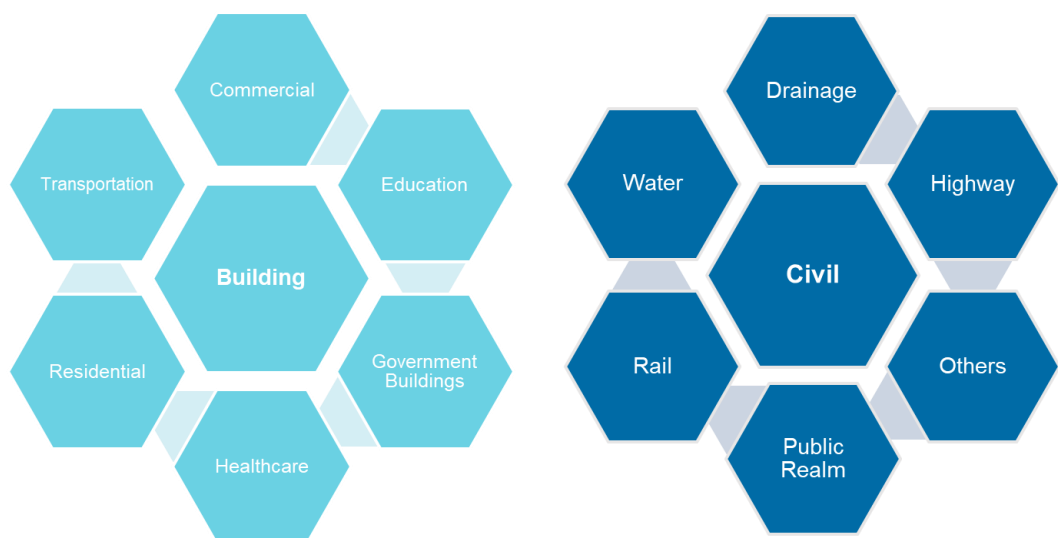


Frequently Asked Questions

I. Background of the Tool

1. Which types of construction projects are assessed by the CIC Carbon Assessment Tool (Tool)?

The Tool is designed to be used for both Building and Infrastructure projects in Hong Kong and they are categorised to under each area for the purpose of Benchmarking



2. Will my project data be disclosed to the public?

The data of individual projects will not be disclosed to the public and only people who are provided access to the project on the Tool will be able to see the data. CIC will use the data to demonstrate the performance of construction industry

3. What are the benefits of the Tool?

- The Tool uses a robust and standardised approach and creates a common platform to benchmark carbon performance across the industry.
- Compatible with the main schemes that used in the Hong Kong market currently such as BEAM Plus, Environment, Social and Governance reporting and carbon audits etc.
- It facilitates users to measure the carbon performance of their projects and provides an opportunity to demonstrate the improvements and the associated carbon savings per project.

II. Using the Tool

1. How do I register an account? Is registration free of charge?

To create a user account, you can go via the **Sign In** button on the Tool Home page and click the **Create An Account** and complete the **Registration Form**. The registration is free of charge.

2. Can I create more than one account?

Yes, but you will need to use a different email address to do so. The Tool is set-up to allow users to have access to multiple projects via a single account, the access is granted by the project owner in the Tool.

3. Why does the project information page ask if the project site is located on reclaimed land?

The question is to define if the project is constructed on reclaimed land as building on reclaimed land affects the depth of the piles and therefore the materials used on the project. This information will be used for benchmark comparison.

Note: the land does not have to be reclaimed as part of the project or for the purpose of the project.

4. What are the different functions between “Design Input” and “Construction Input” after login?

The **Design Input** can compare design options for both **permanent** and **temporary** works with a report showing a comparison of two options under the **Comparison** tab.

The Tool can integrate a **baseline forecast** for project material used based on the design quantities defined in the Tool.

To create a design comparison, the project can be set up and the data is inputted via the **Data Input** Tab. You can duplicate the project information to create a second design which can then be compared via the Comparison tab by clicking in the box on the right corner and selecting the duplicate project.

The **Construction Input** is designed to input actual quantities of materials and fuels used on site. You can set the Forecast / Baseline from design into your construction project. The Forecast / Baseline can be transferred from the design input portal, by selecting the relevant project in the drop-down list in the top right-hand corner in the **Comparison Tab** in the construction input page.

5. Can I use an excel to input and export data in the Tool?

The Tool has the capability to import and export data in excel format.

Import function: Users can import data into the Tool via an excel file, which can be downloaded from the Tool via the Data Input tab and saved locally. Once the excel is completed it can be uploaded via the **Import File** on the **Data Input** tab.

It should be noted that when inputting data via this method the material, specification, origin and unit need to exactly match those in the Tool, if there are discrepancies in the excel it will not be possible to upload the data into the Tool.

Export functions: Users can export raw data from the Tool to an excel file (one for each input – Permanent Works Substructure, Permanent Works Superstructure, Temporary Works and Site Impacts). The **export function** is on **Data Input** tab on the top right-hand side, this can then be saved in a local drive.

Other reporting functions: The Tool also facilitates reporting for BEAM Plus, carbon audit and ESG reporting, the links to the exports can all be found on the **Results Analysis** Tab.

6. What if the material specification is unknown?

Specification for materials are included in the Tool and where possible we have included the options to choose from. Where the specification is unknown e.g. for structural steel or rebar, we recommend users to use the **Average Recycled Content**, this value is the average of all steel / rebar coming into Hong Kong.

7. What if the material source location is unknown?

For an unknown source location and the product comes from multiple locations there is an **unknown** category. For those where the source location is predominately from a single source the Tool does not provide an unknown and the user should just use the country, e.g. Aggregate is from China unless it has recycled content then it is assumed it can be from either Hong Kong or China.

8. How can I add new materials? What can I do if the material I am using is not in the list?

Clicking on the **Add New Material** button produces a pop-up window where there are drop down lists with predefined materials.

If you have specifically sourced a product with low embodied carbon or a product that has a certified **Environmental Product Declaration (EPD)**, these can be added to the materials database which to be used in the Tool via the **Request a New Material** button on the data input tab.

9. Should I use delivered or order quantities?

Delivered quantities of materials delivered to site, the fuel / electricity used on site and the waste disposed or recycled from the site are used in the Tool. These are the information that are from the invoices which can be used.

10. Why does the Tool include a reuse factor for Temporary Works?

The Tool includes the option to input virgin or previously used temporary materials. A reuse factor has been included for Temporary works as these tend to be used multiple times and across projects and this therefore needs to be considered.

The Tool has pre-determined reuse factors for the Previously Used temporary materials based on industry standard best practice. It is currently set at 3 times for timber and 10 for metal formwork and scaffolding. The end of life is captured via the site impact calculations if it is sent to either landfill or recycling.

11. How do I report data that covers more than one month?

As the Tool calculates the total for the project it is not imperative that the bill or invoice starts on the first day of the month or covers the whole input month.

It is recommended that data is inputted on a monthly basis to make it easier for the end user. However, the most important thing is for projects is to agree internally the approach, e.g. month of the invoice or month that the materials are received to make sure the **reporting is consistent**.

12. How can my project contribute to carbon reduction if we procure products with the CIC Green Product Certificate?

Products with the CIC Green Product Certificate are products which generally have a lower embodied carbon than the other products contained in the materials database. Procuring these products will assist projects to reduce the overall carbon performance of their projects.

13. Can I delete my user account?

Yes, please contact the Tool administrators via the Support Page on the Tool Landing Page requesting for your account to be deleted.