



General Guidance for the New Building Assessment:

Introduction

The New Building Assessment (NBA) includes selected criteria from the Foundation Standard specific to general practices that have:

- Relocated to a different existing building
- Relocated to a newly constructed building
- Undergone major renovations to their existing building

This assessment focuses on criteria that may be affected by changes to the physical environment. It ensures practices remain compliant following relocation or major facility changes.

It supersedes the New Building Quality Check 2022. Key changes include the introduction of a new Smartsheet template which includes guidance and resources for each criterion. The practice uploads evidence and their written commentary ready for assessment.

How to navigate the New Building Assessment (NBA) Smartsheet

The guidance and resources within the NBA Smartsheet should be used alongside the *Foundation Standard 22V* guidance. While the Smartsheet provides information tailored specifically to new builds and major alterations, the Foundation Standard guidance offers important background and context that may need to be referred to at times.

This Smartsheet has a column titled *Guidance* and for each criterion listed, it clearly states whether evidence is required and offers specific information. Where evidence is not required, this will be explicitly noted within the Smartsheet.

Criteria Applicability

Because major renovations/new builds can vary significantly, some criteria may not apply.

In these cases:

- The practice should provide a clear explanation in the self-assessment field, and
- Mark the criterion as N/A.
The assessor will review the justification and may either confirm the N/A or request completion of the criterion if they deem it necessary.

Foundation Standard Terms and Conditions

As per 10.5 of the Foundation Standard Terms and Conditions:



If your practice undergoes a significant change, we may, at our sole discretion, require you to undergo a reassessment under the Foundation Standard at your cost, in whole or in part. A significant change may include a change in location, change in ownership, major renovations, changing PHOs or merging with another practice.

Initiating the New Building Assessment

- The assessment should be initiated by the practice.
- Practices are encouraged to engage the assessor who completed their previous Foundation Standard assessment, as they will already be familiar with your organisation and team.
- Both online and onsite components are required.

Timeframes

- The new building assessment should be completed as soon as practicable after the move, build or renovation is finished.
- It must be completed **within six months** of the move or the building work being finalised.

Engagement and Expectations

It is recommended that practices and assessors use a letter of engagement to confirm:

- Fees
- Expectations
- Agreed timelines