



Green Star Evidence Guide

This Guide is intended for project teams compiling Green Star submissions. It identifies the types of evidence the team can expect to submit when demonstrating compliance with the Credit Criteria and clarifies GBCA expectations of the content and quality of documentation.

10 Most Common Types of Evidence

1. Certificate	An official third-party document that certifies that an individual or organisation possesses the qualifications sought in the relevant credit.
2. Confirmation	An official letter from the party that has authority to confirm an aspect of compliance. It clearly states what is required in the Technical Manual and usually directly recites and confirms compliance with the Credit Criteria or part thereof. The letter must be project-specific, signed, dated and on company letterhead, as per ISO 9001. In older versions of Green Star, this may also be referred to as 'Statement' or Letter of Confirmation'.
3. Contract	Full copies or extracts from the contract(s) (as required) that clearly stipulate compliance with the Credit Criteria. Terminology that dilutes compliance, such as, but not limited to, 'or equivalent', is not acceptable. Clauses must stipulate that any deviation from the criteria be approved by the professional who can enforce adherence to design intent.
4. Copy of a Third-Party Document	Full copies or extracts, as stipulated, from public, non project-specific documents. When submitted as evidence, the relevant elements of the document must be clearly identified with colour (e.g. circled or highlighted). Examples may include standards, public transport timetables or local planning regulations.
5. Drawings	Drawings (as stipulated, and can be schematic, design development, construction, as-built/as-installed or make-good) that demonstrate compliance with the Credit Criteria. When submitted as evidence, the relevant elements of the drawings must be clearly identified with colour (e.g. circled or highlighted), dimensions and comments.
6. Extract from Specification	Relevant pages from the design specification document, such as from mechanical services, electrical, hydraulic, BMS or architectural specifications. When submitted as evidence, the relevant elements of the extract must be clearly identified with colour (e.g. circled or highlighted). NB: A Design Brief is not deemed equivalent to a specification.
7. Material (Safety) Data Sheets (MSDS or MDS)	A document that describes the properties and uses of a material, that includes identity, chemical and physical properties, health hazard information, precautions for use, and safe handling information.
8. Project Timeline	The graphical expression of the project's schedule; the timeline will reflect all project milestones, phases, their contingency, and overlap phases. When submitted as evidence, the relevant elements of the timeline must be clearly identified with colour (e.g. circled or highlighted).
9. Report	An official report from a relevant professional that provides an analysis and draws a conclusion on an aspect of the design. The report must be project-specific, dated, and on company letterhead.
10. Short Report	A short (up to five pages) document prepared (probably for the sole purpose of the Green Star submission) by a relevant professional to describe how compliance with the Credit Criteria is achieved. It may include calculations, diagrams and summary tables, and must be project-specific, signed, dated, and on company letterhead, as per ISO 9001. In older versions of Green Star, may also be referred to as 'summary report', 'brief description', 'short summary' or 'summary sheet'.

Other Types of Evidence You Can Expect to Submit

Building User's Guide	An informal document prepared by the design team for the building owner and tenants' representatives. It includes all relevant information about the building that would enable the building users to maximize benefit from its design and to ensure its intended operation. When submitted as evidence, the Guide must address all of the topics within the Additional Guidance.
CV	The curriculum vitae provided to client by the independent commissioning agent listing the agent's qualifications.
Design Intent Document	A document that facilitates the collation, management, and transmittal of information relating to the project's design intent. The document includes design goals and concepts, and performance metrics. It may also include or reference the programming and energy modelling reports, plans, specifications, environmental impact studies, etc.
Design Schedule	A listing of all types (with description) and quantity of a certain product (e.g., carpet) used throughout the project.
Environmental Management Plan (EMP)	An official project-specific document that outlines the policies and procedures for the construction works intended to minimise disturbance to the immediate environment. The EMP must identify responsible parties, outline documentation and reporting procedures and stipulate their frequency.
List of Meetings	A document that lists the dates, purposes, and attendees of project team meetings.
Manufacturer Warranty	An official, legally-binding document issued by the product manufacturer that warrants the product against defects and deterioration for a specified amount of time. It identifies the extent, and terms and conditions under which the manufacturer will reclaim or replace the product.
As-built Drawing	
Single-line Diagram	Schematic electrical or mechanical drawings. When submitted as evidence, the relevant elements of the drawings must be clearly identified with colour (e.g. circled or highlighted) and comments.
Tenancy Lease Agreement	An official, legally-binding agreement between the tenant and the base-building owner that defines the purpose, scope, and duration of the agreement. It defines the rights and responsibilities of both parties and the measures taken in the event of breach.
Tenant Fitout Guide	A document provided by the base building owner/manager that describes the building's design intent. It must provide guidance on how the tenant fitout works and subsequent operational activities can optimise the building's potential.
Transmittal	A document sent alongside a shipment of products that explains the purpose for the shipment. The document must be dated, signed and on company letterhead, as per ISO 9001.
Waste Management Plan (WMP)	An official project-specific document that outlines the policies and procedures for the construction works intended to divert demolition and construction waste from landfill. The WMP must identify responsible parties, outline documentation and reporting procedures, and stipulate their frequency.

NB: This Guide is intended for assistance only and will be continually revised by the GBCA. Where the Technical Manual differs from the text contained in this document, the Green Star – Technical Manual shall take precedence.