

# Periodic Energy Audit Submission

Guide for PE and Energy Auditor

Go to <https://www.corenet-ess.gov.sg/ess/> and login with user ID and password.

## CORENET e-Submission System



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### User Login

User ID :

Password :

[Forget Password ?](#)

[Click here to register your account](#)



CORENET e-Submission is a 24x7 e-service that facilitate the electronic submission and processing of building related applications and documents anytime, anywhere in a secured environment using Internet as the delivery medium.

enhancement.

Thank you.  
Best Regards,  
Project Manager  
CORENET Electronic Submission System

[Self-declaration scheme for projects abutting Category 5 road/s or Service Road/s at the Development Control \(DC\) and Building Plan \(BP\) stages](#)

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# Download Application Forms - Click Submission tab → Online Submission → Download Application Forms

The screenshot displays the CORENET e-Submission web application interface. At the top, the user is logged in as Wee Kai Siong, with a current login time of 10/07/2015 12:31 and a last login time of 10/07/2015 11:45. The navigation menu includes Home, Inbox, Project, Submission, Feedback, My Profile, Tools, and Software Download. The 'Submission' menu is expanded, showing options for ESPro Submission and Online Submission. The 'Online Submission' option is further expanded, highlighting 'Download Application Forms'. A red box and arrow labeled '1' point to the 'Submission' menu, and another red box and arrow labeled '2' point to the 'Download Application Forms' option. The 'Quick Links' section lists several tasks, including 'Collect Agency Correspondence', 'Collect Multiple File Download Package', 'Search Project', 'Search Submission', 'Search Correspondence', 'Download Online Submission Application Forms', and 'Submit Online Submission'. The 'Messages List' section at the bottom shows a table of recent messages.

Welcome : Wee Kai Siong      Current Login : 10/07/2015 12:31      Last Login : 10/07/2015 11:45

Home    Inbox    Project    **Submission**    Feedback    My Profile    Tools    Software Download

Home

Quick Links

**1**

**2**

**For General Use**

1. [Collect Agency Correspondence \(for past 2 weeks\)](#)
2. [Collect Multiple File Download Package \(for past 2 weeks\)](#)
3. [Search Project](#)
4. [Search Submission](#)
5. [Search Correspondence](#)
6. [Download Online Submission Application Forms](#)
7. [Submit Online Submission](#)

**Project Coordinator's Use**

1. [Project Profile](#)
2. [Update Member Profile](#)
3. [Take Over as Project Coordinator](#)

Messages List

Page 1 of 1

Message	From	Date / Time (dd/mm/yyyy hh24:mi)
<a href="#">Enhancement to LTA's reply in CORENET</a>	eSub System Administrator	03/02/2015 10:00
<a href="#">Self-declaration scheme for projects abutting Category 5 road/s or Service Road/s at the De...</a>	eSub System Administrator	27/01/2015 17:49
<a href="#">CORENET e-Submission System Software Update</a>	eSub System Administrator	13/01/2015 11:07
<a href="#">Change of CORENET e-Submission System Helpdesk Contact Number</a>	eSub System Administrator	17/12/2014 10:19

Download Application Forms (cont'd) -  
Click Regulatory Authority → Application Type → Search → Download documents  
and complete the forms and templates for submission

The screenshot shows the CORENET e-Submission interface. At the top, the user is logged in as Wee Kai Siong. The navigation menu includes Home, Inbox, Project, Submission, Feedback, My Profile, Tools, and Software Download. The current page is 'Submission >> Download Application Form'. A search bar is present with a 'Search' button and a 'Reset' button. Below the search bar, the 'Application Search Details' section shows two dropdown menus: 'Regulatory Authority \*' set to 'Building And Construction Authority' and 'Application Type \*' set to 'BCA-GMEB-Periodic Energy Audit of Bldg Cooling Sys'. The search results are displayed in a table with columns for 'Document Name' and 'Description'. The first row is highlighted in yellow and contains the document 'Annex\_B\_Energy\_Audit\_Report.doc' with the description 'Energy Audit Report for Building Cooling System'. A red arrow points to the document name in this row.

5

3

4

6

Document Name	Description
<a href="#">Annex_B_Energy_Audit_Report.doc</a>	Energy Audit Report for Building Cooling System
<a href="#">BCA-EB-NAPPOSE01.doc</a>	Periodic Audit Report Appointment Authorisation Form
<a href="#">BCA-EB-OSE01.xfd</a>	Application for Approval of Periodic Audit Report of Energ...

