



## Inside June's Process and News Note

- **Operational: Important changes to the Quality Assurance Process.**
- **NON-Domestic: BREEAM Healthcare**
- **DOMESTIC: 2008 Domestic Update**
- **Latest News and Marketing: 2008 BREEAM Awards, BREEAM Fact File Update**

### Quality Assurance processes

The QA process is in place to help protect both the credibility of the schemes and the Assessor, since it is the Assessor who is responsible for the content and accuracy of the report against which a certificate is issued.

We are aware of concerns with the current QA process, and are therefore introducing some changes. Our aim is to improve the process, the feedback to assessors, and consistency.

### The Changes

The QA system is based on randomised sampling of reports to ensure, on the basis of probability, that assessments are being carried out and completed correctly and that the necessary information is included in assessment reports, thereby allowing certificates to be issued. For further information please see table 1 on page 3.

We will be monitoring how the new system works and would appreciate your feedback in order that our processes continue to be improved.

### Issuing Certificates

Currently certificates are issued on completion of the QA process providing no errors have been found and on the basis of the assessors comments included in their reports.

Under the new Quality Assurance process where a report is subject to an audit check (which may take up to 2 weeks) the certificate can be released to the assessor before the check has been completed. However, the passing on of this certificate to the developer is entirely at the assessors liability as the audit check could find things which require corrective action (or potential withdrawal of the certificate in extreme cases). Assessors will be informed when reports are undergoing audit checks.

### Code for Sustainable Homes Certification Times

We are aware of concerns that have been raised over times for certificates to be issued, particularly for Post Construction Stage Assessments for the Code, where completion of a sale may depend on Certification.

One of the main benefits of the online registration and reporting system, which went live in April, will be the improved speed of the certification process; Certificates being automatically generated using the details submitted with the report.

Please advise your clients that certificates for the majority of reports will normally be issued within 48 hours - however, approximately 10% of reports (those subject to more detailed QA checks) may take longer, but we expect these normally to be processed within 2 weeks.

**NB. An Audit Check will be carried out on the first two reports (Design Stage or Post Construction Stage) for all new assessors – these may take up to 2 weeks.**



### QA Feedback to Assessors

We are introducing a colour-coded system so Assessors can quickly find the issues in a report that may require attention. Each issue will be marked in one of the following ways:

- An **'Amber'** (or 'Advisory') mark will be used to identify issues where the credit awarded is technically correct, but some attention to detail is needed (comment will be provided), and which should be addressed in future reports. We will not request the re-submission of reports where no, or only Amber marks are shown.
- A **'Red'** mark means that the credit has been awarded incorrectly either technically and/or evidentially. Feedback on the reason for the Red mark will be provided.
- No mark means that the credit has either been determined as being assessed correctly, or has not been selected for checking on this occasion.

**NB: We will not request the re-submission of reports where no, or only Amber marks, are shown**

What happens if a report has 'red' marks.

Receiving a 'Red' mark will require that:

EITHER

- the issue is re-assessed (in order for the assessor to retain the number credit/s awarded - and the score and possibly rating).

OR

- the assessor may choose not to seek the credit
- the assessor may choose not to re-assess the credit,  
Note: in either of these cases the assessor accepts that the score will change and a reduced rating may result.

Assessment reports receiving Red marks will need to be re-submitted, so that the relevant sections can be reviewed by BRE Global. Only those issues marked as red in the original report submission will be re-checked.

If in a Credit Check or Audit Check, an Assessor's report receives red marks for more than 10% of all issues, their next submitted report will be subject to an Audit Check.

### Important

After an assessor's first two assessments. have been successfully completed, if three successive assessments (at any point of their licensed term) each receive more than 10% red marks, the assessor's license may be suspended and the assessor required to undertake further training (at their expense), or alternatively the assessor may choose to withdraw from the scheme.



