure



- System show notification WAITING APPLICANT TO AGREE OR RE-DO
- Applicant will login and decide to Accept or Reject



- ❖ A : Applicant to click Switch ON
- ❖ B : Applicant decide Reject or Agree on the Result

4.7.3 Preview and Print

Step Procedure

- 1 ▪ Once Applicant Agree and Accepted the Awarded Points and Star Rating, Admin able to do Certification Preview

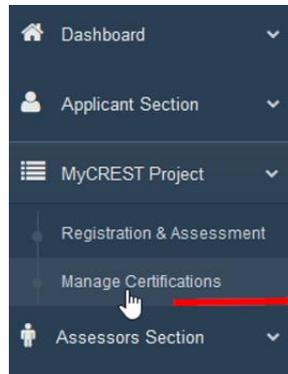
PROJECT REFERENCE NO	NAME OF PROJECT	TYPE OF BUILDING	BUILDING CATEGORIES	REGISTRATION FEE	DETAILS	ACTION
MYC157641APPS082017 ASSESSMENT SUCCESS & COMPLETED	Multi-Trade Twin Tower	Air-Conditioned Building	New Constructions	RM20,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	- CERTIFICATION COMPLETED - Print Preview

- 2 ▪ Admin click on Print Preview button.
 - If Applicant Reject, Applicant has to modified the Assessment Points and Uploaded Materials.

4.7.4 Manage Certifications

Step Procedure

- 1 ▪ Admin click on the vertical left menu panel



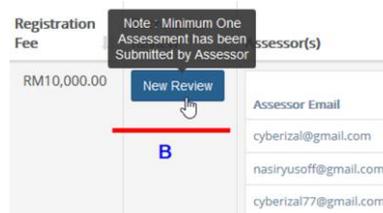
2 ■ System will redirect admin to Assessment List Tab

Project Reference No	Name Of Project	Gross Floor Area	Target Point	Registration Fee	Secretariat Review	Assessor(s)																
MYC276467APPS082017 Status : ASSESSMENT EVALUATING BY ASSESSOR Applicant : 808080	Menara KL 118	20000 .M2	/ 148	RM10,000.00	Secretariat Access Only A	<table border="1"> <thead> <tr> <th>Assessor Email</th> <th>Date</th> <th>Assessment Status</th> <th>Applic Status</th> </tr> </thead> <tbody> <tr> <td>cyberizal@gmail.com</td> <td>2017-10-19</td> <td>AGREE</td> <td>-Revie</td> </tr> <tr> <td>nasiryusoff@gmail.com</td> <td>2017-10-19</td> <td>ACTIVE</td> <td>-Revie</td> </tr> <tr> <td>cyberizal77@gmail.com</td> <td>2017-10-19</td> <td>ACTIVE</td> <td>-Revie</td> </tr> </tbody> </table>	Assessor Email	Date	Assessment Status	Applic Status	cyberizal@gmail.com	2017-10-19	AGREE	-Revie	nasiryusoff@gmail.com	2017-10-19	ACTIVE	-Revie	cyberizal77@gmail.com	2017-10-19	ACTIVE	-Revie
Assessor Email	Date	Assessment Status	Applic Status																			
cyberizal@gmail.com	2017-10-19	AGREE	-Revie																			
nasiryusoff@gmail.com	2017-10-19	ACTIVE	-Revie																			
cyberizal77@gmail.com	2017-10-19	ACTIVE	-Revie																			
MYC637012APPS082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL Applicant : 111111	KONDO ATAS BUKIT TINGGI	12000 .M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval B	<table border="1"> <thead> <tr> <th>Assessor Email</th> <th>Date</th> <th>Assessment Status</th> <th>Applic Status</th> </tr> </thead> <tbody> <tr> <td>nasiryusoff@gmail.com</td> <td>2017-08-14</td> <td>AGREE</td> <td>ASSES: SUBMI</td> </tr> <tr> <td>nasircidb@gmail.com</td> <td>2017-08-14</td> <td>AGREE</td> <td>ASSES: SUBMI</td> </tr> </tbody> </table>	Assessor Email	Date	Assessment Status	Applic Status	nasiryusoff@gmail.com	2017-08-14	AGREE	ASSES: SUBMI	nasircidb@gmail.com	2017-08-14	AGREE	ASSES: SUBMI				
Assessor Email	Date	Assessment Status	Applic Status																			
nasiryusoff@gmail.com	2017-08-14	AGREE	ASSES: SUBMI																			
nasircidb@gmail.com	2017-08-14	AGREE	ASSES: SUBMI																			

