



Inside November's Process and News Note

- **NON-DOMESTIC:** BREEAM International; Shell only buildings; Clarification: Daylighting and the view out requirements, Green Guide and cold storage, BREEAM Courts, BREEAM Industrial
- **DOMESTIC:** Robust details
- **OPERATIONAL:** CORRECTION from October's Process and News Note: Charges for re-issue/additional certificates; Changes to licence assessor listings on BREEAM website; Online registration form; Multi residential update

BREEAM INTERNATIONAL ASSESSMENTS

BREEAM International assessor training

BRE Global recently announced the launch of a number of BREEAM International schemes, including BREEAM Europe (for Offices, Retail and Industrial) and BREEAM Gulf.

Individuals who are not currently trained and qualified in any BREEAM schemes can become a BREEAM International assessor by attending a three-day training course (two day BREEAM foundation course and one international specific day top-up course), and successfully completing the qualifying examination and test assessment. Training courses are scheduled over the next few months, taking place in various locations in the UK and abroad. Please refer to the BREEAM website for further information and dates

<http://www.breeam.org/events.jsp>

Existing BREEAM assessors are required to attend only the International one day 'top-up' training course and complete the one hour examination.

The BREEAM International Assessor qualification will allow individuals to:

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

It will not allow Assessors to:

- Carry out assessments in the UK using a BREEAM version for which they do not have the correct training, qualification or licence.

BREEAM Bespoke Assessors wishing to remain licensed to undertake international assessments must attend the top-up training and become formally licensed under BREEAM International schemes. Due to the demand for places on training courses the cut-off date for this has been extended from 31st December 2008 to 31st March 2009. After 31st March 2009, only qualified BREEAM International assessors who have completed the training course and taken out the appropriate licence will be permitted to undertake BREEAM International assessments.

BREEAM Bespoke International

We are currently reviewing our BREEAM Bespoke International procedures in order to make the criteria development process quicker, easier and consistent with the newly developed schemes.

Until this work is complete (anticipated January 2009) we are unable to process new BREEAM International Bespoke assessments and we ask that you please bear this in mind when advising your clients.

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

**BREEAM Europe 2008 - Assessment Manual Issue 2.0**

All BREEAM International and BREEAM Bespoke assessors please note that a new issue of the BREEAM 2008 assessment manual has been uploaded on the Extranet for all Europe standard schemes. The new issue (issue 2.0) contains amendments and additions to the credit compliance requirements and notes, and minor errors in the first issue have also been rectified. The new issue of each manual is now available from the Assessor's Extranet; each manual contains a 'Schedule of Changes' table (at the beginning of the document) outlining in detail the alterations/additions made to each scheme. The new issue was uploaded on 10th October 2008 and all BREEAM Europe 2008 assessments, from that date onwards, must use issue 2.0 of the guidance.

BREEAM Europe 2008 - Assessment Tools

In line with the amendments made to the BREEAM Europe 2008 assessment manuals (as summarised above), BRE Global have revised and uploaded a new revision of the spreadsheet tool to the Assessor Extranet. The latest version of the spreadsheet tool is rev01. Following feedback received from assessors, this revision also includes amendments to the appearance of the tool to facilitate printing. If assessors identify any further problems with the tool please report them to BREEAMCustomerService@bre.co.uk

BREEAM 2008 Shell only buildings and Man 1 (Commissioning), Hea 4 (High-frequency ballasts) and Hea 12 (Microbial contamination) minimum requirements

Awarding credits for the BREEAM issues Man 1 (first credit), Hea 4 and Hea 12 is a minimum requirement of achieving any BREEAM rating. In addition to this, under the BREEAM 2008 version, such issues are applicable to assessments of shell-only developments (refer to section 2 'Scope of the scheme' of the relevant BREEAM guidance manual for further explanation).

Assessments of buildings where there are no HVAC, lighting or water systems specified as part of the initial build, and as such no scope to assess either Man 1, Hea 4 or Hea 12, then the minimum requirements for those issues are not applicable. The issues themselves (and credits available) are still applicable to the assessment and cannot be awarded by default (for the reasons outlined in section 2 of the relevant BREEAM guidance). The non-applicability of the minimum requirements for such instances will not, therefore, prevent shell only assessments from achieving a BREEAM rating.

If an assessor has such an assessment, they should contact BREEAM at BRE Global with details of the assessment. We will then supply the assessor with an amended version of the 2008 spreadsheet tool.

Clarification: Daylighting and the view out requirement

Affected BREEAM issues: Hea 1 Daylighting

Affected BREEAM Schemes: All

Clarification: The proportion of the each room complying with the daylight criteria that must have an adequate view out.

