Overview

This document outlines the roles and responsibilities of the BREEAM Associate, Advisory Professional and Assessor, and the important part they each play in the successful application of BREEAM.

The document has primarily been published to assist clients, project teams and other BREEAM stakeholders in understanding the value, purpose and cross-over of each role throughout the BREEAM assessment process.

Please note; the Home Quality Mark (HQM) brand and scheme is a part of the BREEAM family. Therefore, where the term BREEAM is used in this document it should be taken to include HQM, apart from where the term Advisory Professional is used.

Where the term Associate and Advisory Professional is used in this document this refers to the BREEAM Associate and Advisory Professionals only.

Where the term Assessor is used in this document this refers to the BREEAM/HQM Assessor.

BRE Global is the National Scheme Operator for the UK and broader International schemes (BREEAM). This document is focused on the roles within BREEAM and how they are applied to BRE Global schemes.

For more information about the National Scheme Operator schemes please visit www.breeam.com/location/
BREEAM is the world’s leading sustainability assessment method for masterplanning projects, infrastructure and buildings. It recognises and reflects the value in higher performing assets across the built environment lifecycle, from new construction to in-use and refurbishment. BREEAM does this through third-party certification of the assessment of an asset’s environmental, social and economic sustainability performance, using best practice standards developed by BRE.

The aim of the BREEAM family of schemes is to encourage continuous performance improvement and innovation by setting and assessing against a broad range of scientifically rigorous requirements that go beyond regulations and practice. It aims to empower those who own, commission, deliver, manage or use buildings infrastructure or communities to achieve their sustainability aspirations. It builds confidence and value in a project by providing independent certification that demonstrates the wider benefits to individuals, business, society and the environment.

The use of BREEAM enables clients to manage and mitigate the life cycle impacts of a building and provides them with a credible environmental label. Achieving a BREEAM rating can result in smarter, more efficient use of resources and lower maintenance and operational costs. It can also maximise returns through market value and attract tenants with desirable and healthy places to live, work and play.

A number of recognised BREEAM professionals are involved at different stages of the scheme application and assessment process. To aid the reader’s understanding of this, Figure 1 outlines the main steps in the formal assessment process.

![Figure 1: The BREEAM/HQM Assessment Process](image)

**The Role of the BREEAM Professionals**

**Assessor:** An individual with quality assured assessor training and experience relating to specific schemes. They have the authority and independence to register and competently undertake assessments of projects/assets, determine ratings and apply for certification from an accredited scheme operator.

In doing so, the Assessor ensures the validity of the rating, realising the value of certification for the client/project and future asset owners and users.

The Assessor is involved throughout the different stages of assessment process (as seen in figure 1).

**Advisory Professional (AP):** An individual with a high level of general knowledge of the scheme(s) principles, requirements and processes. They also have the skills and experience needed to inform, guide and facilitate project teams throughout the BREEAM process. APs assist project teams in their individual and collective decision-making and evidence preparation throughout a project with a view to optimise performance, assessment management and efficiency.

In doing so the AP can support project teams in obtaining maximum value and cost-effective performance from the use of BREEAM throughout the project life, whilst managing risks and staying on course to achieve the target rating.

**Associate:** An individual with a general understanding of the principles and processes of the scheme(s) that they can use in support of their main project role and responsibilities. Associates are generally a member of the project team and therefore can apply their BREEAM knowledge before, during or after the assessment process.
The BREEAM Professionals

In general, each BREEAM professional role is geared towards supporting the successful application and assessment of BREEAM. This is with the purpose of helping a client achieve their target rating and sustainability aspirations in a cost effective and efficient way. Each role performs a different, but complementary function in meeting this purpose. Collectively they are designed to provide and facilitate the appropriate level of engagement with BREEAM at different stages of the design, procurement and construction process. Figure 2 illustrates the relationship between the three roles focusing on the key activities in the BREEAM assessment process.

Note: Whilst in many cases a BREEAM professional will be an external appointment, clients and project teams can (and are encouraged to) build in-house expertise and train and qualify their own staff, particularly where organisational involvement in BREEAM is notable. The BREEAM Advisory and BREEAM Associate roles are particularly helpful in achieving this.