- ❖ A : Admin cannot process Secretariat Meeting Certification
- ❖ B : Only view process of Certification

3

New Review				
Assessor Email	Date	Assessment Status	Application Status	Assigned By
cyberizal@gmail.com	2017-10-19	AGREE	A -Reviewing-	admin001
nasiryusoff@gmail.com	2017-10-19	ACTIVE	-Reviewing-	admin001
cyberizal77@gmail.com	2017-10-19	ACTIVE	-Reviewing-	admin001



- Secretariat can click on new Review Button
- At least one minimum Assessment Submitted to ALLOW

4

ASSESSMENT LIST ASSESSMENT (SELECTED) ASSESSMENT **SUBMISSION** ASSESSMENT (STATUS)

A

MAIN SECTION

Secretariat Submission

WAITING OFFICIAL SCORE FOR APPROVAL
MYC637012APPS082017 **B**

- Assessment Reviewed And Waiting For Approval -

Print Meeting Agreement Letter

Print Now

Upload Meeting Agreement Letter

Upload Assessor Agreement/Approval Letter (PDF Only)

Browse... No file selected **C**

Upload Letter **D**

- ❖ **A** : Submission tab – for Admin to view submission progress
- ❖ **B** : Status of submission Assessment
- ❖ **C** : Browse file of Meeting Agreement Letter
- ❖ **D** : Upload letter

4.8 Assessor Profile

4.8.1 Assessor Registration

Step Procedure

1



- ❖ A : To Register New Assessor
- ❖ B : To Manage Existing Assessor(s)

2

- Register new Assessor

ACCESSOR REGISTRATION

Accessor Email	<input type="text" value="Login Name"/>
Accessor Name	<input type="text" value="Fullname"/>
Accessor Address	<input type="text" value="House/Office Valid Address"/>
Accessor ID No./IC No.	<input type="text" value="IC/PASSPORT Number"/>
Accessor Primary Contact No.	<input type="text" value="+601X12345678"/>
Accessor Secondary Contact No.	<input type="text" value="+601X34569999"/>

A

- Admin fill up all the details such as Assessor Email Address, Assessor Name, Assessor Address, Assessor ID/IC No., Assessor Primary Contact No. and secondary Contact No.
- Admin click Register button to save data

4.8.2 Manage Assessor

Step Procedure

- 1 Admin click on Manage Assessor Link & system display all Assessors

Assessor Email	Assessor Name	Assessor Address	Assessor Id	Contact No1	Contact No2	Status	Login Status	Action
Afiq@cidb.gov.my	Afiq Shazwan Mukhtar	BAHAGIAN PEMBINAAN MAMPAM, SEKTOR	900425085665	0135944358	0340478029	Approved	ACTIVE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Cyberizal33@gmail.com	Rizzal Amdan	KL	770926145499	0193456925	01110145045	Pending Approval	A	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Cyberizal66@gmail.com	Rizzal Amdan	KJ	7703926145491	0193456925	01110145045	Approved	ACTIVE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
Cyberizal77@gmail.com	Rizzal 2	Pantai Dalam, Kuala Lumpur	7709261454912	01110145045	0193456925	Approved	ACTIVE	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

