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BREEAM INTERNATIONAL DEVELOPMENT

BRE Global has been working within a number of clients in continental Europe to develop European BREEAM versions for Office, Retail and Industrial (storage & distribution) buildings. We are now in the process of finalising these schemes; the guidance will be available for use by BREEAM International assessors in August 2008 via the BREEAM extranet.

A version of BREEAM suitable for the Gulf region is now available for use by BREEAM International assessors. This version covers most common building types constructed in the Gulf such as offices, retail, hotels, leisure facilities, apartments etc. These documents can be found on the BREEAM extranet.



For more information on BREEAM International please have a look at the FAQ document on the BREEAM website at <http://www.breeam.org/international>

Please be advised that due to our commitments in developing the above schemes we currently have a reduced capacity to deliver BREEAM International Bespoke assessments. If you do have a project that you wish to assess then please contact us and we will be happy to advise further on likely timescales.

BREEAM International training course

BRE Global is currently in the process of developing a specific training course for BREEAM International assessors. This will allow existing BREEAM Bespoke assessors to upgrade to BREEAM International through a 'top-up' training course; it will also allow individuals with no previous training or experience to become a BREEAM International assessor through attending a three-day training course.

The BREEAM International Assessor qualification allows:

- BREEAM Bespoke assessments for individual buildings internationally (including Bespoke, Courts & Prisons assessments in the UK, provided the relevant licence is in place).
- Assessments for International BREEAM schemes such as BREEAM Gulf and the BREEAM European schemes.

It will not allow:

- Assessments in the UK using a standard BREEAM version for which the correct training, qualification or licence has not been completed.

For further details on the intended audience and costs of the BREEAM International training course please visit our website at www.breeam.org/events or contact us at breeam@bre.co.uk.

Please note BREEAM Bespoke assessors are required to attend a BREEAM International top-up day before the end of 2008. After December 2008 BREEAM International assessments can be carried out only by BREEAM International assessors who have completed the training course.

BREEAM Bespoke training courses

Those assessors wishing to carry out BREEAM Bespoke assessments in the UK should attend the BREEAM International top-up course as outlined above. This will provide you with the relevant skills for UK Bespoke BREEAM plus an additional service to your organisation and further marketing opportunities within BREEAM International.



BREEAM BESPOKE PROPOSAL ACCEPTANCE

Ownership of criteria - alternative method for BREEAM bespoke proposal acceptance for criteria development

In the April process note BRE Global outlined various changes to the BREEAM bespoke process. One such change related to 'Ownership of criteria' and whom BRE Global would accept BREEAM bespoke proposal acceptance from (below).

'From 1st June BRE Global will only accept BREEAM bespoke proposal acceptance forms signed by the client. This means that instructions to proceed will no longer be accepted from assessor organisations working on behalf of their client.'

Following feedback from assessors that this change may cause disruption and confusion to the client, assessor and BRE Global's role in the criteria development process, we have amended the above proposal requirement as follows:

'The BREEAM bespoke criteria developed for this/these assessment(s) remains the property of BRE Global and may only be used for the formal BREEAM assessment of the building/buildings named in this proposal.'

Where a licensed BREEAM assessor organisation accepts this proposal (on behalf of their client who has commissioned their BREEAM assessment services), they do so agreeing that the right to use the developed criteria rests with their client, and that their client or BRE Global can re-issue the criteria to an alternative licensed BREEAM assessor organisation appointed by their client for the purpose of assessing the building/buildings named in this proposal.'

This change is effective from 11th July 2008 for the relevant Bespoke proposal types.

Assessor organisations can now accept proposals for those issued with this text. Those who do accept these proposals are automatically agreeing to the above.

We hope this will resolve any potential issue or disruption that might have arisen from our original change and welcome any feedback from assessors.

Secure BREEAM

At present we receive a number of security sensitive projects through either scheme classification or for BREEAM Bespoke criteria development. If assessors and/or their client require such information to be treated as security sensitive please submit all such projects to SecureBREEAM@bre.co.uk. All communication will then take place via this inbox, which is accessed only by BRE Global staff with the necessary level of security clearance. Please note this email address should be used to submit information on **security sensitive projects only**.

All other Bespoke BREEAM criteria development requests and scheme classification queries, that are not security sensitive, should continue to be sent to breeam@bre.co.uk. All requests/queries are automatically treated as 'commercial in confidence' and are not discussed with any third party without the appropriate client/assessors permission.



Getting the References Right

Evidence is the basis on which all BREEAM and Code assessments are made, and referencing the evidence in the assessment report is a critical element in the process of Certification. Correct and complete referencing in the report is essential because:

- It provides protection to the Assessor in the event of an assessment outcome being challenged – allowing the original evidence on which the assessment was based to be quickly identified.
- It is the primary route for a BRE Global Quality Assurance (QA) Auditor to determine whether the assessment meets the requirements of the scheme.
- Without it BRE Global (as the Certifying Body) can have no certainty that the appropriate evidence has been examined by the assessor.

