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1.0 Glossary of terms applicable to this scheme

Advice – Recommendation which can be applicable to any organisation. Note: Advice given must be non-specific.

Assessment – Review of the assessor’s asset, building management and organisational rating. The assessment can be of all three of the above or individual components based on the certification route.

Assessor (customer) – A person, business or organisation who registers a BREEAM In-Use asset. The assessor may also conduct the BREEAM In-Use assessment of the asset. The assessor can also be referred as the Portfolio or Asset Manager.

Asset – An asset defines the boundaries of which an assessment can be carried out on a building which could include various scenarios for example:

The whole building

A floor of a building

Room of a building

Wing of a building

Separately managed tented areas

The boundaries are decided by the assessor (customer)

Note: An asset can not include more than one building

Asset Manager – A BREEAM In-Use profile given to a person who is appointed by the Profile Manager to be responsible for the management of an asset. If the Portfolio Manager so wished, they can assume the role of the Asset Manager at the same time as the Portfolio Manager. Theoretically, the Asset Manager will report directly to the Portfolio Manager.


Audit – this is a systematic review of the assessor’s (customers) answers of the questionnaire against the scheme requirements.

Auditor – A BRE Global licensed auditor will to assist assessors in the completion of their assessment and/or ensure that an assessment has been conducted appropriately within the terms of the scheme.

Owners, occupants and operators - people that may be part of a business or organisation, which has the day-to-day responsibility for using and or maintaining the building.

Quality Assurance Audit – Conducted by BRE Global to ensure that the auditors are following the procedures outlined by the scheme.

Portfolio Manager – Nominee whose responsibility is to control all of the activities that fall in the scope of the BREEAM In-Use scheme (this is the main point of contact for BRE Global who has initially registered the portfolio).

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Rating – a summary rating of Acceptable, Pass, Good, Very Good, Excellent or Outstanding which is awarded when the requisite number of credits has been achieved in each of the issue categories.

Website - will contain the following information:

- Presentations,
- Details of any pilots that can be made public,
- Standards and scheme documents,
- Frequently Asked Question's

Weighting – A system whereby the number of credits attained is evaluated according to the level of environmental impact in the form of a single overall 'rating' of Unclassified, ACCEPTABLE, PASS, GOOD, VERY GOOD, EXCELLENT or OUTSTANDING.

2.0 Introduction


Environmental management of existing occupied buildings is particularly important to meet the needs of owners and occupants as well as Government and European legislation. The assessment of management policies and practice against best practice criteria provides a valuable benchmark for business and an action plan for continuous improvement. The issues that are assessed include the impacts of a building on human beings as well as climate change, the use of resources, energy and broader sustainability objectives. BREEAM In-Use differs from standard building management tools as it takes a holistic approach to building management, not only focusing on sustainability but also on fire and security risk, as well as building on legislation such as Display Energy Certificates (DECs), Energy Performance Certificates (EPCs) and Environmental Management Systems (EMS).

To become a BREEAM In-Use auditor applicants must be a licensed assessor of one of the BREEAM, BRE Global Fire Risk assessment or BRE Global Energy schemes. To remain a member of the BREEAM In-Use scheme auditors will also have to retain their membership with one of the above schemes. Energy assessors must be exclusively members of the BRE Global scheme.

It is a requirement of the scheme that all licensed auditors and certificated buildings are listed in www.greenbooklive.com to promote their ratings. Green Book Live Listing provides specifiers with assurance that the organisation, client or building owner takes its responsibility for management and operation of its building stock seriously and has been granted certification by an independent third party process. BRE Environmental and Sustainability Standard (BES) 5058 has been produced to enable provision of information about the environmental performance of:

- the building (**Asset Rating**)
- the operation of the building (**Building Management Rating**)
- how clients are managing their activities within the building (**Organisational Rating**)

Note: The Organisational Rating is based on criteria for offices, retail and light industrial. Buildings that fall outside of the scope can still get a BREEAM In-Use certificate but there will be a caveat to state that the score is indicative. BRE Global is currently developing the criteria for other building types for the Organisational Rating.