Figure 2: The role of BREEAM Professionals in the assessment process

<table>
<thead>
<tr>
<th>Planning/design/ construction/ management</th>
<th>Assessment Evidence</th>
<th>Formal Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advice</td>
<td>Coordination</td>
<td>Registration</td>
</tr>
<tr>
<td>Coordination / facilitation</td>
<td>Collation</td>
<td>Compliance checking</td>
</tr>
<tr>
<td></td>
<td>Compliance advice</td>
<td>Compliance verification and assessment report/rating generation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submission of assessment for BRE Global certification decision</td>
</tr>
</tbody>
</table>

Associate

Advisory Professional

Assessor (licensed) ★

Colour Key:

- Outside of the scope of this role
- Can perform but not a core task
- Core task

★1 Licensed Assessors can perform tasks that fall outside the scope of their qualification, provided that all potential conflicts of interest are managed.
## The Assessor

A Licensed Assessor is an individual with the training, experience, authority and independence to register and competently undertake assessments of projects/assets, determine ratings and apply for certification from an accredited scheme operator. In doing so, the Assessor ensures the validity of the rating, realising the value of certification for the client/project and future asset owners and users.

They are responsible for managing the assessment process and validating a project’s compliance against BREEAM. They co-ordinate the collection of information (or evidence), which will be used to evaluate the project/asset against the relevant scheme criteria. This will involve attending select meetings and undertaking site visits to gather the information, however assessors are not required to take part in regular design/project team meetings (unlike BREEAM Advisory Professionals).

Once the Assessor has completed their assessment, they submit an assessment report with reference to an auditable trail of evidence, to BRE Global Ltd for a certification decision.

Assessors must carry out the assessment without bias against the criteria to uphold the rigour of the assessment process and validity of certification.

In most of the BREEAM schemes, it is the Assessor’s responsibility to register the project with BRE Global at the beginning of the assessment. However, this is not the case for the BREEAM In-Use scheme. This covers the ongoing certification of a property asset and so, for this scheme, the client is responsible for registering the asset(s) with BRE Global (but a BREEAM In-Use Assessor can be appointed to conduct this on their behalf if requested). In all BREEAM schemes, the Licensed Assessor issues the final certificate to the client after receiving it from BRE Global.

### Qualification, Status and Remaining Competent

To achieve qualified Assessor status an individual must attend the appropriate scheme assessor training course and pass the associated exams. To be able to register, undertake and apply for certification of an assessment the qualified assessor’s organisation must enter into an agreement with BRE Global for an assessment licence to be issued to the assessor. Once the agreement is in place the assessor is:

- Licensed to offer and undertake scheme assessments
- Publicly listed by BRE Global as a licensed assessor

Ensuring a qualified assessor remains competent to assess involves:

- Maintaining the assessment licence
- Maintaining Professional Indemnity Insurance for the relevant scope of works (in accordance with the terms of the Licence Agreement)
- Regular demonstration of competency, typically via Quality Assurance audits of assessments submitted for certification within defined timescales (or re-training).

An effective Assessor is one that:

- Uses their experience and detailed scheme knowledge to confidently engage with and inform the project or asset management team of scheme requirements
- Works closely with, but is independent from, the project or asset management team
- Is involved in key stages of the project, ensuring efficient assessment and timely submission for a certification decision.
- Impartially identifies, communicates and reports areas of compliance and non-compliance
- Gathers and references a robust and auditable trail of information as evidence of compliance or non-compliance
- Applies and upholds the credibility of the scheme to ensure the certification outcome is robust and consistent
- Complies with all the requirements in the Licence Agreement

Typically, the Assessor qualification and role is sought / held by building and real estate service providers/professionals, designers including architects and engineers, energy and environmental consultants. Many Assessors also hold an Advisory Professional qualification and may perform both roles as long as they identify and manage potential conflicts of interest.
The Advisory Professional (AP)

A qualified AP is an individual with a high level of general knowledge of the scheme(s) and assessment process(s). They have the skills and experience needed to inform, guide and facilitate teams throughout the life of the project, assisting design and construction teams in their individual and collective decision-making and evidence preparation throughout.

More specifically, the AP uses their experience and knowledge to support project teams in:

- timely and successful scheme related target setting
- optimising project performance cost effectively
- scheduling, prioritisation and monitoring of performance and scheme compliance-related risks
- Obtaining maximum value from the investment in and application of BREEAM.

APs provide value to the client and project by:

1. Facilitating the cross-project consideration and prioritisation of assessment issues throughout the project and relevant to the client’s desired objectives and outcomes.
2. Provide support and assistance to the client, design and construction teams in identifying and exploring options for achieving the desired sustainability and scheme-related outcomes, seeking solutions that are cost effective, value-added and relevant to the project’s circumstances and end-use.
3. Provide support and assistance to the delivery team to ensure smooth liaison with the licensed assessor and the transfer of project information to them for successful completion of the assessment
4. Collaborate with the licensed assessor to assist them in the timely completion of the assessment and its submission to BRE for a certification decision

There are 2 types of AP depending on their specific advisory focus and training. These include:

- BREEAM Advisory Professional: Site
- BREEAM Advisory Professional: Design

An individual is able to obtain one or both qualifications.