# Submit Application Forms - Click Submission tab → online submission → submit online submission

The screenshot displays the CORENET e-Submission system interface. At the top, the user is logged in as Wee Kai Siong, with a current login time of 10/07/2015 11:45 and a last login time of 10/09/2014 11:09. The navigation menu includes Home, Inbox, Project, Submission, Feedback, My Profile, Tools, and Software Download. The Submission tab is highlighted, and its dropdown menu is open, showing options like ESPro Submission, Online Submission, Search & View Submission, Search & View Correspondence, Submit Online Submission, Submit Online Correspondence, and Download Application Forms. The Online Submission option is highlighted in blue. A red box and arrow point to the Submission tab, and another red box and arrow point to the Submit Online Submission option in the dropdown menu. In the Quick Links section, a red circle with the number 1 points to the 'For General Use' link, and a red circle with the number 2 points to the 'Submit Online Submission' link. Below the Quick Links is a Messages List section with a table of messages.

Quick Links

**1** For General Use

1. [Collect Agency Correspondence \(for past 2 weeks\)](#)
2. [Collect Multiple File Download Package \(for past 2 weeks\)](#)
3. [Search Project](#)
4. [Search Submission](#)
5. [Search Correspondence](#)
6. [Download Online Submission Application Forms](#)
7. [Submit Online Submission](#)

**2**

Messages List

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Message	From	Date / Time (dd/mm/yyyy hh24:mi)
<a href="#">Enhancement to LTA's reply in CORENET</a>	eSub System Administrator	03/02/2015 10:00
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<a href="#">Change of CORENET e-Submission System Helpdesk Contact Number</a>	eSub System Administrator	17/12/2014 10:19
<a href="#">BCA will be moving to a new location</a>	eSub System Administrator	27/11/2014 17:23
<a href="#">New SCAL-PUB Guidebook on Erosion &amp; Sediment Control at Construction Sites</a>	eSub System Administrator	17/11/2014 14:09
<a href="#">CORENET e-Submission System Enhancements - Enhancing your file viewing experience</a>	eSub System Administrator	20/08/2014 15:10

Submit Application Forms (cont'd) -  
 Click submit to → application type → attachment (ENCRYPTED xfd file and all other required supporting documents) → click submit

**CORENET**  
e-Submission

Welcome : Wee Kai Siong      Current Login : 10/07/2015 12:31      Last Login : 10/07/2015 11:45

Home    Inbox▼    Project▼    Submission▼    Feedback▼    My Profile▼    Tools▼    Software Download

Submission >> Submit Online Submission

**Submit**    **Reset**

**Submission Details**

**Submit To \*** : Building And Construction Authority

**Application Type \*** : BCA-GMEB-Periodic Energy Audit of Bldg Cooling Sys

**Attachment \*** : 0 document(s) attached  
Click on the Attachment button to view/ attach/ delete document(s)

**Submit By :** WEEK KAI SIONG

**Submission Date (dd/mm/yyyy) :** 10/07/2015

**Note: All attachments are to be ENCRYPTED**

**All required attachments**

1. BCA-EB-OSE01.xfd
2. BCA-EB-NAPPOSE01
3. Annex B Energy Audit Report
4. Scanned copy of BCA's notice for the submission of the energy audit in pdf format
5. As-built drawings of chiller plant room layout indicating details of instruments locations
6. As-built schematic drawings of the chiller plant
7. 1 week raw data of the following data points in excel format (xls) with data and time stamp: chilled and condenser water supply and return temperature (°C) chiller; chilled water and condenser water flow rate (l/s); electrical power of chiller(s), chilled water pump(s), condenser water pump(s) & cooling tower (s)(kW). The excel file should include all the chart plots specified in Annex B.
8. Energy Audit Report in accordance to ANNEX B.
9. Instruments' calibration certificates from the accredited laboratories and their factory calibration certifications from manufacturers
10. Drawings showing the details of instruments installation
11. All input parameters for the permanent instrumentations (eg flow meter settings for pipe material, diameter, circumference, thickness, roughness, type of lining etc)
12. Calculation of the overall uncertainty of measurements of the resultant chiller plant in kW/RT to be within ±5% of the true value based on instrumentation specifications and calibration certificates.
  1. For central chilled water system; and
  2. For individual chillers (if instrumentation are installed at individual chillers and header/risers)

A submission number would be generated



Welcome : [Wee Kai Siong](#)

Current Login : [10/07/2015 11:45](#)

Last Login : [10/09/2014 11:09](#)

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[Home](#) [Inbox](#) [Project](#) [Submission](#) [Feedback](#) [My Profile](#) [Tools](#) [Software Download](#)

CORENET e-Submission System Message

✓ I0055: Submission number generated successfully. Your Submission Number is **ES20150710-54538**

Note submission number is required  
for correspondence submission

# Submit Correspondence - Click Submission tab → online submission → submit online correspondence



Welcome : Wee Kai Siong      Current Login : 20/07/2015 11:14      Last Login : 10/07/2015 12:31

Home    Inbox ▾    Project ▾    **Submission ▾**    Feedback ▾    My Profile ▾    Tools ▾    Software Download