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For further information about BREEAM In-Use please visit www.breeam.org/inuse

3.0 Scope

BREEAM In-Use assesses the performance of non-domestic commercial, industrial, retail and institutional buildings in the following areas:

- Management: overall management policy, commissioning site management and procedural issues;
- Energy use: operational energy and carbon dioxide (CO₂) issues plus DEC, EPC and EMS.
- Health and well-being: indoor and external issues affecting health and well-being
- Life safety , property protection and false alarm management
- Pollution: air and water pollution issues
- Transport: transport-related CO₂ and location-related factors such as staff travel
- Ecology: ecological value conservation and enhancement of the site
- Materials: environmental implication of building materials used, including life-cycle impacts
- Water: consumption and water efficiency

Note: The scheme is currently based on the UK Building Regulations, codes of practice, climatic conditions and energy methodology. Certificates that are raised outside of the UK will contain a caveat to state that they are based on UK Building Regulation criteria. The BREEAM In-Use scheme is currently being modified, assessment criteria based on country specific Building Regulations, codes of practice, climatic conditions and energy models is being developed.

Credits are awarded in each area according to performance. A set of environmental weightings then enables the credits to be aggregated to produce a single overall score. The building is then rated on a scale of: Unclassified, ACCEPTABLE, PASS, GOOD, VERY GOOD, EXCELLENT or OUTSTANDING. Assessment considers the core activities related to the building fabric and services. This allows buildings of any age to be compared across the range of issues to give a consistent approach. This provides a valuable tool for the property portfolio manager. In addition, management and operation is assessed to provide occupants and owners with an independent audit of the way the building is managed. The BREEAM In-Use criteria is reviewed each year.


The scheme is in two distinct parts:

- Registration of the asset (building) and use of the online assessment tool leading to certification. Registration details can be located at www.breeam.org/inuse.
- Licensing of BREEAM In-Use auditors and audit organisations. Licensing of auditors is divided into two stages:

Stage 1 – Training and examination of the auditor’s knowledge, understanding and application of the BREEAM In-Use assessment criteria.

Stage 2 – Satisfactory review and verification of BREEAM In-Use audit reports.

- Note: Details on how to become a BREEAM In-Use auditor can be located at www.breeam.org/inuse.

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4.0 Assessment Tool

The on-line assessment consists of tiered questions so that the user can quickly calculate an initial score. Guidance is given within the assessment tool on how to answer the questions. Note: The guidance is not exhaustive and only gives an indication on the intent of the questions.

Each asset requires a separate registration which will provide a unique login access. Registration of the asset can be against one or all of the Parts of BES 5058, i.e. Parts 1, 2 and 3. Once entry to the online assessment tool is gained it will provide unlimited use of the calculator for that asset to evaluate and self-assess the environmental performance of the asset.

Please specify exact areas that are assessed for large assets such as University Campuses, Shopping Centres and Hospitals. For example for a shopping centre: Just the public areas or the public areas and the tented areas. Depending on what is chosen to be assessed could result in additional fees because the tenanted areas could be included as separate assessments. If you have any queries please contact www.breeam.or.uk/inuse.

Note: To obtain a rating you do not have to answer all of the questions.

In the initial phase of the BREEAM In-Use tool if an unverified calculated score is required this will need to be submitted to BRE Global to calculate. Two unverified calculated scores are included with in the scheme fees. For additional unverified calculated scores by BRE Global please see Fee Sheet (FS021). Please submit unverified calculated score requests to BIU-UnverifiedScore@bre.co.uk.

Note: Only the registered Asset Manager or Portfolio Manager can submit unverified calculated score requests to BRE Global. Please send the requested information to BRE Global with the asset name and reference number contained within the email title.


The first tier information is readily available since the tool makes simple assumptions. The second and third tier questions build on tier 1 questions by refining those initial assumptions. Behind the questions the tool calculates the credits awarded for each answer in the background. The calculating algorithms take into consideration weightings and EPC/ DEC software to calculate energy. All users have to accept a licence agreement.

When an assessor (customer) has completed the assessment they employ an auditor to gain certification. Assessors (customers) can choose to employ an auditor at the beginning of the of their assessment activities to assist with general guidance on how to conduct the assessment. See section 5.2 for more guidance on the auditor's role. A list of licensed auditors can be found at www.greenbooklive.com.

4.1. Applications to join the Scheme for BREEAM In-Use Customers (Assessors)

Applications and payment are made using the online tool via www.breeam.org/inuse. Provided that all details required in the application are satisfactory, and payment has been made, access will be given to the online assessment tool to evaluate the building's environmental performance.

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Note: Auditors can register on behalf of an assessor.

There are two types of Membership on offer:

Single Asset Membership

This is for up to 30 individual assets and gives access to BREEAM In-Use online assessment tool.

