DGNB NAVIGATOR GUIDE FOR DGNB AUDITOREN UND DGNB CONSTULTANTS

Product and project management in the DGNB Navigator

The aim of this guide is to familiarise auditors with the conditions of the Navigator and the entry of products/projects.

If you have any problems or questions, please contact the Navigator team directly by e-mail or use our Navigator [consultation](#) hours.

Thank you for your interest in the DGNB Navigator and we look forward to working with you.

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1. Login

As a DGNB Consultant or DGNB Auditor, you will automatically receive access to the DGNB Navigator once you have successfully completed your training. This means that **you do not have to register yourself**. If the system does not recognise your user, please contact your colleagues at the DGNB Academy (ausbildung@dgnb.de).
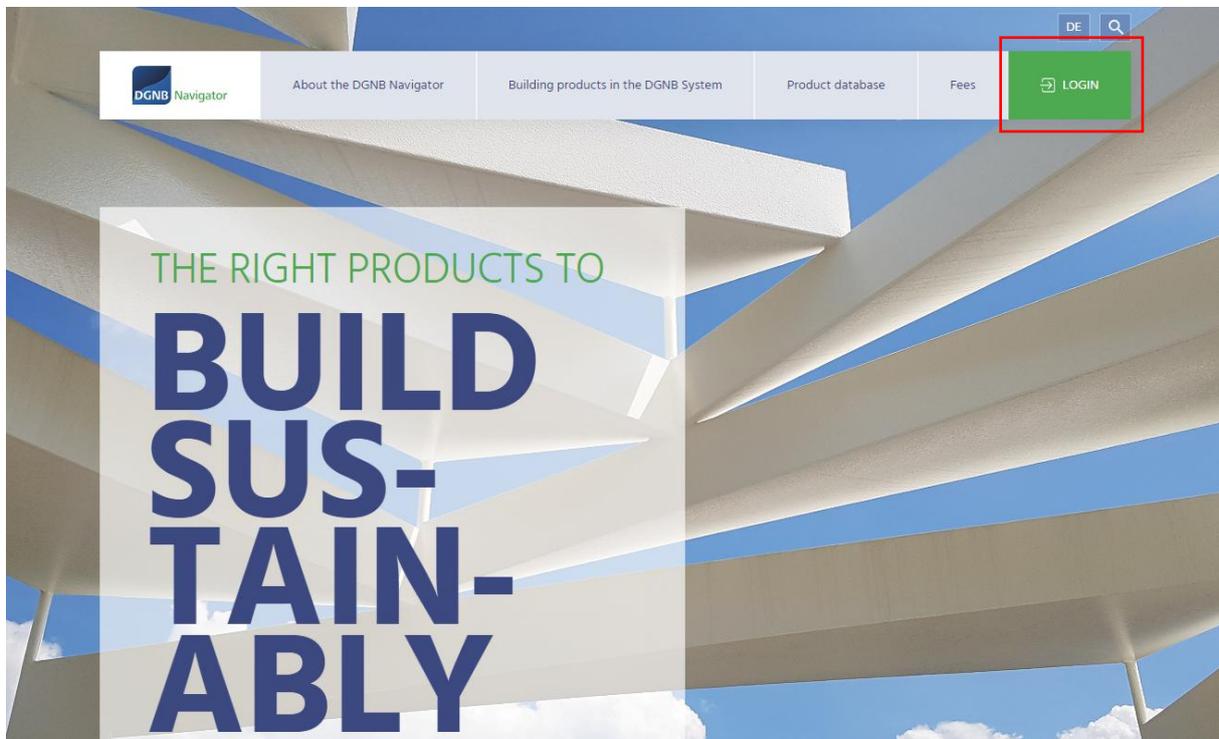
Clicking on Login will take you to the login area where you can log in with your username and password. If you are logging in for the first time and do not yet have a password, please click on "Forgot password" to assign yourself a password.
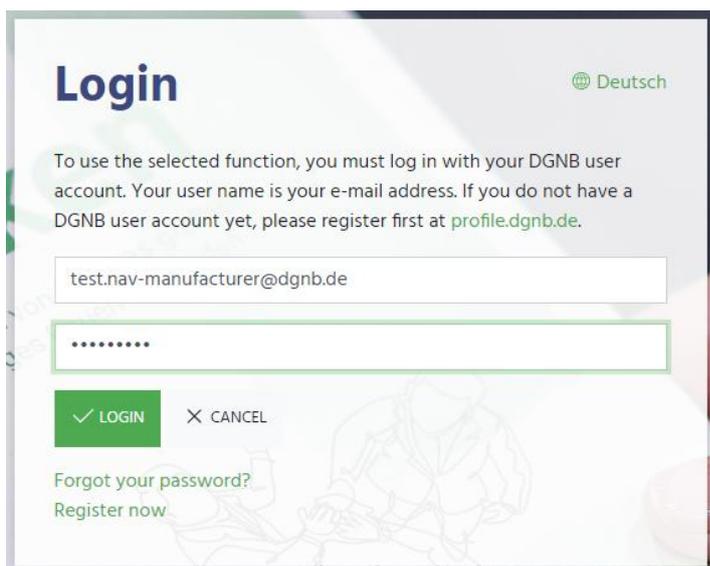
After clicking on "Forgot password" you will be asked to enter your e-mail address (= user name)

