

EDGE South Africa

Project Roles and Responsibilities

11 December 2017



1. South Africa terminology

“Accredited Professional (or AP)”- term is to be done away with completely and the following will be published:

1.1. EDGE Project Admin

- An individual selected by the Client to own & manage the certification process. The Project Admin role is designed to be integral to the client and project team and works best in this format, but can be an external party if no suitable internal candidate exists.
- **Responsibilities:**
 - The Project Admin is responsible for ensuring that the project meets the EDGE Standard – Once the project’s design meets the EDGE Standard, the Client may apply for certification.
 - The Project Admin is responsible for registering the project.
 - Preliminary stage
 - The Project Admin is responsible for supplying the EDGE Auditor with all the relevant “marked-up” information (plans, drawings, manufacturer details/data sheets, specifications, etc. as required by the EDGE User Guide) for certification.
 - This information could be required from the Project Admin a number of times (depending on the quality of the documentation) until the Auditor deems it compliant.
 - Post Construction stage
 - The Project Admin is responsible for supplying the EDGE Auditor with all the relevant “marked-up” information (purchase receipts, delivery notes, contracts, As Built plans, As Built drawings, etc. as required by the EDGE User Guide) for certification.
 - This information could be required from the Project Admin a number of times (depending on the quality of the documentation) until the Auditor deems it compliant.
 - The GBCSA strongly advise that the Project Admin should be a qualified EDGE Expert (but this is not mandatory)
- **Training requirements:**
 - 2 to 4 hour workshop* (free with registration)

1.2. EDGE Expert

- An individual that has attended the EDGE training course presented by the GBCSA, and passed the EDGE Exam.
- **Responsibilities:**
 - EDGE Experts consult and advise clients and project teams on the most effective and integrated way to design and construct the project using green building principles to meet the EDGE Standard.
 - EDGE Experts consult and advise clients and project teams on the most cost effective path for that specific project to achieve EDGE certification.
 - Ideally each project should have an EDGE Expert involved as the Project Admin (but this is not mandatory)
- **Training requirements:**
 - 1 day training + pass closed book exam GBCSA EDGE Expert course
 - Signed EDGE Expert Agreement with IFC

1.3. EDGE Auditor-in-training

- An individual selected & paid by the Client to perform the audit work.
- An EDGE “Auditor-in-training” is also an EDGE Expert, and has all the above in place, and then has attended an additional “EDGE Auditor” training course and signed an Auditor agreement/license* with the GBCSA.
- Cannot consult on a project with the client if appointed as the Auditor for that project. Consulting on a project is the responsibility of the EDGE Expert.
- EDGE Auditor will be an “auditor-in-training” for 12 to 36 months before they can qualify as “EDGE Auditor”
- EDGE Auditor-in-Training undertakes an audit of the evidence provided by the Project Admin, and clarifies if the project has met the EDGE standard.

*Multiple non-conformities by the project but missed by the Auditor, as identified by the Reviewer and Certifier, could result in the revoking of the Auditor licence.

- **Responsibilities:**

- The EDGE Auditor-in-training is responsible for undertaking an audit to ensure that the project meets the EDGE standard.
- Only once they are satisfied the EDGE Auditor-in-training will then make a recommendation to the Certifier that the project be certified.
- Preliminary stage
 - The Auditor-in-training is responsible for auditing the relevant “marked-up” information provided by the Project Admin for certification to determine if the project meets the EDGE standard
 - The information could be required from the Project Admin a number of times (depending on the quality of the documentation) until the Auditor deems it compliant.
- Post Construction stage
 - The Auditor-in-training is responsible for auditing the relevant “marked-up” information provided by the Project Admin for certification to determine if the project meets the EDGE standard
 - Information could be required from the Project Admin a number of times (depending on the quality of the documentation) until the Auditor deems it compliant.
- The Auditor-in-training is also responsible for undertaking site inspections and obtaining photographs of the compliant measures and undertaking on-site testing’s for post-construction certification.
- EDGE Auditor-in-training is responsible in submitting the project to EDGE Reviewer and respond to questions from Reviewer. This information could be required from the Auditor-in-training a number of times (depending on the quality of the documentation) until the Reviewer deems it compliant.

- **Training:**

- 1 days training
- Must have EDGE Expert status before attending the auditor training.
- Signed Auditor Agreement with GBCSA.

1.4. EDGE Auditor

- As per the above, but no longer in-training after a period of actively auditing for 12-36 months (or at the GBCSA’s discretion)

1.5. EDGE Reviewer-in-training

- An individual selected by the Certifier to review the audit. This person can be a member of GBCSA staff or an externally contracted service provider
- EDGE Reviewers-in-training are EDGE Auditors selected by the GBCSA who then attend an additional Reviewer’s workshop to align them to the Reviewer Principles (as set out by the GBCSA)
- **Responsibilities:**
 - The EDGE Reviewer-in-training is responsible for undertaking a review of the Auditor’s-in-training & Auditor’s recommendation, to ensure that the project meets the EDGE standard.
 - The EDGE Reviewer-in-training cannot be the EDGE Project Admin, EDGE Expert, EDGE Auditor-in-training, or EDGE Auditor on the project that is under review.

- **Training:**
 - Must have EDGE Auditor status before attending the reviewer training.
 - 0.5 day workshop
 - Signed Reviewer Agreement with GBCSA.

1.6. EDGE Reviewer

- As per the above, but no longer in-training after a period of actively reviewing for 12 months or three projects (or at the GBCSA's discretion)

1.7. EDGE Certifier

- The GBCSA is the EDGE Certifier for South Africa.
- It is the body responsible for certifying projects at the Preliminary and Post Construction stages.

All above roles are as per the figures below.

The GBCSA is responsible for quality assurance over all of the above roles and will carry out checks and reviews of the services provided by the above role players.

Project Admin

- An individual selected by the Client to own & manage the certification process.
 - Responsible for ensuring that the project meets the EDGE Standard.
 - Registers the project
 - Responsible for supplying all the relevant "marked-up" information
- Ideally should be an EDGE Expert

Auditor

- An individual selected & paid by the Client to perform the audit work.
 - Responsible for auditing the information provided by the Project Admin.
 - Responsible for undertaking site audits & testing's.
 - Responsible for recommendation of certification (if project is deemed compliant)

Certifier Admin

- Main point of contact on the Certifier team.
 - Responsible for quality control of Reviewer's process.
 - Responsible for providing Preliminary and Post Construction Certificates.

Reviewer

- An individual selected by the Certifier to review the Audit.
 - Responsible for reviewing the Auditors recommendation.

