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## GENERAL AND NON-DOMESTIC NEWS

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The BREEAM and Code for Sustainable Homes team at BRE Global would like to thank all assessors for their continued support in the use and growth of BREEAM and the CSH throughout 2008. We look forward to continuing working with you and wish you all a happy and prosperous 2009.

### Special Promotion – BRE Connect Online for BREEAM/EcoHomes/Code Assessors

In response to feedback requesting improved access to documents produced by BRE Ltd (many of which are referenced within Technical Guidance Manuals), BREEAM/Code/EcoHomes Assessors licensed by BRE Global will now have the opportunity to subscribe to BRE Connect online at a discounted rate. We have negotiated a fantastic deal with IHS and are able to offer this annual subscription\* for the vastly reduced rate of £150 + VAT (normal annual subscription rate is £349 + VAT).

BRE Connect Online is an annual subscription service from IHS BRE Press offering online access to over 1600 BRE titles via The Construction Information Service – a fully searchable and intelligently classified source of key information for the construction professional.

An official offer letter is being sent to all Licensed BREEAM/Code/EcoHomes Assessors. This will contain more information on the offer and details on how to subscribe.

### BREEAM 2008 – Industrial Wst 4 – Compactor/Baler

In some rare instances, Industrial buildings/developments may not have any dedicated waste management areas/facilities due to a lack of industrial waste streams arising from the use of the building (e.g. energy centres). Where there is no dedicated waste management area/facility, Industrial assessors can apply the following new compliance note to 2008 Industrial assessments:

**Scope of Wst 4 –** This BREEAM issue is applicable only where the assessed development has a dedicated waste management area/facility. Where it is not applicable the assessor's spreadsheet tool will filter this BREEAM issue from the list of applicable credits.

This compliance note will be inserted into the next issue (issue 03) of the technical guidance, due in early 2009. The assessor tool for 2008 assessments will be altered to take into account this new guidance and a new version released onto the assessor extranet. In the meantime, assessors can contact BREEAM if they are assessing an Industrial building/development under 2008 that has no dedicated waste management areas/facilities. BREEAM can then arrange for this issue to be manually extracted from the assessor tool.

Please note that the compliance note above only applies to the Wst 4 issue. Wst 3 –Recyclable Waste Storage - remains applicable to any building type in any case.



### BREEAM 2008 Report Template

A new version of the BREEAM 2008 report template (rev01) has been uploaded to the Assessors' Extranet. The new version contains:

1. Additional guidance on how to complete an individual credit assessment using the template.
2. Amendments to the 'Getting the References Right' guidance at the front of the report.
3. A section for inputting the assessment of BREEAM Innovation credits.

Items 1 and 2 will be of particular use to new assessors and/or trainee assessors undertaking their test assessment.

### BREEAM International – Translation requirements

Following the December process note, there was a small error in the text that was issued regarding the translation requirements for BREEAM International assessments.

Where the design team chooses to submit with the assessment report a copy of all evidence translated into English, we requested that *'The report and evidence must be accompanied by a letter (signed by the assessor and the translator) attesting to the qualifications of the translator and the accuracy of the translation.'*

**Please note that the letter must be signed by the translator only and not by the assessor as the translator is the only competent individual who can confirm the accuracy of the translation.**

With regard to the qualifications of the translator, BREEAM do not set any requirements. However, the translator must be able to demonstrate an adequate level of English and of the local language as well as appropriate knowledge of technical vocabulary. Wherever suitable qualifications are available, these should be submitted with the letter. The translator can be the BREEAM International assessor or a member of the design team.

Version 1.5 of the Non-Domestic Schemes Operations Manual is replaced with immediate effect by Version 1.6, which includes the following changes to Clause 7.6.6. (The new Version can be found in full on the Extranet.)

### BREEAM International – Tools

Following feedback from BREEAM International assessors, we would like to confirm that BREEAM International assessors do not require any password to use the calculator tools. When opening a tool, the assessor should select the 'read-only' option which will allow them to fill in the relevant cells.

The passwords are only available to BRE staff to amend the tools following feedback from assessors.



### EcoHomes Grandfather Rights and Code assessments

Following our previous correspondence inviting you to train and qualify as a Code for Sustainable Homes Assessor, we have received some good feedback and we have taken on board all your comments. We have decided that some further explanation and clarification of why we are asking you to meet our requirements is needed.