Portfolio Membership (Not currently available)

Is for a portfolio of over 30 assets and gives training on use of the assessment tool for as many users as required and unlimited access to it. It provides for registration of all the buildings and has additional functionality to manage the portfolios and to be able to compare performance across it. A helpline support and benchmarking service is included in the membership. Members will be able to self-assess their buildings (but not self-certify) using data supplied by themselves.

Declaration of Commitment (Not currently available) (Portfolio Membership Only)

If a BREEAM In-Use portfolio member (assessor) wishes to make a public statement about a BREEAM In-Use assessment, before full third party certification has been achieved, then a Declaration of Commitment form can be completed (BF1018).

The benefits of a Declaration of Commitment is that it can be used as marketing tool and to effectively manage Key Performance Indicators (KPIs). A certificate of Declaration of Commitment will be produced following the acceptance of the Declaration of Commitment form. A copy of the certificate will be listed on www.greenbooklive.com.

Notes:

- Declaration of Commitment option is available to Portfolio members only.
- A Declaration of Commitment certificate is valid for a period of one year.

4.2 Payment process for BREEAM In-Use Assessors (Customers)

The fees associated with this scheme are detailed in the fee sheet (FS 021).


Registration fees

To register the asset and gain access to the online assessment tool, the online terms and conditions and fees must be accepted by the user via the online registration process. Payment card details will be requested and must then be accepted before access to the online assessment tool is granted.

Note: Auditors can pay on behalf of assessors. Registration of <5 assets can only be paid by credit card. Registration of ≥ 5 assets can be invoiced or pay by credit card.

Certification fees

Asset managers, portfolio managers and organisations who wish to proceed to the certification stage must have their assessment verified by an independent and qualified auditor. The auditor shall be contracted directly by the asset/portfolio

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manager or organisation as well as setting the associated fees for the audit and certification. A list of licensed auditors can be found at www.greenbooklive.com.

Invoicing will be reviewed on a monthly basis. The auditor shall pay BRE Global the associated certificate fees appropriate to the number of certificates completed each month.

4.3 Occupational Health and Safety Requirements

During visits to buildings, a representative of the assessors (customers) organisation must at all times accompany the auditor and BRE Global quality assurance auditors as necessary.

The Organisation is responsible for pointing out to the auditor and BRE Global quality assurance auditors, any Health and Safety requirements including details of any fire or evacuation procedures, and must supply any necessary protective equipment. The Organisation, auditor and quality assurance BRE Global auditor must at all times comply with the Health and Safety at Work Act 1974.

BRE Global auditors are not permitted to operate any equipment or machinery including computer terminals to access information. If required this information must be accessed and supplied by the Organisation's representatives.


5.0 Training and examination for BREEAM In-Use Auditors

To meet the requirements of this scheme, each auditor must:

- Be a current qualified assessor of one of the BREEAM, Fire Risk or BRE Global Energy schemes.
- Satisfactorily complete BREEAM In-Use training provided by BRE Global to gain the background knowledge and information on use of the online assessment tool and the specific assessment criteria.

Training and classroom examination of auditors is available through BRE Global Training www.bre.co.uk/training. The training schedule and registration form (with terms and conditions) for training courses for BREEAM In-Use is published at www.breeam.org/inuse. Training will give an overview of BREEAM In-Use requirements as well as the expected level of checking and verification that the auditor undertakes.

The examination comprises multiple choice and/or justification questions. It is intended to assess the knowledge of auditors to correctly identify and apply the BREEAM In-Use assessment criteria for the most up to date BREEAM In-Use software version. At the start of the examination an invigilator explains the examination process and procedures. At the end of the examination, the examination record sheets are collected by the invigilator for marking. Candidates are informed of

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the result within 15 working days of the examination. Any required re-examination will incur a fee, please see fee sheet (FS021) for more details.

The training and licence will allow auditors verify the BREEAM In-Use assessment and to be able to certify to Parts 1, 2 and 3 of BES 5058.

5.1 Audit visit

For the audit visit, the auditor will review the evidence within the online assessment tool and visit a proportion of the buildings identified on the application to review the activities of the applicant against the requirements and criteria.

An audit starts with an opening meeting in accordance with quality procedure (QP 5-21) between the auditor and the applicant's management to explain the purpose of the visit, the scope of audit, the reporting method, the outline programme and the approximate time and purpose of a closing meeting.

Auditors are encouraged to give advice on sustainable issues as they conduct the audit and include advice given to the auditee in their final audit report.