Reset password   🌐 Deutsch

You are already a registered user. If you have forgotten your password, you can reset it here.

test.nav-manufacturer@dgnb.de

SEND E-MAIL

You complete your registration via a double opt-in procedure and assign a password.

If you have already registered in the DGNB System Software or myDGNB, the same access data will also apply to the Navigator.

2. Selection menu

After logging in, you will see the following view. The individual tabs are briefly explained below. More detailed explanations can then be found in the individual chapters.

| DGNB Navigator | Products | Project list | Logout |

Home > Home Page

Willkommen

- **Products:** here you can access **the product list**. You will see products that have been added by manufacturers and can also be found in the publicly accessible product database (https://www.dgnb-navigator.de/en/product-database). You will also see so-called "auditor products". These are products that have been created by other DGNB auditors, checked by the DGNB and are not publicly visible.
- **Project list**: here you can access **your projects**. You can create new projects, edit existing projects and much more**.**

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3. Products

3.1.   Product list

The following illustration shows the search and utilisation options of the product list. This is followed by an explanation of the individual columns.

You can create a new product and search for existing products using the filter function

Please click on "Products" first so that the product list appears

Filter by MKM versions

You can view the product (IMPORTANT: the view is only available for manufacturer products - see column "Owner Type"), copy it, paste it into a project and mark it as a favourite.

Columns explained:

1. **Product name:** Name the manufacturer/ auditor has assigned for the product

2. **Manufacturer name:** Registered Name of the manufacturer

3. **Product number / registration code:** a specific number a product can be found with → only manufacturer products have a registration code

4. **QS (Quality level)**
   QS is the quality level according to which the construction products are assessed in connection with the criterion ENV1.1, ENV1.2, ENV1.3 and TEC1.6. If a product has this rating and you have selected the QS-version filter, the corresponding result is shown in the QS column. As there can be several QS for one product, the "QS version filter" is available here.

Product list

5. QS Status

The QS status indicates the status of the QS rating. This status is independent of the status of the product. There are the following statuses:

Assessed = Assessed by a DGNB auditor or manufacturer but not yet audited by the DGNB.