To be helpful and to get assessors able to take on Code assessments as quickly as possible last year, we recognised that those with experience of EcoHomes would have many of the necessary skills to undertake Code assessments (due to the similarities between the schemes). We therefore allowed EcoHomes assessors to become licensed for Code assessments following a one-day Code conversion course providing they could prove their competence through conducting two successful assessments or by sitting the Code exam. Our recent e-mail (26/11/08) (the initial one being sent by Rose Lester in February 2008) was intended as a reminder to you that the deadline for demonstrating competence was April 2009. We are offering additional training if you sign up for the exam. We have reduced the price of this to £250 + VAT.

When we set the April 2009 deadline none of us could have predicted the scale of the downturn that is affecting us now. We are therefore offering to extend the deadline by three months to 1 July 2009, but this will be a final deadline.

It will be approximately two years since the original top-up training. We have had experience of assessors making an error at the design stage of an assessment which resulted in an incorrect rating, which subsequently caused considerable difficulties and risk for the assessor when this was discovered at the post construction stage. Our training and processes are there to help reduce and protect against such risks. We believe that assessors would benefit from the additional training and exam, particularly as the Code has undergone a number changes since the original training took place. BRE has a responsibility to CLG to prevent the Code being brought into disrepute and our processes and procedures are a reflection of that aim.

We apologise for the e-mail mentioned above, which was sent with all assessors' e-mail addresses in the To field, as opposed to the Bcc field; this was an administrative error and please be assured we will do all we can to prevent this from happening again. We have had a number requests from assessors asking that they are not copied on response emails by everyone as it is hindering their work. Please could we ask you to respect this request and send responses to BRE Global only.

If you have any questions regarding the above please send your emails to [CSH@bre.co.uk](mailto:CSH@bre.co.uk).

If you would like to book onto the examination, please direct your enquiries to [training@breglobal.com](mailto:training@breglobal.com).

### Following up from the Domestic Assessor Open Day 2008

The Domestic Assessor Open Day presentations and 'Question and Answer' document is available for download on the Assessor Extranet. Please follow the links:

[www.breeam.org/extranet](http://www.breeam.org/extranet)

EcoHomes Extranet or Code for Sustainable Homes: Supplementary Information: Assessor Open Days: 5<sup>th</sup> November 2008

We hope this document is a useful resource for all domestic assessors.

If you have any questions/comments/queries to do with the document please send them to [CSH@bre.co.uk](mailto:CSH@bre.co.uk) for the attention of Justin Halewood.

Thank you again for your participation on 5th November. Please be assured we have taken all of the day's feedback on board and will use it to inform how we look to move our systems and services forward in the future.



### **BREEAM Multi-residential 2008 version**

Development of the BREEAM Multi-residential 2008 version is complete and is live as of 1<sup>st</sup> January 2009. The last day for registrations against BREEAM Multi-residential 2006 was 31<sup>st</sup> December 2008. Any buildings registered after this date must be assessed under the 2009 version.

The focus of this update is to provide further clarification to certain issues and to bring BREEAM Multi-residential in line with new legislation, the Code for Sustainable Homes and the BREEAM 2008 update.

In summary, the main changes and additions to BREEAM Multi-residential that will come into effect are as follows:

- Introducing new Issues based on BREEAM 2008 and Code for Sustainable Homes. Examples of new Issues that have been added for 2008 include Mat 6 – Insulation and Wst 5 – Composting.
- The environmental weightings of BREEAM Multi-residential 2008 are brought in line with BREEAM 2008.
- Accounting for and incorporating changes made between the 2006 and 2008 versions to existing BREEAM issues.
- The introduction of an 'Outstanding' rating in line with BREEAM 2008.
- The introduction of minimum BREEAM standards for each rating level and innovation credits in line with BREEAM 2008.
- Post Construction Review becomes a formal part of the certification process in line with other BREEAM 2008 schemes.
- Interface between the Code for Sustainable Homes and BREEAM Multi-residential to allow, where necessary, for multi-residential developments incorporating self-contained dwellings to be assessed under the Code, and to have a whole building certificate covering the communal facilities through the BREEAM Multi-residential assessment process.

### **Assessment manual**

The first version of BREEAM Multi-residential assessment manual is publicly available for download from the BREEAM website and the Assessors' Extranet.

The BREEAM Multi-residential manual includes:

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

### **BREEAM 2008 Multi-residential assessors' spreadsheet tools, report templates and pre-assessment estimators**

BRE Global is currently in the process of updating the BREEAM 2008 spreadsheet tools to incorporate the new 2008 version of BREEAM Multi-residential. The updated tool will be made available at the end of February 2009.