When assessing this issue typically 80% of the total floor area must be adequately daylight; this 80% must be made up of whole rooms within the building (refer to the compliance note 'percentage of assessed area' in the guidance for further detail). In addition, to comply with the view out requirement, it could be inferred from the guidance that 100% of the area of each room (compliant with the daylight requirement) needed to comply with the view of sky requirement; this is not the case. When complying with the view of sky from desk requirement, 80% of each room that meets the average daylight factor requirement needs to comply with the view of sky requirement.

A compliance note will be added in the next re-issue of the BREEAM manuals to clarify the above.

**Clarification: Green Guide and cold storage**

Affected BREEAM issues: Mat 1 Materials Specification – Major Building Elements

Affected BREEAM Schemes: Industrial and Retail

Clarification: How insulated units (cold store) in industrial or retail buildings are considered for assessment under Green Guide ratings (BREEAM issue Mat 1):

- Where the cold storage unit forms part of, or is integral to, the external wall element:
As an external wall type the insulated units will be assessed in the Green Guide on the basis that it is a normal temperature building without the extra insulation, so a standard thickness of insulation will be considered. As such, the walls of the insulated unit should be treated as part of the external wall element for the assessment of this BREEAM issue.
- Where the cold storage unit forms part of, or is integral to, a ceiling element:
As a roof element of the insulated unit, suspended ceilings are not included within the Green Guide. Therefore, the roof of the insulated unit will be assessed as a standard construction from the deck upwards, assuming a standard thickness of insulation. As such, the roof of the insulated unit should be treated as part of the ceiling element for the assessment of this BREEAM issue.
- Where the cold storage unit forms part of an internal wall element:
The insulated unit will be treated as meeting a very specific Functional Unit outside the scope of the internal wall elements listed in the Green Guide. The wall to the insulated unit should therefore be excluded from the assessment of the internal wall element.

Clarification: BREEAM Courts 2008 - Criteria clarification

Affected credits: Hea 1 - Daylighting & Hea 7 - Potential for Natural Ventilation,

Affected BREEAM Schemes: Courts only.

Clarification: The requirements of the above BREEAM issues do not apply to custody cells/holding areas, where such areas form part of a building being assessed using BREEAM Courts.

A compliance note will be added in the next re-issue of the BREEAM manuals to clarify the above.

Clarification: BREEAM Industrial 2008 – Floor finishes for Fit-Out Only assessments

Affected credits: Mat 1 Materials Specification

Affected BREEAM Schemes: Industrial

Clarification: The floor finishes in the operational areas of industrial buildings/units fall outside of the scope of the Green Guide. This is due to the specific performance requirement of the specifications, such as chemical resistance, temperature resistance and impact resistance, all of which limit the options available.

When assessing the floor finishes/coverings as part of a BREEAM Industrial 'Fit-Out only' assessment, the floor areas in operational areas of the building fall outside the scope of the assessment. As such, only floor finishes in the office and other associated areas (as defined in the Scope section of the Industrial scheme) need to be assessed.

A compliance note will be added in the next re-issue of the BREEAM manuals to clarify the above.



CORRECTION: Charges for Re-issue/Additional Certificates

Last month's process note described charging for all BREEAM schemes and the Code for Sustainable Homes in relation to certificate reissue.

In regard to the Code for Sustainable Homes the online assessment system generates Code certificates in pdf format which are stored online for future reference by the assessor.

There are therefore no charges to produce duplicate certificates as these are printed by the assessor.

However, certificate amendments are still chargeable at a minimum fee per development of £100, plus £10 per certificate, except where the change is the same for all certificates. Such amendments can be requested by contacting the BREEAM office and quoting the assessment reference.

We apologise for any confusion this may have caused.

For all other BREEAM schemes, the amendment and reissue charges were correctly described in the October 2008 process note.

Changes to Licensed Assessor Listings on BREEAM Website

We currently hold a list of licensed assessor organisations on the BREEAM website for all the different BREEAM schemes. To improve the search functionality we will be removing this list of licensed assessors and replacing it with the searchable facility on the Green Book Live website. As part of this change we will be unable to include a Company Summary for assessor organisations and this facility will be removed at the changeover. We hope that with the improvements to search by postcode or region, potential clients will be able find suitable assessors more easily. The information on the GreenBookLive (www.greenbooklive.com) is taken from our database of organisations. If regional offices or assessors do not appear on this list then please contact breeam@bre.co.uk so that we can check your contact and licence details to ensure we have the correct information on our system.

Online Registration Form

We have implemented improvements to the registration process. Assessors will be able to complete a new online registration form online via the BREEAM Extranet. On submission of the online form an email will automatically be sent to the assessor confirming that we have received the information (this email does not confirm that the assessment has been registered). The information will then be uploaded into our database and, once the provided information has been verified, a BRE report registration number will be emailed to the assessor. An email with details of how to use this new online registration form will be sent to all assessors when it is released for use.