Checking and verification

During the BRE Global Training programme the auditor will receive guidance as to the required level of checking and verification.

The auditor will conduct the following for:

Single asset

- Ensure the correctness of the user's self-assessment.
- Verify the user's claims by on-site assessment of the asset.

Multiple assets and portfolios

- Ensure the correctness of the user's self-assessment.
- Undertake on-site audits of an appropriate number of assets based on the following factors:

-whether procedures are established and centralised

or

-common to all assets;

-size of the assets;

-confidence in the management and systems of the assets


Note: Information on the expected level of sample audit checking can be found within document BF1038 Auditor guidance notes on the BREEAM extranet

www.breeam.org/extranet. The BREEAM extranet is only accessible to licensed auditors, it contains reference material.

At the end of the audit visit the auditor holds a closing meeting in accordance with quality procedure (QP 5-21) with the applicant's management to discuss the credits awarded in each of the issue areas and may disclose an interim rating.

5.2 Audit Report

Audit reports must be conducted as per BF1038 Auditor guidance notes, which can be located on the BREEAM extranet www.breeam.org/extranet. The BREEAM extranet is only accessible to licensed auditors, it contains reference material. The audit report will include the completed verified questionnaire and a summary sheet

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which includes auditor recommendations on how the auditee can improve on sustainability aspects and if applicable any ways that the BREEAM In-Use process can be improved.

Note: All company procedures, display energy certificates, energy performance certificates and utility bills must be current at the time the verified score is submitted to BRE Global.

Once the auditor is satisfied the details of the online assessment are correct, the auditor will send the verified questionnaire and summary sheet to BRE Global via BIU-VerifiedScore@bre.co.uk. BRE Global will then calculate the score and review the data and in satisfactory cases provide the auditor the certificate. Certification is only granted where the minimum number of credits meets the rating 'acceptable' or higher. For applicants where certification could not be recommended, the auditor will write confirming that a full or partial re-assessment is required and explaining the reasons.

It is then the auditor's responsibility to issue the certificate to the assessor (customer) once it has been received by BRE Global. The auditor may only request BRE Global to produce the certificate once; additional certificates will be charged following the fee structure as outlined in Fee Sheet (FS021). The certificate contains: the name and address of:

- the registered organisation undertaking the environmental assessment
- the licenced auditor's organisation details
- the asset that was assessed including a clear description of what the asset is. For example if the asset does not include the whole building give details such as:

1st floor of building X
Building address details

or

Public areas only of shopping centre X
Building address details

- the rating (level) achieved

Note: If an assessment rating of unclassified is achieved a certificate will not be raised.


5.3 Retention of Documents

Auditors are expected to retain all documents that relate to a BREEAM In-Use audit for a minimum of a four year period. All documents that relate to a BREEAM In-Use audit must be backed up in hard or electronic copies.

5.4 Keep up to date with scheme rules

Auditors are required to keep up to date with current scheme rules by regularly reviewing updated revisions of the scheme documentation which can be found at www.breeam.org/inuse.

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5.5 Potential Causes of Conflict with the Auditor's Role

Auditors can also conduct the assessor role as long as they have no conflict of interest. For instance they could not conduct this role if they are an employee of the company being audited or if they have helped to write any of the company policies. If the auditor has conducted both the assessor and auditor role then they will need to notify BRE Global of this when they send the verified questionnaire.

Auditors can give advice in relation to a BREEAM In-Use audit however this must be separate from the certification process. For example BREEAM In-Use auditors can advise on clear points that cover the essence of a policy but can not write the policy themselves. Auditors can only give consultancy post certification on sustainability issues but may not give consultancy directly on scoring issues. If the organisation has received consultancy for a BREEAM In-Use assessment then the BREEAM In-Use audit for re-certification must be conducted by another BREEAM In-Use auditor.

5.6 Insurance

It is a requirement of the scheme that auditors have Professional Indemnity (PI) insurance of the value of \geq £1 000 000. Insurance can be maintained through automatic insurance on the BRE Global Energy Assessor Schemes. For schemes that do not include automatic PI insurance it is the responsibility of the auditors to keep their insurance up to date. The status of insurance will be periodically checked by the scheme. If BREEAM In-Use auditors operate without the appropriate level of insurance specified by the scheme then BRE Global has the right to suspend the auditor's membership.