The 2008 Multi-residential pre-assessment estimators as well as the report templates will become available via the BREEAM website and extranet at the same time as the assessors' spreadsheet tools.



### Pre-qualification and training to be a qualified Multi-residential assessor

A number of recent queries have led to the need for clarification on the current pre-qualification and training to be a qualified BREEAM Multi-residential assessor.

BRE Global would like to clarify that there are two different options to pursue in order to become a qualified Multi-residential assessor. The first option is to embark on the BREEAM Multi-residential training route and the second is to become a qualified and licensed BREEAM Bespoke assessor.

#### *1. The pre-qualifications required to become a BREEAM Multi-residential Assessor:*

In order to become a BREEAM Multi-residential Assessor, BRE Global requires that assessors, and their licensed companies, comply with the following pre-requisite requirements:

- Trained, qualified and licensed as an EcoHomes/Code for Sustainable Homes assessor.
- Completed (to certification) at least one EcoHomes/Code for Sustainable Homes assessment with a satisfactory QA result.
- Trained and qualified as a BREEAM assessor under any non-domestic BREEAM scheme i.e. Offices, Retail, Industrial, Education or Healthcare.

You must then apply for a BREEAM Multi-residential licence and complete your first BREEAM Multi-residential assessment under BRE's guidance and support. A proposal for this support can be obtained on request – the current cost of this training is £950 + VAT.

#### *2. The pre-qualifications required to become a Bespoke BREEAM assessor:*

In order to become a Bespoke BREEAM assessor BRE Global requires that assessors, and their licensed companies, comply with the following pre-requisite requirements:

- Trained, qualified and licensed under a non-domestic BREEAM scheme i.e. Offices, Retail, Industrial, Education or Healthcare.

Please note that Bespoke qualified and licensed assessors who also wish to be Multi-residential assessors must also be a licensed domestic assessor (Code or EcoHomes). In the case where the Multi-residential assessment will also include a standalone Code assessment, it is necessary for the qualified assessor to be a licensed Code assessor.

BRE Global is in the process of reviewing the existing pre-qualifications to provide a simpler and straightforward pre-qualification process. Confirmation on the new revised pre-qualifications will be made available as soon as they have been finalised.

## Code for Sustainable Homes Clarifications:

### Code for Sustainable Homes – Clarification on Pol 2: Calculation Procedures – A. Conversion Factors

The factor given for converting figures in mg/MJ to mg/kWh is subject to a formatting error in the October 2007, April 2008 and October 2008 versions of the Code Technical Guidance. As currently published, guidance note #3 reads:

“Figures in mg/MJ should be divided by 3.6 in order to show emissions in mg/kWh (1 kWh = 3.6 MJ).”

This should in fact read:

“Figures in mg/MJ should be **multiplied** by 3.6 in order to show emissions in mg/kWh (1 kWh = 3.6 MJ).”

We apologise for any confusion this may have caused.

### Code for Sustainable Homes October 2008 Technical Guidance Formatting Errors – Ene 7

As part of the Code Technical Guidance Addendum issued in May 2008, the following text was included in reference to the Ene7 standard case:

**Delete** *‘The standard case’s emissions (ie the DER) shall equal the Target Emissions Rate (TER) for the actual dwelling’.*

As a result of a formatting error in the October 2008 Code Technical Guidance, this statement was not deleted and is still included.

**Action required:** Please delete this statement from page 82 of the October 2008 version of the Code Technical Guidance.

### Code for Sustainable Homes – Clarification on Hea 2 Sound Insulation requirements

We have been asked to clarify whether Hea 2 - Sound Insulation performance requirements - applies to internal walls and floors or only to party walls and floors.

The evidence requirements in the technical guidance state *‘Brief details of separating walls/floors and flanking constructions...’*

Therefore, no evidence is required relating to the performance of internal partitions that do not perform a dwelling-to-dwelling separating function.

Hea 2 - Sound Insulation performance requirements - apply only to party walls and floors.



### Code for Sustainable Homes – Updated April 08 version of the Ene 7 Calculator Tool

The CSH Spreadsheet Ene 7 calculator tool, April 08 version has been found to have a bug in it. This is affecting all but the first two columns of the tool. The tool gives an incorrect result for the affected columns ***only*** where the input from SAP Box ZC7 is used and any value other than zero is entered. The affected columns will produce a lower percentage reduction result.

We have reviewed all Post Construction Stage Final Certified assessments for this version of the Code and do not believe that any credit scores have been affected by this bug.

If you are currently using this tool for an assessment where SAP Box ZC7 is used, please download the latest version of the tool from the BREEAM Extranet.