Advice to Assessors about use of Robust Details to achieve credits for the Code and EcoHomes

Robust Details are primarily used to demonstrate building regs compliance, and as an additional bonus, the best performing walls or floors will perform well enough to achieve Code for Sustainable Homes credits. The number of tests undertaken on separating elements also means that credits can be awarded for EcoHomes and the better performing elements achieve the EcoHomes credits for performance above building regs.

The Robust Details Ltd website <http://www.robustdetails.com> provides details of the credits that can be awarded when using robust details for both Code for Sustainable Homes and EcoHomes assessments.

EcoHomes Hea 2 - Sound Insulation - Using Robust Details

Recently a number of queries have been raised over awarding of credits for Hea 2 – Sound Insulation for EcoHomes 2005/2006 assessments, where robust details are specified. This article intends to clearly explain how credits are awarded.

First and Second Credits

For 1 credit under EcoHomes, compliance with Part E (sound performance and testing) is required. For 2 credits, the same sound performance is required but with a greater frequency of testing (3 sets of tests for EcoHomes 2005, or in accordance with the number of test specified in Table 2, column a or b for EcoHomes 2006).

Where robust details are specified for dwellings within a development which is being assessed under EcoHomes 2005 or 2006, and the specified robust details have been approved as achieving the required performance level (in line with part E, as assessed by Robust Details Ltd), then 2 credits can be awarded.

Third and Fourth Credits

To award the 3rd and 4th credits, the assessor should view the following website <http://www.robustdetails.com/Eco-Homes-e0b63e0> where acceptable robust details and associated credits awarded for the EcoHomes scheme are listed.

Risks to be aware of when using Robust Details

The number of credits awarded for a particular robust detail is set at time of registration of the dwelling with Robust Details Ltd.

Assessors should be aware that the number of Code or EcoHomes credits awarded for a robust detail may change over time. This is a result of the continuing testing undertaken on them by Robust Details Ltd. Should the credit award for a particular robust detail be reduced by Robust Details Ltd before the dwelling is registered with Robust Details Ltd and/or the Code/EcoHomes assessment, and, if the credits are still required, then the developer will have to take action to demonstrate that the Code/EcoHomes criteria have been met. This could require design changes and additional work/costs. Assessors should advise their clients of these risks accordingly.

However, once credits have been awarded at the design stage, the same number of credits will be awarded at post construction stage (provided the development meets Robust Details requirements) even in cases where the number of credits awarded for the robust detail in question have changed in the period between design stage assessment and post construction stage assessment. (This also applies should the credit award increase).

The Robust Details website now includes an historical record of eligible robust details and changes to the number of credits awarded for individual robust details over time. This has been provided so that assessors will be able to confirm the number of credits awarded at time of registration of the dwelling with Robust Details Ltd.

It should be noted that not all robust details will necessarily achieve the performance levels required for Code or the higher level EcoHomes credits. If in doubt, check the list of currently approved details with Robust Details Ltd, directly 0870 240 8210; <http://www.robustdetails.com>.

Assessors must be aware that where a combination of robust details and/or pre-completion sound testing is used, the lowest performing wall or floor sets the level at which credits are awarded – e.g. if walls achieve 3 credits and floors 2 credits, then 2 credits are awarded for Hea 2.

**BREEAM Multi-residential 2008 Update**

BREEAM Multi-residential was last updated in 2006 and we are in the process of updating the BREEAM Multi-residential scheme to the 2008 version. This update will now be introduced at the end of November 2008 to go live at the end of December 2008. The focus of this update is to provide further clarifications and to bring BREEAM Multi-residential in line with new legislation, the Code for Sustainable Homes and the BREEAM 2008 update. The last day for registrations against BREEAM Multi-residential 2006 is 31st December 2008. After this date, all buildings suitable for BREEAM Multi-residential scheme assessment can only be registered under the 2008 version.

Timescales for QA and certification, registrations and licensing

We have seen an unexpected increase in the number of reports, registrations and license applications being submitted despite the general economic gloom in the industry. As a result of this we acknowledge that many of you have been experiencing delays to the services. In response to this increase in demand we have undertaken a fundamental review of the whole certification process which we will begin to implement in November.

We are currently working through a backlog of licenses, registrations, QA and certificates so unfortunately in the short term you may experience some delays. The maximum length of time to expect for each service is outlined below.

Licensing: 4 weeks
Registrations: 2 weeks
QA and certification: 6 weeks

Please factor these timescales in when submitting your information. We would like to apologise for any inconvenience this causes. Our intention is to have cleared the backlog completely by the end of the year and that our turnaround times will dramatically improve from that point forward. Except for licensing, the Code for Sustainable Homes is not affected due to it using a different system.