- ❖ A : Pending Approval Status
- ❖ B : Approve/Reject Button

- 2 Admin click Approve Button

- 3 Remove selected Assessor from project List

4.9 Carbon Calculator

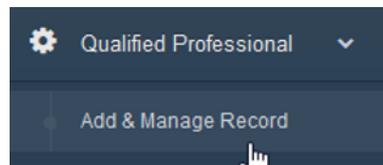
(Refer MyCREST Attachment on **Carbon Calculator for Assessment**)

4.10 Qualified Professional Profile

4.10.1 Qualified Professional Registration

Step Procedure

- 1 ▪ Open Qualified Professional Section by clicking Qualified Professional and Add & Manage Record



- 2

Company Name :

Full Name:

Office Contact No : A

Mobile Contact No :

Fax No :

Address :

Email Address :

Insert Reset B

Show entries Search:

Registration No.	Full Name	Mobile Contact No	Email Address	Company Name	Office Contact No	Fax No	Status	Action
MyQP-00002	EN. BAIHAKI AZRAEE M	888888888	Baihaki@gmail.com	JKR Malaysia	9999999999	7777777777	ACTIVE	Activate De-Activate

C D

- ❖ A/B : Admin fill up Qualified Professional and click insert button
- ❖ C : Existing list of Qualified Professional data
- ❖ D : Activate and de-activate Qualified Professional action button

4.10.2 Manage Qualified Professional

Step Procedure

1

Email Address	Company Name	Office Contact No	Fax No	Status	Action
Baihaki@gmail.com	JKR Malaysia	9999999999	7777777777	ACTIVE	Activate De-Activate Edit Remove
	JKR Malaysia			ACTIVE	Activate De-Activate Edit Remove

- ❖ A : Admin activate Q.P to Active status
- ❖ B : Admin activate Q.P to In-Active status
- ❖ C : Admin Edit Qualified Professional details
- ❖ D : Admin Remove Qualified Professional from system

2

- Edit Qualified Professional

Email Address	Company Name	Office Contact No	Fax No	Status	Action
Baihaki@gmail.com	JKR Malaysia	9999999999	7777777777	ACTIVE	Activate De-Activate Edit Remove

- Admin Click on Edit button

3

Registration Number : MyQP-00002

Company Name : JKR Malaysia

Full Name: EN. BAIHAKI AZRAEE m

Office No : 9999999999

Mobile No : 8888888888

Fax No : 7777777777

Address : kl

Email Address : baihaki@gmail.com

A

B
Update
Reset

- ❖ A : Update details accordingly

❖ B : Admin Click on update button

4 ■ Admin click on Update button

Email Address :

Note : Record , Updated Successfully

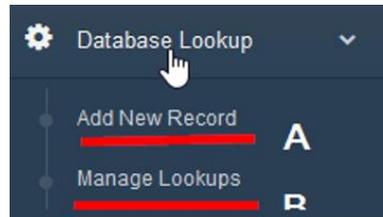
- Success Notification will be display once changes made
-

4.11 Database Look-up

4.11.1 Add New Record

Step Procedure

- 1 Admin click on Database Lookup Link



- ❖ A : Add New Database Record Link
- ❖ B : Manage Lookups – Edit and Remove Data

- 2 Add New Database Lookup Record Link

INSERT NEW LOOKUP

Master Lookup : — A

Details Lookup : — B

Remarks Lookup : — C

Status Lookup : — D

Notes Lookup : — E

Locked ? : — F

— G

- ❖ A : Master Lookup : Building Type, States, Category, etc.
(categories_of_building – no space or number)
 - ❖ B : Details Lookup for categories_of_building
(Details Lookup : Air-Conditioned Building, Non-Air-Conditioned Building)
 - ❖ C : Remarks Lookup : anything free text
 - ❖ D : Status : ACTIVE / NOT-ACTIVE
 - ❖ E : Notes : Free Text
 - ❖ F : LOCKED – No changes Allowed
 - ❖ G : Insert button to confirm save data
- Database lookup is a Lookup table function that hold value for reference reason. Such as states, country, district, categories, etc.