**TABLE 1: CHANGES TO QA PROCESS** **PAGE 3**

	<b>Administration Check</b>	<b>Credit Check</b>	<b>Audit Check</b>
<b>PURPOSE OF THE ADMIN CHECK:</b>	To confirm essential details required for the certificate.	To confirm that referencing and credit validation meet the requirements of Technical Guidance.	To confirm that calculations have been completed correctly, the evidence requirements are properly understood and credits correctly awarded.
<b>Selection &amp; Method of Check</b>	<ul style="list-style-type: none"> <li>Information in <b>all</b> reports will be sampled to ensure the correct information necessary for production of the certificate has been included.</li> </ul> <p><b>NB</b> Where errors are identified in the Admin check, these will be notified and will need to be corrected by the Assessor, before a Certificate can be issued.</p>	<ul style="list-style-type: none"> <li>A <b>proportion</b> of reports will be randomly selected for Credit Check. <b>Not all</b> issues will be checked.</li> <li>Only the development site plan will normally need to be sent to BRE with the report,</li> <li>Assessment Reports selected for Credit Check at Post Construction Stage will not necessarily be for the same developments as those selected at the Design Stage,</li> <li>The issues examined at Post Construction Stage may not be the same as those selected for the Design Stage report.</li> <li>For a development where a Post Construction Stage report has been selected for Credit Check, further Post Construction Stage reports for this same development could still have to undergo a credit check.</li> </ul>	<ul style="list-style-type: none"> <li>A <b>proportion</b> of reports will be randomly selected for Audit Check.</li> <li>The selection process for Audit check is essentially the same as that for Credit Check, however the level of checking will be more detailed.</li> <li>An Audit Check will be carried out on the first two reports (Design Stage or Post Construction Stage) for all new assessors</li> <li>Assessors undertaking their first BREEAM International assessment will be subject to an Audit Check</li> <li>After successful completion of initial Audit Checks, the normal sampling rates will apply to subsequent reports</li> <li>All documentary evidence referenced in the report must be supplied with the report. This will not be used to fully rework the assessment. It will be used to review a randomly sampled selection of the credits to check calculations and the correct awarding of credits against the evidence provided.</li> </ul>

**BREEAM HEALTHCARE LAUNCH**

From 6<sup>th</sup> June we are pleased to announce the launch of BREEAM Healthcare. This is a new scheme specifically developed on behalf of the Department of Health and the Welsh Health Estates to replace the obsolete NEAT (NHS Environmental Assessment Method). This will provide a more robust, tried and tested, third-party certification methodology.

BREEAM Healthcare is tailored to assess all healthcare facilities, for example:

- GP surgeries,
- health centres,
- community and mental hospitals,
- teaching hospitals,
- general acute hospitals, etc.

Private healthcare facilities can be also assessed under the scheme.

NEAT will be superseded by BREEAM Healthcare as of 1<sup>st</sup> of July 2008, when the Department of Health will require, as a condition of OBC (Outline of Business Case) approval, that all new healthcare buildings obtain an EXCELLENT BREEAM rating and that all refurbishments to achieve a VERY GOOD rating using this new scheme.

**NB, from the 1<sup>st</sup> August 2008 all healthcare facilities will be assessed under BREEAM Healthcare.**

The first BREEAM Healthcare assessor training course will be held at BRE, Watford, on the 24<sup>th</sup> and 25<sup>th</sup> of June. Details can be found at [www.breeam.org/events](http://www.breeam.org/events) or call the BREEAM office for bookings.

For further information regarding BREEAM Healthcare please visit our webpage dedicated to BREEAM Healthcare <http://www.breeam.org/page.jsp?id=105> where you can also download a useful FAQ's document [http://www.breeam.org/filelibrary/Healthcare\\_FAQ's\\_V2.pdf](http://www.breeam.org/filelibrary/Healthcare_FAQ's_V2.pdf)



### **NEW Code Online Assessment Tool**

The Code online assessment tool went live on 7 April 2008 and we are pleased to see that a number of Code assessors have begun using the new tool.

Your feedback is extremely important to us in order that we keep the system relevant and efficient. We will use your feedback into subsequent updates to the tool.

To contact us please call the dedicated phone line for the assessment tool on 0845 31 31 485 (NB Please contact the BREEAM Helpdesk if you have any queries other than those relating to the above tool)

### **EcoHomes 2006 Summary of Technical Changes Available**

It has come to our attention that several of you are constantly scrambling through process notes to see the changes to the EcoHomes 2006 Guidance. Look no more! A document detailing all these changes has now been uploaded to the BREEAM Website and is downloadable from the EcoHomes section of the BREEAM Extranet.