Audited = audited by the DGNB but not yet published

Verified = verified by the DGNB but not published, as they are auditor products

*Published* = verified and published by the DGNB → visible for every user on https://www.dgnb-navigator.de/en/product-database

6. Updated

This column shows when the product was created and last edited or checked (depending on the status, see 9. Status)

7. Owner type

A product can belong to either a manufacturer or a DGNB auditor. If the product belongs to a manufacturer, this is also publicly visible in the product database at: https://www.dgnb-navigator.de/en/product-database

Click on the following button in the product list to call up the product page.:
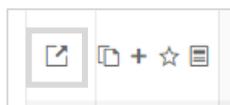
If the product belongs to a DGNB auditor, it is not published. This product is also called auditor product and is only visible to other DGNB auditors/consultants and administrators.

If the auditor product is assigned to a registered manufacturer, but was not created by the manufacturer himself, the manufacturer can see it in his product list and claim it for himself if he wishes to. He can then complete the product and publish it after a successful DGNB audit. As a result, the owner type changes to "Manufacturer" and the product is publicly visible.

As a DGNB auditor, you can not edit a manufacturer's product, but you can add a new QS to this product (for example, in another version that does not yet exist). You cannot edit/update an existing MKM assessment. Please contact the DGNB

(navigator@dgnb.de) if you want to edit/update a quality level in a manufacturer product.

8. Label

The Navigator Label characterises products with full data transparency. In concrete terms, this means that if an EPD is available for the product, all product parameters have been completed in accordance with the DGNB criteria and all quality levels have been assessed, the product can be awarded with a DGNB Navigator Label. This column has two statuses:

False = the product does not have a DGNB Navigator label

True = the product has a DGNB Navigator label

More information about the DGNB Navigator Label:

https://www.dgnb-navigator.de/en/about-the-dgnb-navigator/dgnb-navigator-label

9. Status

Main status: there are three main statuses

- Published (visible to the public) in our product database: https://www.dgnb-navigator.de/produktdatenbank
- Non-published (not visible to the public, but visible to DGNB auditors)
- Deleted (deleted and only visible to yourself, neither to the public nor to DGNB auditors).

Edit status/ editing status: there are three editing statuses

- In progress (the product is currently being processed by you or your colleagues)
- In review (the product is currently being reviewed by the DGNB)
- None (the product is neither being tested nor processed at the moment)

3.2.   Add new product

You can add a new product to the database using the "Add product" button. The General info and Criteria tabs must be completed for each product. Finally, the details are summarised once again before being sent for checking.

3.2.1. General information

Information such as the product and manufacturer name, as well as information such as the materiality or cost group, is entered under General information. All the fields on the "General info" tab are briefly explained below.

GENERAL INFO	CRITERIA	SUMMARY

REGISTRATION CODE

MANUFACTURER *
Fill in new or select existing …

PRODUCT NAME *
Fill in new or select existing …

ITEM OR PRODUCT GROUP NUMBERS OR GTIN *
Sie können die Entertaste, ein Komma oder ein Leerzeichen benutzten um eine Nummer hinzuzufügen

COST GROUP *
Select …

MATERIALITY*
Bitte geben Sie die Materialien an wenn Ihr Produkt aus mindestens 10% der angegebenen Materialien besteht (eine Mehrfachauswahl ist möglich)

+ Add material   kg/m

material	details	share of mass in...	mass in [unit sel...	

DESCRIPTION *

COMBINED PRODUCTS

Geben Sie hiere entweder eigene Produkte ein oder verweisen Sie auf Produkte anderer Hersteller.

PRODUCT USAGE INFORMATION

MAIN STATUS
Nicht Veröffentlicht

PROCESSING STATUS
In Bearbeitung

ASSESSOR

OWNER TYPE
Manufacturer

SAVE AND CONTINUE

- **Registration code:** is assigned automatically but only for manufacturer products
- **Manufacturer:**
- **Product name:** Enter the product name (mandatory field) → A list of existing product names appears when you enter the name to avoid duplicates.