### EcoHomes 2005: Clarification of Hea 2 Sound Insulation requirements

A recent query has highlighted the requirement for clarification on the number of sound insulation tests to be carried out. Page 108 of the EcoHomes 2005 Technical Guidance is unclear, the guidance states the following:

*4. In some cases, a development will comprise less than 10 houses or flats in a group or sub-group. It is not a requirement for pre-completion testing that there be at least 10 houses or flats in a group or sub-group, and therefore the required number of sets of tests should still be carried out. However, if a development does not comprise a sufficient number of houses or flats in a group or sub-group to carry out the minimum number of sets of tests, then testing should be carried out on all houses or flats, and only EcoHomes Credits 2, 3 and 4 can be earned.*

For further clarification, using an example, if you have 33 dwellings that form four groups for testing, and if you were seeking three credits for Hea 2 then 12 sets of tests would be carried out as follows;

- Group 1: 10 dwellings - 3 sets of tests will be required
- Group 2: 10 dwellings - 3 sets of tests will be required
- Group 3: 10 dwellings - 3 sets of tests will be required
- Group 4: 3 dwellings - 3 tests will be required

As shown in Group 4, even if there are fewer than 10 dwellings within a group, the number of tests shown in the criteria would need to be carried out. In circumstances where only two dwellings are within a group the maximum possible number of tests will be two, therefore only two tests will be required.



### CPA and BRE Global statement on the *Green Guide*

The recently updated BRE *Green Guide* has had a major impact in the industry, partly because it is referenced in the Code for Sustainable Homes. BRE Global and the Construction Products Association (CPA) have now issued a statement reminding specifiers that the embodied environmental impacts of building materials, as measured in the *Green Guide*, are only a part of (and not the same as) the overall sustainability of a building.

For more detail visit:

<http://www.constructionproducts.org.uk/newsdesk/dbfiles/Green%20Guide%20Statement.pdf>

### Use of the Green Guide 2008 on assessments of high-rise buildings

**Note:** This process note is relevant to all assessors licensed under BREEAM, EcoHomes and/or the Code for Sustainable Homes

As a result of a number of queries and resulting discussions regarding the use of the Green Guide 2008 on high-rise domestic buildings, BRE has sought to improve the guidance given on its use in such developments. BRE is considering the need for a set of dedicated functional units for separating and upper floors in high-rise buildings but these would take time to develop and pilot.

In the interim we have issued guidance on the use of the current Green Guide 2008 specifications for such instances. The functional units for these remain unchanged in all cases. This interim guidance will remain applicable to all assessments registered prior to the introduction of any new ratings.

This amended guidance should be used by assessors in carrying out assessments under either EcoHomes or the Code for Sustainable Homes, but also for BREEAM in relevant upper floor assessments. The guidance can be applied retrospectively to all assessments where the Green Guide 2008 is used to award credits under the Materials category. The following text is taken from the amended wording on the Green Guide website:

#### Separating floors:

*'Separating Floor ratings apply to construction between dwellings only. The ratings are designed to take account of acoustic function to Part E requirements for solutions where floor spans are of the order of 5 metres.*

*For Domestic construction where floor spans are much greater than 5 metres, e.g. as may be the case in high-rise construction, then the Commercial Upper Floor ratings can be used for Separating Floors where they are representative of the structural solution chosen. In practice this will mean the acoustic function of the floor, and the materials associated with this, are not assessed as it is only the structural solution that is assessed in the functional unit of the Commercial Upper Floor category.*

*If in this situation an exact match to a specification cannot be found, then the user should be able to find a specification that is similar. If in doubt, or if no similar specification is available and where the specification is for a Code for Sustainable Homes or EcoHomes building assessment, the registered assessor working on the scheme should contact the scheme service provider for a bespoke rating.*

*Continued*



*Any submission for a bespoke rating shall give details of the specification as per the requirements stated in the technical scheme guidance. In addition, where the submission is for a bespoke rating for a Domestic construction Separating Floor where the span is much greater than 5 metres, the submission shall be supported with evidence and documentation confirming:*

- *the span and loading for the floor*
- *how the design team has optimised the material content of the specification across its defined span, including:*
  - *a comparison of all the materials in their chosen solution and a comparable Green Guide-listed specification;*
  - *if relevant to the comparison, holistic design approaches where the chosen solution is dependent on changes to the supporting structure where, for example, columns or shear walls, etc. are used to optimise the material usage in the floor structure.'*

#### **Upper floors:**

The following guidance has been added to the upper floors section of the Green Guide 2008 where appropriate: i.e. commercial, education, retail, health and domestic categories.