Please visit [http://www.breeam.org/filelibrary/Amendments\\_to\\_Ecohomes\\_2006\\_Guidance\\_2.pdf](http://www.breeam.org/filelibrary/Amendments_to_Ecohomes_2006_Guidance_2.pdf) to download a copy

### **BREEAM Multi-Residential 2008 Update**

BREEAM Multi-Residential 2008 version will be launched towards the end of the year. More details will be released in future Process/News notes. Including information regarding:

- The registration cut off
- A brief summary of proposed changes

### **Which Assessment - BREEAM Multi-Residential or The Code for Sustainable Homes?**

We are currently working on a scoping document which we hope will provide a clear definition for assessors on how to ascertain whether a development should be assessed under BREEAM Multi-Residential or the Code for Sustainable Homes. More information regarding this will be released in the next process and news note.

## UK BREEAM Awards 2008

Get your high scoring assessments in for certification.

The 2008 BREEAM Awards will be presented in September 2008. This year the awards will be held at the 100% Detail exhibition.

For inclusion in this years awards Buildings must meet the following criteria:

- BREEAM/EcoHomes/Code assessment must be certified between 1/4/2007 – 30/6/2008
- BREEAM/EcoHomes/Code version must be 2005 or later

If you are submitting an assessment in the next few weeks which you feel might be a contender for the awards but are worried it might not be certified within the timescale above please contact Christina Gulvanessian on 01923 664123 or [gulvanessianc@bre.co.uk](mailto:gulvanessianc@bre.co.uk) to confirm if this assessment could be included for submission in this years awards.

The provisional 2008 Award categories are likely to include:

Bespoke, EcoHomes, Industrial, Offices, Retail, Schools and The Code for Sustainable Homes.



## BREEAM Fact File

The BREEAM fact file is being updated and a new version will be released on the 6<sup>th</sup> June to coincide with the public release of BREEAM 2008.

To download a copy please visit [www.breeam.org](http://www.breeam.org) on the 6<sup>th</sup> June 2008.



## BREEAM Supplement



The BREEAM Supplement in Building magazine will be released 6<sup>th</sup> June 2008. We will be sending a link to an electronic version in next month's process note



**NHBC Foundation and BRE Trust Research Project  
Call for EcoHomes and Code for Sustainable Homes Case Studies**



The NHBC Foundation / BRE trust /Essex and Suffolk Water co-funded research project is intended to monitor water consumption in a number of homes designed to various levels within the Code, in order to provide evidence as to whether the new water consumption targets can be achieved during occupation of such dwellings.

The sorts of homes that we would like are:

1. Preferably within the Essex & Suffolk Water supply region but locations within the Northumbrian Water region, SE England and East Anglia may also be acceptable.
2. Will be occupied this year with occupants willing to participate in the project.
3. At least matched pairs; so that we can compare like with like, eg two 4 bed homes, not 1 2 bed and 1 3 bed.

Compact water meters and logging equipment will be installed by experienced, qualified, professional technicians. The equipment will transmit data, over about a six month period to BRE where it will be analysed. Although the equipment will be as unobtrusive as possible, BRE will remove any meters once the monitoring period ends, if requested to do so. We are currently looking for suitable homes in which to undertake the monitoring of water use – participating developers or housing associations will be able to join the project as partners if they so wish.

We are aware that there are currently few Code certified buildings, so we are also considering water efficient EcoHomes where the Code water calculator can be used to determine an equivalent Code water level. If you can offer any Code buildings, or equivalent, that could be suitable for consideration to take part in this project, please contact John Griggs [griggsj@bre.co.uk](mailto:griggsj@bre.co.uk), 01923 66 4543.

**EVENT REMINDERS**

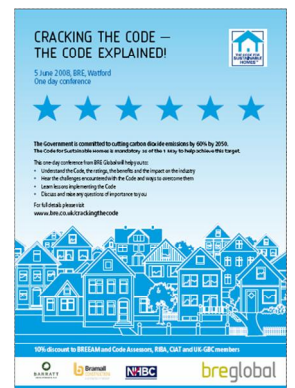
**Putting a Price on Sustainable Schools  
ONE DAY CONFERENCE,  
1 JULY 2008, WATFORD  
10% BREEAM ASSESSOR  
Discount**