4.11.2 Manage Look-up

Step Procedure

1

Status	Notes	Locked ?	Action
ACTIVE A		UNLOCKED B	<input <b="" type="button" value="In-Active"/> C <input <b="" type="button" value="Locked"/> D
ACTIVE		UNLOCKED	<input type="button" value="In-Active"/> <input type="button" value="Locked"/>
ACTIVE		UNLOCKED	<input type="button" value="In-Active"/> <input type="button" value="Locked"/>
ACTIVE		UNLOCKED	<input type="button" value="In-Active"/> <input type="button" value="Locked"/>

- ❖ **A** : Active status allow user to select data from the system
- ❖ **B** : UNLOCKED status allowed changes to be done to the details.
- ❖ **C** : In-Active, Active to hide/show details from user
- ❖ **D** : Locked – disable the lookup from changes to protect the existing data from changes

2 Admin select which lookup to be edit and click update button

Master Lookup	Details	Remarks	Status	Notes	Locked ?	Action
assessment_extension_day	1	days	ACTIVE	this assessment will be given extra day from expiry dat	UNLOCKED A	<input type="button" value="Update"/>
assessment_period_expiry	2	days	ACTIVE	in real details lookup could be 730 days equally 2 year	UNLOCKED	<input type="button" value="Update"/>
assessors_criteria	construction stage		ACTIVE		UNLOCKED	<input type="button" value="Update"/>

3 Click on update button

LOOKUP DATA LISTING

Master Lookup : **A**

Details Lookup : **B**

Remarks Lookup :

Status Lookup : **C**

Notes Lookup :

Locked ? : **D** **E**

F

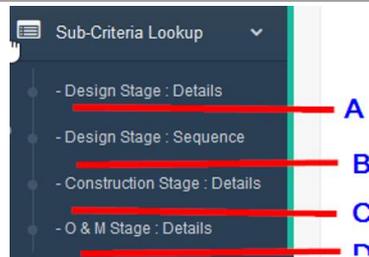
-
- ❖ A : Edit Master Lookup if required
(if the master lookup did not enter properly, system might not able to load details)
 - ❖ B : Edit Details Lookup if required
 - ❖ C : Changes status from ACTIVE to NOT-ACTIVE
 - ❖ D : Current Status
 - ❖ E : Click button to Locked or Un-locked the lookup
 - ❖ F : Click Update button once you confirm
-

4.12 Sub-criteria Look-up

4.12.1 Design Stage Details

Step Procedure

1



- ❖ A : Design stage: Details
- ❖ B : Design Stage: Sequence
- ❖ C : Construction Stage: Details
- ❖ D : O & M : Stage: Details

2

- Menu link – Design Stage Details
- Select details and click update

Master Code	Master Code Description	Code	Sub Code	Description	Category	Max Point	Grouping	Details	Action
DP	Demolition & Disposal Factors	DP1		RESPONSIBLE SOURCING OF MATERIALS	MAIN	0		O Notes O Status	Update Record A
DP	Demolition & Disposal Factors	DP1	1.1	Provide At Least 3 Products Agreement Of Any Building Component/assemblies That Is Sourced From Manufacturer Or Supplier Whom Can Collect Or Has A Buy	CI	1		O Notes O Status	Update Record
DP	Demolition & Disposal Factors	DP2		DESIGN FOR DIS-ASSEMBLY	MAIN	0		O Notes O Status	Update Record

