



NABERS Accredited Assessor Insurance Procedure

1. Introduction

Under the NABERS Assessor and Company Agreements Assessors must provide 'evidence to the satisfaction of the National Administrator that they have the required insurance policies effected', namely;

- Workers' compensation insurance that covers the Assessor and its employees.

If the Assessor is not legally able to hold workers compensation insurance, the Assessor must ensure that it has effected a personal accident insurance policy to the level of risk associated with carrying out NABERS Ratings, a minimum cover of \$100,000 for death and permanent disability, and sufficient cover for temporary disability.

- Public liability insurance covering the Assessor, its employees and agents for any death, injury, damage or loss to other persons arising from the carrying out of NABERS Ratings. The Assessor must maintain such insurance current for the duration of this Agreement and for an amount of not less than ten (10) million dollars for any single occurrence.
- Professional indemnity insurance covering the Assessor for breaches of professional duty (whether owed in contract or otherwise) in carrying out NABERS Ratings. The Assessor must maintain such insurance current for the duration of this Agreement and six (6) years thereafter, and for an amount of not less than two (2) million dollars for any single occurrence.

This document outlines how Assessors are required to provide evidence that they have these insurances to the National Administrator.

2. Evidence Required

NABERS Assessor Account Managers¹ are responsible for;

- Entering the correct expiry dates for each of the applicable insurances using the 'Edit Option' under 'Insurance details' in the 'My Organisation' page within the NABERS Members website.
- Uploading current certificates of currency in PDF format for the applicable insurances under 'Insurance details' in the 'My Organisation' page within the NABERS Members website.

The Account Manager is also responsible for updating this information annually, or as the insurances expire. Assessors will be prevented from lodging rating applications should their insurance lapse.

An automated email will be forwarded to the Account Manager(s) 2 months prior to the insurance expiry date to remind them that their insurances are soon to expire and will need to be updated

3. Compliance

The NABERS National Administrator will audit the Insurance Certificates of Currency to ensure that Assessors are complying with their insurance requirements.

Assessors found to not comply will have their Accreditation Suspended until the required certificates are provided.

¹ Each NABERS Assessment Company has at least one nominated Account Manager who is responsible for; uploading the signed Company Contract to the Members website, ensuring Company contact details are up to date and providing details of compliant insurances.