



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 or income protection insurance policy to the level of risk associated with carrying out NABERS Ratings, including 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 and uploading current certificates to the NABERS Perform website (see section 4).

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.

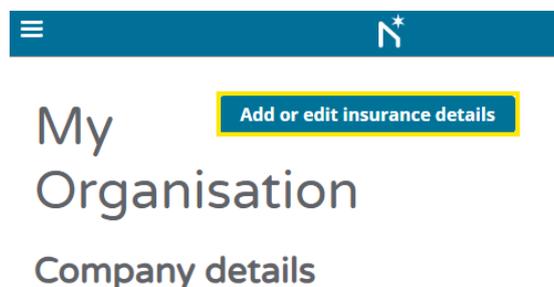
4. Instructions

Account Managers can upload insurance certificates to the NABERS Perform website. If you require Account Manager access, please contact one of the Account Managers listed in My Organisation.

If no Account Managers can access Perform, please email certificates to admin.nabers@environment.nsw.gov.au.

To update insurance details for your company on the NABERS Perform website,

1. Click 'Add or edit insurance details' from within the My Organisation page



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

2. Then, in this order, enter the expiry date for the new certificate, then upload the certificate

The screenshot shows the 'Insurance Details' form. The 'Public Liability Evidence' section is active. The 'Liability Expiry Date' field contains '30 June 2026'. Below the field is a calendar widget for the month of June 2026, with the 30th highlighted. To the right of the date field is an 'Upload Files' button. Below the date field, there is a note: 'You can upload any of these \'.csv', \'.xlsx', \'.xls', \'.docx', \'.pdf', \'.png', \'.jpg', \'.jpeg' formats, with a maximum file size of 10 Mb'. The 'Save' button is highlighted in yellow.

3. Repeat step 2 for any other expired certificates.

* I verify that the updated insurance provides sufficient cover, inline with section 10.3 of the [NABERS company agreement](#).

Cancel

Save

4. If all details are correct, verify and click save.
5. Perform profiles will be automatically updated, Members profiles will be updated overnight. For urgent Members access, please contact admin.nabers@environment.nsw.gov.au.