- **Item or product group number or GTIN:** (mandatory field) → Insert of the GTIN or, if not available, the article or product group number
- **Cost group:** (mandatory field) → Integration of the product profile into a cost group, e.g. technical equipment, KG 400.
- **Secondary cost group:** Integration of the product profile into a secondary cost group, e.g. ventilation systems, KG 430
- **Materiality:** (mandatory field) → Input if product consists of at least 1% of the specified materials
- **Description:**
- **Manufacturer:** Fill in the manufacturer (mandatory field) → A list of existing manufacturers appears to avoid duplicates. If a manufacturer appears in the list, please select it. If no suggestion is made, add a new manufacturer.
- **Combined Products:** Information on products that can be used in combination with the product shown. Alternatively, products that can be used to install the product
- **Product usage Information:** Enter a short information about the product usage
- **Main status:** Informs you on whether the product is published or not
- **Assessor:** Fill in who assessed the product
- **Owner type:** Select whether it's an auditor or manufacturer product

3.2.2. Criteria

Building products make a significant contribution to the sustainability of a building. In more than half of the criteria in the DGNB System, DGNB auditors find a direct or indirect product relevance that needs to be assessed. In the "Criteria" tab, you have the option of entering product characteristics for the products

OVERVIEW	CRITERIA	✏

🌳 Environmental quality	€ Economic quality	👥 Sociocultural and functional quality	⚙ Technical quality	⋙ Process quality

ENV1.1 Life cycle assessment - Quality level assessment ▾
ENV1.1 Building life cycle assessment ▾
ENV1.2 Local environmental impact - Quality level assessment ▾
ENV1.3 Responsible resource extraction - Quality level assessment ▾
ENV2.2 Potable water demand and waste water volume ▾

Please ensure that each field is filled with content. If no information is available, the information must also be entered. To obtain a standardised declaration, "no information" must be used if no data is available.

3.2.3. The quality level assessment

As a manufacturer, you have the option of categorising products into quality levels. The corresponding tools are available in the quality level assessment menu. The assessment tools make it clear which elements are considered, and which evidence must be provided. The assessment tools result in **quality levels 1 to 4** for your product, with quality level 4 corresponding to the highest quality level. Criterion ENV1.2 can also result in the statement **not relevant for consideration**, which means that the product can be used without hesitation for the evaluated application. The following section explains which quality levels there are and how they are assessed.

Please note that the assessment of the quality levels has been mandatory for obtaining the label since September 2023

What quality levels are there?

Originally, only a quality level assessment for the ENV1.2 criterion could be carried out in the Navigator. With the release of version 23, products can now also receive a quality level assessment in the criteria ENV1.1, ENV1.3, TEC1.6 and in the new version of ENV1.2. As certification is currently still possible according to both versions, the quality level assessment for the ENV1.2 criterion exists in both version 18 and version 23.

Criterion **ENV1.1** deals with the life cycle assessment of the building with the aim of presenting the emissions of the building over its life cycle. The assessment of the quality level is primarily intended to establish comparability, with which the life cycle assessment data of different products can be directly compared.

In the **ENV1.2** criterion, construction products are tested for harmful and hazardous substances. The products are classified in a criteria matrix to determine which hazardous and harmful substances must be considered and which evidence is recognised for them.
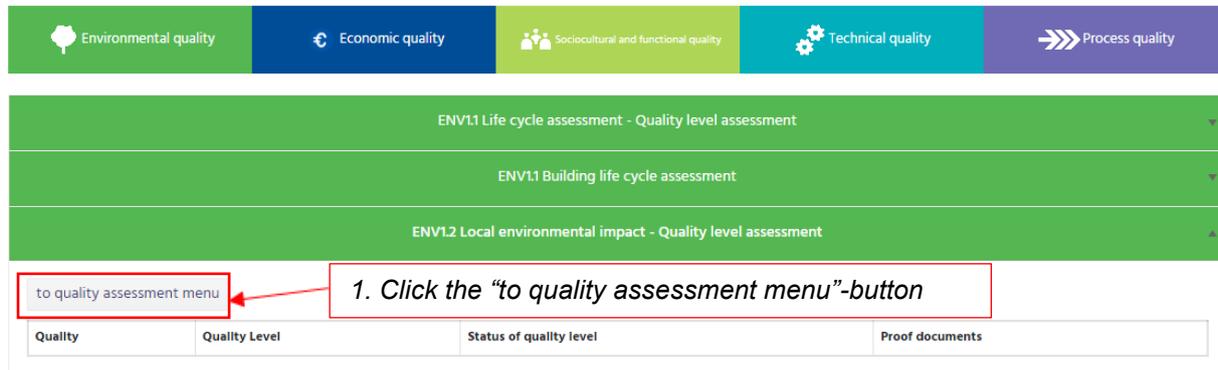
Criterion **ENV1.3** deals with the responsible extraction of resources with the aim of improving human rights and environmental protection in global supply chains. Companies should identify potential risks with suppliers so that the value chain can be optimised in terms of its environmental and social impact.