6.0 BRE Global Quality Assurance

BRE Global will undertake the following checks on the work undertaken by the auditors:


Quality audits and Checks

Auditing the quality of auditor's work is a key function and responsibility of this scheme. A high standard of quality assurance is needed to protect the interests of all parties that are entitled to rely on the auditor's work. The procedure for quality assurance audit is summarised below. These results of the quality assurance audits will be reviewed by the Scheme Manager and will be used to inform decisions about disciplinary or other actions which might be taken against the auditor.

The quality assurance audit process considers the key risk areas affecting the quality of the BREEAM In-Use certification:

- level of experience of individual auditor
- professional behaviour in dealings with other parties
- professional competence in assessing energy and environmental performance compliance calculations
- compliance with laid down standards
- potential for fraud by auditors or their employers

These risks are essentially tied to the behaviours of auditors and their employers and are therefore not likely to occur on a random basis. A competent, diligent and honest individual will provide a service of an acceptable quality standard in the vast majority

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of cases. This scheme adopts a targeted, risk based approach to the quality assurance auditing of its members. This makes it possible to deliver a given level of confidence that appropriate quality standards are being maintained in the most cost effective way.

The quality auditing requirements:

Customer follow up review: with at least 5% of audited assets to confirm proper process was followed, auditor conduct and behaviour were in line with expected standards and to identify trigger points that would indicate the need for a review of the completed certification.

Call in of auditor's records: for at least 5% of audits for review by an expert quality assurance auditor to judge the quality of the completed certification. If an auditor is requested to submit evidence and notes from an audit to BRE Global this can be done by sending the required information to:

BIU-QA@bre.co.uk

BRE Global, BREEAM In-Use Team, B16, Room 101, Bucknalls Lane, Watford, Hertfordshire, WD25 9XX.

Targeted witnessed assessments: of auditors in their offices or on site as appropriate by an expert quality assurance auditor to give a direct measure of the quality of the audit and certification. These would be on a risk basis, but on average would represent 1 witnessed quality assurance audit per auditor per annum.

Review of any complaints received associated with this scheme and their resolution. All complaints will be dealt with in accordance with BRE Global's Complaints and Appeals Procedure (PN 100).

Periodic checks on the status of insurance.


Annual check that the declaration of commitment has been met if applicable.

If witnessed quality assurance audits are inhibited by the auditor then the auditor's membership may be at risk of termination. Refer to BRE Global's Terms and Conditions for Listing and Certification (PN101).

The certificate holder will be expected to bear the costs of investigating complaints in accordance with BRE Global's Complaints and Appeals Procedure (PN 100) where appropriate. If the review of the sample of reports or the nature of complaints indicates failure to carry out the work correctly then additional audits or retraining may be required in order to maintain certification. This will usually be dealt with through suspension of certification which can lead to withdrawal of certification and the corresponding listings in accordance with BRE Global's Terms and Conditions for Listing and Certification (PN101).

Audit reports are monitored and a record is kept for each individual of errors identified. Individuals with a high number of errors in reports are subject to increased monitoring. There may be additional charges for this. If at any point of their licensed term, three successive assessments each receive red marks for more than 2.5% of the issues (credits) in the particular assessment scheme, the reasons for this will be investigated, and the following actions taken:

- the auditor may be required to undertake further training (at their expense) and/or the auditor's registration and the license of the employing organisation may be suspended,
- or
- the auditor may choose to withdraw from the scheme.

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Where registered auditors within a licensed organisation have not registered or submitted a BREEAM In-Use assessment within a 5 year period, or their audit reports are of consistently poor quality, qualified status will be reviewed and will only be maintained subject to satisfactory completion of re-training as detailed in section 6.

Note: If an auditor is found to be incompetent by BRE Global then the cost of any re-auditing activities is the responsibility of the auditor.

7.0. Green Book Live Listing and Certification

When auditors are satisfied that the requirements of this scheme have been satisfactorily conducted and the minimum rating of Acceptable has been attained, details of the Building(s) are forwarded to BRE Global and placed in the Green Book Live which can be accessed through the BRE Global websites www.bre.co.uk or www.greenbooklive.com. Details of registered auditors are also listed in the Green Book Live.

In addition to this rating a certificate is awarded by the auditor. The certificate provides a label for the building that enables the owners or occupants to gain recognition for the building's environmental performance "In Use".

Certificates can be displayed in the building and used as part of an organisation's overall environmental statement for corporate social responsibility and sustainability.