3 ■ Load details for reference or changes

SUB CRITERIA DATA ENTRY - SCORE CARD

Design stage Master Code	<input type="text" value="DP"/>
Design stage Master Code Description	<input type="text" value="Demolition & Disposal Factors"/>
Design Stage Code	<input type="text" value="DP1"/>
Design Stage Sub Code	<input type="text"/>
Design Stage Description	<input type="text" value="RESPONSIBLE SOURCING OF MATERIALS"/>
Design Stage Category	<input type="text" value="MAIN"/>
DESIGN STAGE MAX POINT	<input type="text" value="0"/>
DESIGN STAGE MAX POINT NO A/C	<input type="text" value="0"/>
DESIGN STAGE SEQUENCE	<input type="text" value="151.00"/>
Design Stage Grouping	<input type="text"/>
Design Stage Notes	<input type="text"/>
Submittals	<input type="text" value="1.Document the inclusion of sustainable development in the needs statement and targets in the project design intent"/>
Calculator/Inventory	<input type="text"/>
status	<input type="text" value="ACTIVE"/>
Status (Selected)	<input type="text" value="ACTIVE"/>

- For editing, updating existing data or adding new sub-criteria data, please refer excel or books provided for MyCREST
- To add new data refer below image. The details should be entered properly and accordingly to allow the functions works successfully

4

Design stage Master Code	<input type="text"/>	A
Design stage Master Code Description	<input type="text"/>	B
Design Stage Code	<input type="text"/>	C
Design Stage Sub Code	<input type="text"/>	D
Design Stage Description	<input type="text"/>	E
Design Stage Category	<input type="text"/>	F
DESIGN STAGE MAX POINT	<input type="text"/>	G
DESIGN STAGE MAX POINT NO A/C	<input type="text"/>	H
Design Stage Grouping	<input type="text"/>	I
design stage notes	<input type="text"/>	J
status	<input type="text" value="- Please Select One -"/>	K

A —

- Input A-K Accordingly, recommended for Score-card officer who familiar with the details (See Attachment Score-Card Lookup Reference)
- Click Add Sub Criteria button to save data

4.12.2 Design Stage Sequence

Step Procedure

- 1 ▪ Sub-Criteria Design Stage Sequence

SUB CRITERIA DATA ENTRY - SCORE CARD SEQUENCE

MYCREST MALAYSIAN CARBON REDUCTION AND ENVIRONMENTAL SUSTAINABILITY TOOL

B

FULL SCORECARD DESIGN (SEQUENCE)

DESIGN STAGE						SEQUENCE
CRITERIA					GROUPING	MAX POINTS - NUMBER
PD	Pre-Design	PD1	MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT	CI	Max Pts: (1)	1.00
PD	Pre-Design	PD2	INITIAL TARGET OF MyCREST LEVEL AND ESTIMATION MyCREST GREEN BUDGET	S	Max Pts: (1)	2.00
PD	Pre-Design	PD3	GREEN ECO-CHARRETTE	S	Max Pts: (1)	3.00
PD	Pre-Design	PD4	USE OF INTEGRATED DESIGN PROCESS	S	Max Pts: (1)	4.00

- ❖ A : Sequence Number formatting start from 1.00 and increase to 2.00, 3.00
- ❖ B : Admin Click Update Sequence button any-time once the sequence has been updated

2

Cr		Max Pts: (2)	33.00	Update Sequence
S		Max Pts: (1)	34.00	
MAIN		-	35.00	
Cr		Max Pts: Required	35.10	
Cr		Max Pts: Required	35.20	
MAIN		-	36.00	
Cr		Max Pts: Required	36.10	

- Refer to the left red circle sequence. If sequence getting smaller and required to be added in between, sequence such as 35.10, 35.20, 36.10 can be used to extend the sequence sorting
- Applicant, Assessor and Secretariat will able to see the score card sorting according to the sequence configured

4.12.3 Construction Stage Details

Step Procedure

- 1
 - Menu link – Construction Stage Details
 - Add sub-criteria

- ❖ A : Fill-up All details for Construction Sub-criteria Lookup (See Attachment Score-Card Lookup)
- ❖ B : Click Add Sub Criteria button once completed