*'Users of the Guide should be able to find an exact match between their specification and one listed in the Green Guide. If an exact match cannot be found, then the user should be able to find a specification that is similar. If in doubt, or if no similar specification is available and where the specification is for a BREEAM, Code for Sustainable Homes or EcoHomes building assessment, the registered assessor working on the scheme should contact the scheme service provider for a bespoke rating.'*

*Any submission for a bespoke rating shall give details of the specification as per the requirements stated in the technical scheme guidance. In addition, where the submission is for a bespoke rating where the span is much greater than the given distance recorded in the functional unit of the defined building category, the submission shall be supported with evidence and documentation confirming:*

- *the span and loading for the floor*
- *how the design team has optimised the material content of the specification across its defined span, including:*
  - *a comparison of all the materials in their chosen solution and a comparable Green Guide-listed specification;*
  - *if relevant to the comparison, holistic design approaches where the chosen solution is dependent on changes to the supporting structure where, for example, columns or shear walls, etc. are used to optimise the material usage in the floor structure.'*

#### **Roofs:**

The following guidance has been added to the domestic Roofs section of the Green Guide 2008.

*Domestic Roof ratings apply to construction of roofs for dwellings only. The ratings are designed for solutions where roof spans are of the order of 8 metres.*

*For Domestic construction where roof spans are much greater than 8 metres, e.g. as may be the case in high-rise construction, then the Commercial Roof ratings can be used for roof assessment where they are representative of the structural solution chosen.*

*If in this situation an exact match to a specification cannot be found, then the user should be able to find a specification that is similar. If in doubt, or if no similar specification is available and where the specification is for a Code for Sustainable Homes or EcoHomes building assessment, the registered assessor working on the scheme should contact the scheme service provider for a bespoke rating.*

*Continued*

**Domestic window ratings:**

Similar queries have been received related to Green Guide ratings for windows. *Domestic window ratings are intended for housing but can be used for low-rise (up to three-storey) domestic scale construction for other building types. For high rise domestic buildings then either the commercial or the domestic window rating can be used for all windows depending upon the design.*

**BREEAM2008 – Retail and Healthcare -  
Building Size Band Definition**

As a result of technical queries received from assessors asking for clarification of the definition of the building size we can subsequently report on the outcome of a recent technical meeting. BREEAM have defined the building size for purposes of entering into the assessment tool for 2008 assessments as:

*Gross internal area (GIA): total building area measured inside the external walls.*

The 2008 assessment tool will then use this information to filter through the list of appropriate issues that must be assessed for a particular building size. Please note that this definition is to be used for the purposes of entering building size details into the assessment tool only. Where an issue within the technical sections provides specific guidance on floor areas to be used then the technical guidance as stated must be followed.



### Initial Full Audits – Sending in supporting evidence

When submitting your *first two assessments* for QA, please remember to send in all supporting evidence and information. This will help to reduce delays in the QA process.

The evidence can be sent in on disk or as hard copies of information, or a combination of the two. The evidence should be organised into BREEAM/CSH credit issues to allow the QA auditor to easily locate the relevant information for each issue.

### BREEAM Certification Improvements

We've made some improvements to the BREEAM certification process. From 8th December, certificates for all domestic and non-domestic assessments are now issued electronically, in a new format.

Instead of posting paper certificates, we will now email certificates to assessors, as a PDF document.

The new certificate format, along with the introduction of electronic certificates, was discussed at the CSH assessor day in November.

Making the process electronic will mean quicker turnaround times for certificate issuing, and will also make the process of sending certificates between parties faster and more sustainable.

This will bring certificates for all BREEAM schemes in line with the Code for Sustainable Homes (CSH) certificate format.

If you have any queries regarding this new certification process, please contact [breeam@bre.co.uk](mailto:breeam@bre.co.uk) or 01923 664462 (option 1).

### Updating Licensed Assessor Details

To ensure we give the best service and have the correct details for assessors it is important to inform BRE when assessors leave or move companies. We need to keep our information up to date and ensure that the licences reflect the correct number and names of assessors for all schemes. This information is used to generate the licence annual renewal invoices.

Please be aware that our licence terms and conditions require three months' notice of any removals from the licence. Therefore in order for renewal invoices to be correct, notice must be given three months prior to the licence renewal, otherwise the full year renewal fee must be paid. Invoices cannot be amended at the time of renewal to allow for removals from the licence.