



# NABERS Accredited Assessor Process Outline

## 1. About NABERS

The National Australian Built Environment Rating System (NABERS) is a voluntary national program for existing buildings that is designed to enable building owners, managers and tenants to benchmark the environmental impacts of operational performance and get market recognition for their performance.

The NABERS ratings are based on measured operational impacts on the environment, adjusted to account for climate and how the building is used. The more stars, the better the performance.

Any reference to NABERS within these documents refers to the complete suite of NABERS rating tools.

This document gives an overview of the Accredited Assessor process that delivers accredited NABERS ratings. It is a guide to the roles and responsibilities of all parties concerned.

## 2. Principles of Operation

NABERS delivers accredited ratings to customers through the use of contracted Accredited Assessors. These assessors are free to market themselves and their services to the customers. The assessors deal directly with their customers and are totally free to set their own prices and conditions of engagement. The overall principle is to allow the market to drive itself, while providing guidance to ensure consistency and integrity within the scheme itself.

The assessors are selected based on qualifications and experience, then trained and tested. They agree to abide by a Code of Conduct before being accredited. Only individuals, not companies, can be accredited and are responsible for the ratings they perform.

Accredited Assessors must conduct ratings in strict accordance with the NABERS Rules for collecting and using data, detailed procedures for collecting and analysing the required data for a NABERS Rating Application. This approach ensures consistency of results regardless of which assessor conducts the rating. Ratings are also audited at random to ensure that procedures are understood and followed.

The scheme is available to all states and territories (regions) of Australia. The NSW Government administers the scheme throughout Australia in its capacity as the National Administrator. The National Administrator is responsible for provision of guidelines, documents, procedures, maintains databases, and ensures consistency.

This document should be seen as a guide to the elements of the scheme rather than a strict manual that must be followed to the letter. It defines roles and responsibilities of relevant parties. Responsibilities will also evolve over time.

### **3. Code of Practice**

- The Code of Practice document is to ensure that all Accredited Assessors operating under NABERS scheme do so in a manner that is consistent with the standards and procedures that form part of the scheme.
- Each Accredited Assessor is required to agree to this Code of Practice by way of being a signatory, and will be expected to comply with the rules and obligations as set out in this document.

### **4. Dispute Resolution**

- Outlines some potential areas for dispute and the resolution process.

### **5. NABERS Rules**

- Detailed methodologies for gathering, interpreting and using data for the purpose of obtaining an Accredited NABERS Rating for an existing building.
- Rating applications must be performed in accordance with these protocols in order to be approved and accredited under the scheme.

### **6. Auditing**

- An overview of assessment procedure for accredited assessors including training and examination and the supervised rating process for trainee assessors.
- Overview of auditing procedures for NABERS ratings.

### **7. Renewals**

- Procedure for renewal of NABERS ratings.
- Procedure for renewal of Accredited Assessor accreditation.