Certificates are awarded to Organisations (organisation) whose assets are certified as having met the requirements of this BREEAM In-Use scheme. The organisation will be notified of this in the form of a certificate, which will contain the name and address of the organisation, a unique reference number, an issue number and date. The certificate is maintained and held in force subject to satisfactory completion of the requirements for maintenance of certification.

Organisations can get certificated to any of the three parts of the BES 5058 standard individually if requested.

8.0 Maintenance of Green Book Listing and Certification

Single Asset and Portfolio membership


Certification and licensing is maintained and held in force through the registration of all BREEAM In-Use assessments and satisfactory review and verification of BREEAM In-Use assessment reports.

Certificate validity

Certificates are issued subject to the following periods of validity:

- Asset certificate (Part 1) 1 year
- Building Management certificate (Part 2) 1 year

Note: It is the auditor's responsibility to request and receive a letter from the customer (assessor) to confirm no changes have been made to the performance of the asset

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for both Part 1 and 2 certificates. If significant changes have been made or the customer (assessor) does not send a confirmation letter then the asset will be subjected to an annual surveillance visit. If no significant changes have been made to the asset then the asset is only subjected to a surveillance visit every three years. Once the auditors receive this letter they must send a copy into BRE Global. Emailed copies can be sent to BIU@bre.co.uk and postal copies can be sent to: BREEAM In-Use Team, BRE, Bucknalls Lane, Watford, Hertfordshire, WD25 9XX

- Organisational certificate (Part 3) 1 year
 - Portfolio Certificate 1 year
- Portfolio Membership certificates (not currently available) are valid for **1 year** and must be re-validated annually.

In the event of more than 5% change of the assessment score the existing certificate will become invalid and re-certification is necessary.

Following any additional evidence received, the auditor can provide certification based on the following scenarios:

Certification should be maintained at the existing rating. A new rating should be considered subject to addressing any additional objective evidence within 30 days. A new rating and certificate should be generated.

If the number of credits achieved does not add up to the minimum rating 'ACCEPTABLE', the certificate and Green book listing is suspended and can only be lifted following a new and successful audit within a specified period to be advised by the auditor. If the reason(s) for suspension cannot be lifted, the certificate(s) and authority to use the BRE Global Mark will be withdrawn and cancelled.


Where an owner or occupier wishes to voluntarily withdraw from the Scheme, this must be advised to the auditor in writing, who will duly inform BRE Global.

In the event of non-conformance or for any other significant reasons a reassessment may be necessary.

9.0 Certification Mark

BREEAM In-Use auditors will be allocated a unique auditors licence number and will be able to use the BRE Global Mark for this scheme as follows:

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BREEAM In-Use Auditor BAUDXXXX

Buildings certified to the BREEAM In-Use scheme will be allocated a unique certificate number and will be able to use the BREEAM and BRE Global mark as follows:



BIUP XXXXXXXX Portfolio
 BIUP1XXXXXXXX Part 1
 BIUP2XXXXXXXX Part 2
 BIUP3XXXXXXXX Part 3


Any use of the BRE Global marks must comply with publication PN103 'Use of the BRE Global Marks'.

10.0 Complaints and Appeals

BRE Global operates procedures for complaints and appeals. Details of our complaints and appeals procedure (PN 100) are available on request. The licensed organisation employing the registered auditor will be expected to bear the costs of investigating complaints, where appropriate.

11.0 Change of details

The licensed organisation and/or registered auditor shall give notice in writing to BRE Global of a change in legal constitution, trading or title, address, changes to the named individual on the certificate, or other significant particulars and declarations

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upon which the current certificate was granted. Such notice shall be given to BRE Global within thirty days of any change becoming effective.
Where the changes are such that the conditions under which certification was granted are significantly affected, the company will be advised of the actions, and any associated fees, that will be required to be completed to maintain certification. If a change of details occurs please submit a Request for Change of Details Form (BF053).


12.0 Scheme Contact

For any queries regarding the scheme please email them to: BIU@bre.co.uk

Note: Technical enquires are only available for portfolio members and licensed auditors

Appendix 1 - Scoring categories and Star ratings

Assessment score	Assessment rating	Star rating
< 10	Unclassified	-
≥ 10 to <25	ACCEPTABLE	«
≥ 25 to <40	PASS	« «
≥ 40 to <55	GOOD	« « «
≥ 55 to <70	VERY GOOD	« « « «
≥ 70 to <85	EXCELLENT	« « « « «
≥85	OUTSTANDING	« « « « « «

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Appendix 2 – Assessment and certification process