With the above in mind, one of the common reasons why our QA auditors request the resubmission of reports is because the evidence details are either missing or incomplete, i.e. there is not appropriate referencing of evidence for each credit's compliance requirements. Asking for a resubmission under these circumstances does not necessarily mean that the assessor has incorrectly judged the evidence – but the primary, and essential, route by which this can be checked is missing.

What is the information we require?

The assessment report must contain details of all the evidence used to support the assessment, which must include for each piece of evidence:

- a full description of evidence type, and
- a reference number or identifier.

The **description** must be sufficient to clearly identify the evidence type, For example:

Document type, source/title (or equivalent), version (revision/date).

The **reference number/identifier** must be individual to the document. This may be a simple number (1, 2, 3) assigned within the report, and/or a unique document reference number assigned by the assessor/assessment organisation as part of your own document management and control system.

The references may be included in the report as:

1. A numbered 'master' list of references which includes references for the whole report.

Example: Document Reference Table:

Doc. Ref.	Document Type	Source/Title (or equivalent)	Version (revision/date)	Organisation's unique document filing reference (optional)
1	Specification	HA Employer's Requirements (Clause 2.7)	July 2006	9500625
2	Site Layout	BA3507/600	B	9506245
3	Floor Plans	BA3507/207	A	10950622
4	Floor Plans	BA3507/208	A	10950623
5	Floor Plans	BA3507/209	F	10950624
6	Manufacturer's boiler details	Winchester-Decker DT24HE http://www.WDboilers.co.uk	July 2007	12000625
7	Letter	From J B Smith to Developer	17 November, 2007	13500700

These examples are for illustrative purposes only



Getting the References Right continued...

and/or

2. a full reference (as illustrated in the table of points given above) for the evidence used to justify the award of the credits, listed against the issue.

To assist in the audit process, the credit justification must include at least a short description of the evidence type used and reference back to the master list. (For example: Specification [1], Site Layout [2], Floor Plans [3 - 5], Letter [7].) and/or a full reference.

We recommend that assessors adopt the first option as it requires that full details of evidence be entered only once into the report, i.e. a master reference list, whereas option 2 requires that the assessor enter the full details of evidence against each issue, which may involve significant duplication.

Whichever approach you prefer to use, ensuring that all references are correctly included will reduce the number of requests we make for resubmissions due to incomplete or missing evidence and help avoid undue delays in the QA process.

Auditing

Having a trail of evidence that is verifiable does not mean that we expect to receive and check every single piece of evidence for every single assessment. The audit process is used to provide a reasonable degree of assurance that there are no errors in an assessment report - it does not provide an absolute guarantee to this effect - and it remains the responsibility of the assessor to take all reasonable measures to ensure that the assessment is correct. Akin to common approaches to auditing, the QA audits carried out by BRE Global are completed through a process of random sampling and checking at several levels. However, regardless of the level of checking for a particular assessment report, there must always be sufficient detail included in the references so that, should we wish to do so, we can call upon you to provide us with a copy of any referenced documentation.

BREEAM Licensing Process

We are making improvements to our process for issuing BREEAM licences. We are doing this so that we can speed up the time taken after an assessor becomes qualified to then become licensed.

We will no longer be issuing paper copies of licence agreements to sign.

In future when you wish to change the licence agreement (for example adding a new assessor), we will require that you complete an application form. A copy of this application form, our terms and conditions, fee sheet and other related documents will be sent to you electronically and will be available on the BREEAM extranet. An application form will have to be completed for each new assessor.

On receiving the application, BRE Global will update each assessor organisation on our database of assessors, activate access to the extranet and add assessors to the online list of licensed assessors (available at www.greenbooklive.com).

We have also made some changes to our terms and conditions. Details of the changes were included in the July process note. The new terms will come into effect on the annual renewal of your licence or if any changes are made to the licence before this date.

You will then be sent a 'licence letter' electronically informing you that the licence agreement has been updated, advising of any changes to the licence fee, and an updated list of assessors and the BREEAM schemes where these assessors are entitled (licenced) to carry out assessments.



BREEAM FAQ System

A new online Frequently Asked Questions (FAQ) system has been launched for licensed assessors only. This is accessible using existing usernames and passwords for the BREEAM extranet.

The system is accessible via a button after logging into the BREEAM extranet. It can also be accessed at <http://www.breeam.org/faq/index.jsp>

The system gives access to a significant resource of FAQs from all non-domestic and domestic BREEAM schemes including the Code for Sustainable Homes. There are also areas for BREEAM Materials, and the potential exists for further BREEAM relevant sections to be created. The FAQs should therefore be viewed as additional to the guidance documents.

The FAQs are broken down by scheme, version, section and credit. Please note that since there are technical differences between scheme versions, you should ensure that you search the FAQs for the correct version of the Schemes, e.g. an EcoHomes 2005 answer may differ from an EcoHomes 2006 answer. There is also a keyword search facility.

The FAQ system will be continuously updated as new information becomes available. So please check back before contacting BRE with a new query as further assistance may have been made available.