To book and for further information, please visit [www.bre.co.uk/sustainableschools](http://www.bre.co.uk/sustainableschools)



**Cracking the Code –  
The Code Explained!  
ONE DAY CONFERENCE,  
5 JUNE 2008, WATFORD  
10% BREEAM ASSESSOR  
DISCOUNT**

To book and for further information, please visit [www.bre.co.uk/crackingthecode](http://www.bre.co.uk/crackingthecode)





## TECHNICAL CHANGES – MAY 2008

BREEAM Scheme/Version	Document/Area affected	Technical Revision	Reason/further information
BREEAM Further Education	Spreadsheet tool & Criteria	<p>Issues that have been resolved with the Further Education spreadsheet:</p> <ul style="list-style-type: none"> <li>• It is now possible to select either 'Laboratories <i>without</i> fume cupboards', 'Laboratories <i>with</i> fume cupboards' or both from the list of room functions. This means credits M3 - Commissioning of fume cupboards, HW25 - Specification of laboratory fume cupboards and E21 - Energy efficient fume cupboards are only shown when the function category 'Laboratories with fume cupboards' is selected.</li> <li>• The wording for the first credit in HW25 has been amended.</li> </ul> <p>Issues with the Further Education criteria that have been resolved: (new additions in <b>bold</b>)</p> <ul style="list-style-type: none"> <li>• Credit T5 has been amended and now states 'Where evidence is provided that there is adequate provision of covered, secure and well lit cycle rack storage provided for staff and <b>students</b>.' The word 'visitors' has been removed.</li> <li>• Credit MW2 has been amended and note 1 now states 'The assessment of hard landscaping areas must include parking areas but exclude access/approach roads <b>and delivery areas</b>.'</li> </ul>	<p>Following feedback given by assessors regarding the Further Education spreadsheet and criteria, the changes described have been made. We would advise that if you are carrying out an assessment that includes laboratories, please download the new version to ensure all the information required is given.</p>



BREEAM Scheme/Version	Document/Area affected	Technical Revision	Reason/further information
BREEAM Offices and Retail	Guidance regarding speculative developments	<p>Further to the March Process Note please find below additional guidance relating to speculative developments:</p> <p>It has become clear that there are a number of assessments in progress where explicit guidance from BRE Global has not been sought but where the building has been assessed on the basis that a commitment within the tenancy contract is sufficient to award the credit. In the March process note, it was stated that:</p> <ul style="list-style-type: none"> <li>○ Where explicit communication from BRE Global has already been received relating to a given project, this will be honoured and should be referenced within the validation statement.</li> </ul> <p>We recognise in this case that a precedent had been set, and that assessors may not have sought in each case to confirm its applicability to similar assessments. We would therefore advise that for <u>all</u> 2006 Retail and Offices D&amp;P assessments; except where specific notes in the guidance apply relating to speculative or shell only developments, a commitment to include within the tenancy contract a requirement to fit out systems to a BREEAM-compliant specification remains sufficient to award these credits at the design stage. The revised guidance will apply from the 2008 version onwards.</p> <p>Please note that for the 2006 Industrial scheme, it has not historically been acceptable to award credits on this basis. In order to maintain consistency within the scheme, this will continue to be the case. Please refer to the FAQ database on the extranet for additional guidance when assessing credits HW4 and HW5 for 'speculative without offices' developments.</p>	Feedback from assessors



BREEAM Scheme/Version	Document/Area affected	Technical Revision	Reason/further information
EcoHomes 2005 / 2006	Credit Change: Hea 2:	<p>The Robust Details methodology and systems have been updated alongside development of the Code to allow for their recognition in this scheme.</p> <p>This recognition has now been applied to earlier versions of EcoHomes. It is now acceptable to specify Robust Details in EcoHomes 2005/2006 and gain credits under Hea2. Where Robust Details are specified that meet the EcoHomes, Hea2 performance requirements, credits can be awarded accordingly. Therefore, where a Robust Detail achieves between a 3dB and 5dB improvement over AD E, 3 credits can be awarded. Where there is at least a 5dB improvement 4 credits can be awarded.</p> <p>In addition, in EcoHomes 2005, it is now acceptable to use the EcoHomes 2006 Hea2 credits requirements relating to the number of tests to be carried out instead of those in EcoHomes 2005.</p>	