The **TEC1.6** criterion deals with the topic of circular construction with the aim of creating a real circular economy and thus minimising the consumption of natural resources. The recyclability of the product itself and its use in the building are assessed for this purpose

How can I evaluate the quality levels?

The quality levels are categorised as follows:

1. click on the "to quality assessment menu" button in the criteria with quality level assessment (QS assessment) to get to the menu where you can carry out an assessment
2. select the criterion for which you would like to make a quality level assessment and click on "Add"

3. a site will open in which the evaluation can be carried out. These windows are arranged one below the other in alphabetical order

4. The evaluation is then carried out in the following steps
    1. download the evaluation tool
    2. fill out the evaluation tool
    3. upload the completed evaluation tool (as non-confidential)
    4. upload ALL required evidence, see column J (also as non-confidential)
    5. select the the achieved quality level from the drop down menu(QS)

| ENV1.2 Version 2023 Risiken für die lokale Umwelt ▾ | HINZUFÜGEN | 🗩 |

ENV1.1 Version 2023 Klimaschutz und Energie 🗑
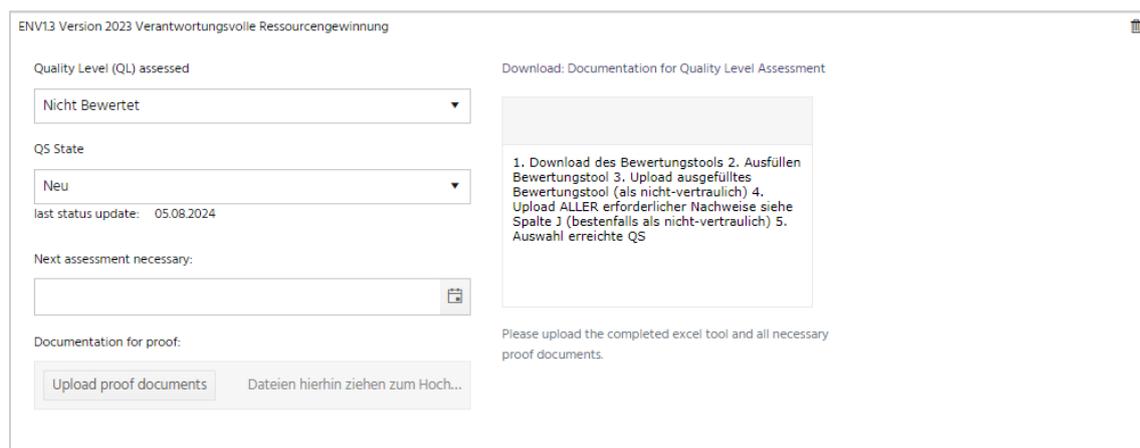
5 | Quality Level (QL) assessed

Nicht Bewertet ▾

1 | Download: Documentation for Quality Level Assessment

QS State

Bewertet ▾

last status update: 02.08.2024

Next assessment necessary:

🗓

1. Download des Bewertungstools 2. Ausfüllen Bewertungstool 3. Upload ausgefülltes Bewertungstool (als nicht-vertraulich) 4. Upload ALLER erforderlicher Nachweise siehe Spalte J (bestenfalls als nicht-vertraulich) 5. Auswahl erreichte QS

Please upload the completed excel tool and all necessary proof documents.

