



# The Accredited Assessor Process Documents

## Contents

1. Introduction to the Accredited Assessor Process Documents .....	2
2. Process Outline .....	2
3. Code of Practice .....	2
4. Dispute Resolution .....	2
5. NABERS Rules .....	3
6. Auditing .....	3
7. Renewals .....	3

## 1. Introduction to the Accredited Assessor Process Documents

The National Australian Built Environment Rating System (NABERS) is a performance-based rating system for existing buildings that rates a building on the basis of its historical measured operational impacts on the environment.

Through NABERS, building owners and managers can benchmark their buildings operational performance and gain market recognition for this performance.

Accredited Assessors are responsible for providing NABERS accredited performance ratings for existing buildings. They undertake these ratings through the review of historical operational data, such as utility bills.

NABERS is administered by the Office of Environment and Heritage NSW on behalf of the NABERS Steering Committee.

The process documents package contains all the information necessary for Accredited Assessors to perform accredited NABERS performance ratings.

The copyright for all documents contained herein remains with the NSW Government as the developer and National Administrator of NABERS.

Documents are intended for the use of Accredited Assessors only. Improper use of the process documents is strictly prohibited, either by individuals who are not accredited by the NABERS, or for reasons other than performing Accredited Assessments under the NABERS scheme.

## 2. Process Outline

- Overview of the Accredited Assessor process that delivers accredited NABERS ratings.
- Guide to the roles and responsibilities of all parties concerned.

## 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.