- 2
 - Manage sub-criteria

Master Code	Master Code Description	Code	Sub Code	Description	Category	Max Point	Grouping	Details	Action
DP	Demolition & Disposal Factors	DP4		RESPONSIBLE SOURCING OF MATERIALS	MAIN	0		<input type="radio"/> Notes <input type="radio"/> Status	Update Record A
DP	Demolition & Disposal Factors	DP4		Provide at least 3 product agreements of any building component/assemblies that sourcing from manufacturer or supplier can collect or has a buy back p	CI	1		<input type="radio"/> Notes <input type="radio"/> Status	Update Record
DP	Demolition & Disposal Factors	DP5		DESIGN FOR DIS-ASSEMBLY	MAIN	0		<input type="radio"/> Notes <input type="radio"/> Status	Update Record
DP	Demolition & Disposal Factors	DP5		Provide more than 3% base on cost any building	CI	1		<input type="radio"/> Notes <input type="radio"/> Status	Update Record

- Click button Update Record to update existing details

- 2 Admin can make changes accordingly and click update button to save the changes

Construction stage Master Code	<input type="text" value="DP"/>
Construction stage Master Code Description	<input type="text" value="Demolition & Disposal Factors"/>
Construction Stage Code	<input type="text" value="DP4"/>
Construction Stage Sub Code	<input type="text"/>
Construction Stage Description	<input type="text" value="RESPONSIBLE SOURCING OF MATERIALS"/>
Construction Stage Category	<input type="text" value="MAIN"/>
Construction STAGE MAX POINT	<input type="text" value="0"/>
Construction STAGE MAX POINT NO AC	<input type="text" value="0"/>
Construction STAGE SEQUENCE	<input type="text" value="0.00"/>
Construction Stage Grouping	<input type="text"/>
Construction Stage Notes	<input type="text"/>
Submittals	<input type="text"/>
Calculator/Inventory	<input type="text"/>
status	<input type="text" value="ACTIVE"/>
Status (Selected)	<input type="text" value="ACTIVE"/>

4.12.4 O&M Stage Details

Step Procedure

- 1 Click update record if Admin require to make a changes

Master Code	Master Code Description	Code	Sub Code	Description	Category	Max Point	Grouping	Details	Action
EC	Lowering the Embodied Carbon	EC15		ECO PURCHASING POLICY	CI	2		<input type="radio"/> Notes <input type="radio"/> Status	Update Record A
EP	Energy Performance Impacts	Req9	Req9	IMPROVING ENERGY PERFORMANCE	MAIN	0		<input type="radio"/> Notes <input type="radio"/> Status	Update Record
EP	Energy Performance Impacts	Req9	Req9	i) Energy Efficient Building: Prerequisite is achieved or maintain verified levels or declared energy efficiency after commissioning process	Cr	99999		<input type="radio"/> Notes <input type="radio"/> Status	Update Record
EP	Energy Performance Impacts	Req9	Req9	ii) Non-Energy Efficient Building: Improved by 6% Energy Savings	Cr	99999		<input type="radio"/> Notes <input type="radio"/> Status	Update Record
EP	Energy Performance Impacts	EP22		ENERGY COMMITMENT	MAIN	0		<input type="radio"/> Notes <input type="radio"/> Status	Update Record

2

Operation & Maintenance stage Master Code: EC

Operation & Maintenance stage Master Code Description: Lowering the Embodied Carbon

Operation & Maintenance Stage Code: EC15

Operation & Maintenance Stage Sub Code:

Operation & Maintenance Stage Description: ECO PURCHASING POLICY

Operation & Maintenance Stage Category: CI

Operation & Maintenance STAGE MAX POINT: 2

Operation & Maintenance STAGE MAX POINT NO A/C: 2

Operation & Maintenance STAGE SEQUENCE: 0.00

Operation & Maintenance Stage Grouping:

Operation & Maintenance Stage Notes:

Submittals:

Calculator/Inventory:

status: ACTIVE

Status (Selected): ACTIVE

Update Sub Criteria Cancel

A

-
- Make a change on any details (See Attachment Score-Card Lookup)
 - Click update sub criteria once completed make changes
-