An effective Advisory Professional is one that:

- Has a holistic understanding and grasp of the issues that influence and impact project/asset/team performance, in pursuit of the target rating
- Can support the project team from the very beginning of the process as they assist in the setting of an appropriate target rating for the project, and can often provide advice on wider sustainability matters within the decision-making process
- Is involved in key stages of the project, ensuring that scheme application, and in turn verification through assessment and certification, delivers the maximum value to the client
- Advises project teams on prioritisation of the relevant scheme’s assessment criteria
- Can identify opportunities for the client and avoid conflicting or unintended consequences resulting from scheme application or compliance
- Can provide specialist support to the team in exploring their options for achieving the desired sustainability and scheme-related outcome. They can help to identify solutions that are cost effective, value-added and relevant to the specific project’s end-use
- Can co-ordinate with the project team to facilitate solutions and ensure efficient and timely collation and delivery of evidence for the licensed assessor
- Monitor and report to the project team on areas/solutions/actions that raise the risk of non-compliance
- At the construction stage, the AP who specialises on Site matters will:
  - champion sustainability on site
  - advise the main contractor of actions to be taken to maintain/achieve the BREEAM targets throughout the construction stage
  - coordinate energy and other site impact monitoring
  - instruct site operatives on how to adapt their practice in line with the solutions/policies in place to achieve compliance with BREEAM and other sustainability objectives defined for the project
- Complies with the Advisory Professional Code of Conduct

Many Advisory Professionals also hold an Assessor qualification and may perform both roles in a project. This is permitted as long as they identify and manage potential conflicts of interests.

Qualification, Status and Remaining Competent

To become an Advisory Professional an individual must demonstrate to a satisfactory level that they have the necessary competency (professional experience, knowledge and expertise) required for the role. This is determined via a knowledge and skills (communication, organisation and management) based competency assessment. The BRE Academy offers a course with content that supports the preparation for the competency assessment. The BREEAM Advisory Professional course is available to applicants to support their demonstration of the necessary competencies. Once qualified, the individual holds the AP status and they are publicly listed on www.GreenBooklive.com and www.breeam.com.

Maintaining the AP qualified status and competency requires:

- Meeting annual CPD requirement to maintain knowledge
- Complying with the Advisory Professional Code of Conduct
The Associate

An Associate is an individual with a general understanding of the principles and processes of the BREEAM scheme(s). This can be a member of the project team, who can use their BREEAM knowledge to support their main project roles and responsibilities (for example, an architect or an engineer involved in the design).

Although there is no formal relationship between a BREEAM Associate and the assessment process, their generic knowledge of the schemes facilitates the identification and adoption of compliant solutions, the production of project information (evidence) for assessment and reporting purposes and an understanding of the BREEAM process to avoid mistakes, delays and unnecessary costs in its implementation. It allows designers to develop a project in a manner that optimises its performance against BREEAM standards whilst meeting the many other project objectives and requirements.

Typically, the Associate Badge of Recognition is sought/held by construction/design/management and other supply chain professionals, including product manufacturers/suppliers.

An effective Associate is one that:

• Is able to use a basic understanding of the BREEAM scheme within their project role/involvement to facilitate the adoption of BREEAM-compliant solutions and the production of project information for BREEAM-compliance purposes.
• Have an understanding of the BREEAM process, which helps avoid mistakes and delays in its implementation.
• Can adapt a project to meet BREEAM standards in line with the advice of the BREEAM Advisory Professional.
• Complies with the Associate Code of Conduct.

Qualification, Status and Remaining Competent

To become an Associate an individual must have attended a training course and passed an online test. Remaining competent involves:

• Meeting annual CPD requirements to maintain knowledge
• Complying with the Associate Code of Conduct
Finding your Professional

To find a licensed Assessor or Advisory Professional for your project please visit www.greenbooklive.com.

To find out more about the qualification process for each role, please visit www.breeam.com/engage/breeam-training/.

Further Information

If you would like to learn more about the various BREEAM schemes, please visit www.breeam.com/discover/technical-standards/ where a technical standard finder can be used to find the appropriate scheme for your project and location.