Purpose of the new FAQ system

If an assessor has a query which is not covered in the guidance (e.g. BREEAM Offices Manual/Code for Sustainable Homes Technical Guidance) then this system should be the next route of enquiry. If the answer is not available then there are email links accessible from the system to allow technical or non-technical queries to be sent direct to the relevant department of BREEAM.

Please follow this procedure before making a telephone enquiry as it will assist us in maintaining an efficient and effective customer service response.

Green Guide Queries

We recognise that in the run-up to the release of the new online Green Guide (www.thegreenguide.org.uk), there has been significant build-up in the backlog of queries relating to Green Guide ratings. We are working to clear this but would advise that at present we estimate that this will take six to eight weeks to clear. Also, we regret that delays of similar duration can be expected for new enquiries for the foreseeable future while we train new staff and continue to develop the systems that support the Green Guide.

To help us deal with the backlog as speedily as possible, we are asking firstly that assessors check again any specifications that have been submitted for query against the information in the on-line Green Guide, and notify us if this resolves your query. Secondly, we have created a new proforma which is now available on the Extranet. If the rating information is not available on-line, it would assist us if assessors check the information already provided against the information requested and re-submit this on the new form, with details of the original query reference number.

All new enquiries must be submitted using the new form, making sure that all sections of the form are completed, to help minimise the delay in answering your query.

Thank you for your help and patience as we deal with this.



Beyond Excellent: New categories for the 2008 BREEAM Awards

A pat on the back to our assessors. BRE Global are delighted to announce that we will be presenting awards for all building sectors at the 2008 UK BREEAM Awards to be held at the 100% Detail exhibition in September.

The 2008 BREEAM Award Categories will include:

- BREEAM Bespoke
- BREEAM Industrial
- BREEAM Offices
- BREEAM Multi-Residential NEW CATEGORY**
- BREEAM Retail NEW CATEGORY**
- BREEAM Schools NEW CATEGORY**



BRE Global will also be presenting special BREEAM awards acknowledging commitment to sustainability through the use of BREEAM.

Martin Townsend, BREEAM Director, says: **'We are delighted to see that this year's awards will include the first BREEAM Excellent rated Schools, Retail and Multi-Residential buildings and we look forward to presenting Awards to these top-scoring buildings.'**



'This is an important time for the construction industry, sustainability and environmental issues are paramount. The BREEAM Awards provide examples and reassurance to industry that high sustainability standards can and are being achieved.'

The Awards ceremony on 18th September will be complemented by a number of free seminars spanning the four days of the 100% Detail exhibition, focussing on BREEAM and exciting developments including:

- An Introduction to BREEAM 2008
- The Code for Sustainable Homes
- New schemes including BREEAM Healthcare and Education.



The 2008 BREEAM Awards mark the third annual national ceremony of its kind, with a regional awards ceremony for Wales taking place earlier this year.

For further information on previous award winners please visit www.breeam.org, or if you are interested in visiting the 100% Detail exhibition please visit www.100percentdetail.co.uk.

**2008 BREEAM Assessor Manuals available for public download from www.breeam.org**

The 2008 BREEAM Assessor Manuals are now available on the BREEAM website for public download. One of the primary aims for releasing this information is to raise and broaden the construction industry's understanding and knowledge of BREEAM which we hope will benefit you all in your BREEAM Assessment businesses.

BREEAM Scheme Manuals available for download include:

- BREEAM Courts
- BREEAM Education
- BREEAM Industrial
- BREEAM Healthcare
- BREEAM Offices
- BREEAM Retail
- BREEAM Prisons

What is in the BREEAM Assessor Manuals?

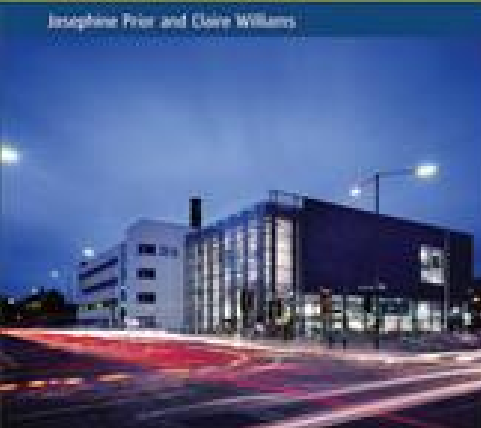
- A definition of the scope of each BREEAM scheme
- Full information on each BREEAM issue including aim, criteria and compliance requirements
- Rating & scoring information
- Technical checklists.




To download the 2008 BREEAM Assessor Manuals or for further information regarding BREEAM please visit www.breeam.org.

EVENT REMINDER

SUSTAINABILITY THROUGH PLANNING
Local authority use of BREEAM, EcoHomes
and the Code for Sustainable Homes

Josephine Prior and Claire Williams



**Making Sustainable Communities - A vision for the future –
ONE DAY WORKSHOP
12th AUGUST 2008, WATFORD
10% BREEAM ASSESSOR Discount**

To book a place or for further information please visit
www.bre.co.uk/sustainableplanning