Home

**Quick Links**

For General Use

1. [Select Agency Correspondence \(for past 2 weeks\)](#)
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Project Coordinator's Use

1. [Project Profile](#)
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Submission dropdown menu:

- ESPro Submission ▾
- Online Submission ▾
- Search & View Submission
- Search & View Correspondence
- Submit Online Submission
- Submit Online Correspondence**
- Download Application Forms

Messages List

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<a href="#">New SCAL-PUB Guidebook on Erosion &amp; Sediment Control at Construction Sites</a>	eSub System Administrator	17/11/2014 14:09



Submit correspondence Application Forms (cont'd) -  
Click reference submission no → submit to → application type → attachment  
(completed xfd file and all other required supporting documents → click submit



Welcome : Wee Kai Siong

Current Login : 20/07/2015 11:14

Last Login : 10/07/2015 12:31

Home Inbox▼ Project▼ Submission▼ Feedback▼ My Profile▼ Tools▼ Software Download

Submission >> Submit Online Correspondence

 Submit  Reset

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Correspondence Details

Reference Submission No \* : ES20150710-54538

Submit To \* : Building And Construction Authority

3

Application Type : Correspondence to Agency

4

Attachment \* : 0 document(s) attached  
Click on the Attachment button to view/ attach/ delete document(s)

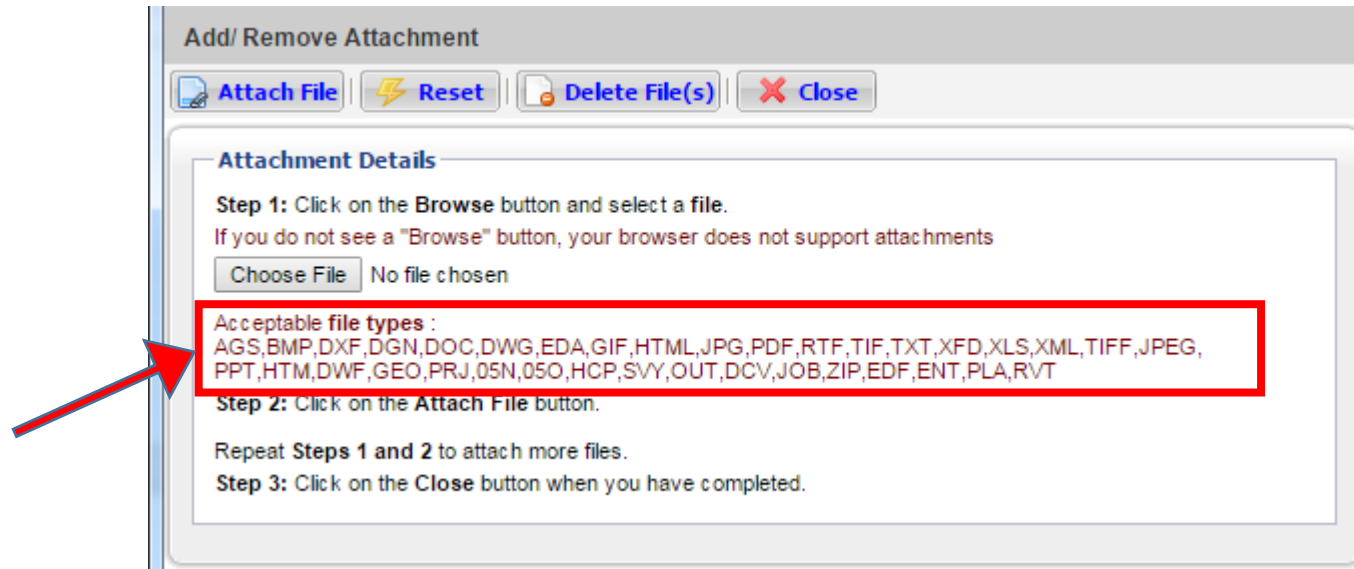
5

Submit By : Wee Kai Siong





Submission Date : 20/07/2015  
(dd/mm/yyyy) :

**Note: All attachments  
are to be ENCRYPTED**

## Note: Acceptable file types



**Add/ Remove Attachment**

 **Attach File** |  **Reset** |  **Delete File(s)** |  **Close**

**Attachment Details**

**Step 1:** Click on the **Browse** button and select a file.  
If you do not see a "Browse" button, your browser does not support attachments

No file chosen

**Acceptable file types :**  
AGS,BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,  
PPT,HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT,PLA,RVT

**Step 2:** Click on the **Attach File** button.

Repeat **Steps 1 and 2** to attach more files.

**Step 3:** Click on the **Close** button when you have completed.

A correspondence number would be generated

Current Login : 20/07/2015 11:14

Last Login : 10/07/2015 12:31

mission▼ Feedback▼ My Profile▼ Tools▼ Software Download

ge

✓ I0018: Correspondence number generated successfully. Your Correspondence Number is **CR20150720-52006**