3+4 | Documentation for proof:

Muster_EPD_Ergebniss.jpg 🗑 ⬤

ENV1.2_Navigator_V23_xlsx 🗑 ⬤

| Upload proof documents | Dateien hierhin ziehen zum Hoch... |

Meaning of the sliders:

red = private - document is not displayed on the public profile - green = public document

red = private - document is not displayed on the public profile - green = public document
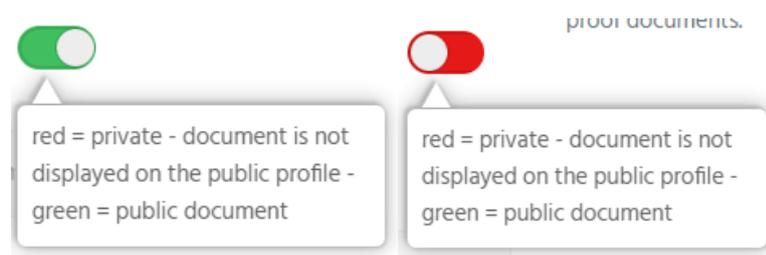
All documents should be uploaded as public evidence. Only very confidential documents should be marked as such.

You have the option of adding further quality levels by selecting another criterion at the top and clicking "Add" again. Another editing screen will then appear for the new quality level.

If a QS assessment has already been carried out for the criterion, all relevant information and public documents are displayed in the summarised table below the button.

ENV1.2 Local environmental impact - Quality level assessment			
to quality assessment menu			
Quality	**Quality Level**	**Status of quality level**	**Proof documents**
ENV1.2 Version 2023 Risiken für die lokale Umwelt	QS3	Published	

Once you have added all QS, you can return to the criteria view via "Save and return to product".

Meaning of the QA processing status

Once you have assessed a quality level, you can view the current status of your assessment in the **quality level menu or in the criteria view**.

If the status of your rating has changed, you can only see it in the quality level menu

The processing phases are categorized as follows:

- **Rated:** The product owner has rated the QL assessment
- **Checked:** The QL assessment is currently being reviewed by the DGNB QL auditor
- **In pending submission:** The product has been sent back to the product owner by the DGNB QL inspector as subsequent submissions are required. Specifically, this may involve queries, subsequent submissions of evidence or additions to the MKM tool. You will usually find the relevant information in the "Product note
- **Reviewed and published:** The review of the QL assessment has been successfully completed and is now publicly visible in the product profile.
- **None**: The QL assessment is neither checked or processed

3.2.4 Processing further criteria

In the criteria that are not subject to a QS assessment, you can enter the corresponding values in the lines provided and then add the source and the quality of the value. This is explained in more detail below

Dropdown selection field: Here you have the option of making and storing the appropriate selection for your product from various predefined entries. If none of the entries apply or no entries are possible, select "no entries".

If there are any questions about individual indicators or if the selection cannot be assigned directly, click on the question mark to find help for each criterion.

Source: The primary source of information is stored in the data source. This can be, for example: EMICODE, Blue Angel, EPD No., version Ökobau.dat, manufacturer. If you have selected "no information", you can leave this field open.

Quality: For each specification and data source, a data source must also be deposited. The different data sources are explained in more detail in a table. Here it is also possible to leave the field open when selecting "no information".

Data quality	Explanation/ Example
Externally audited sector information	Association/industry data, e.g., association EPD
Externally verified specific manufacturer information	Externally verified product-specific data, e.g., EPD, which has been verified by an independent third party.
Unverified manufacturer information	Unaudited data material collected by the manufacturer from undeclared data sources
Unaudited average or default value	Information from standard catalogues e.g., Ökobau → www.oekobaudat.de

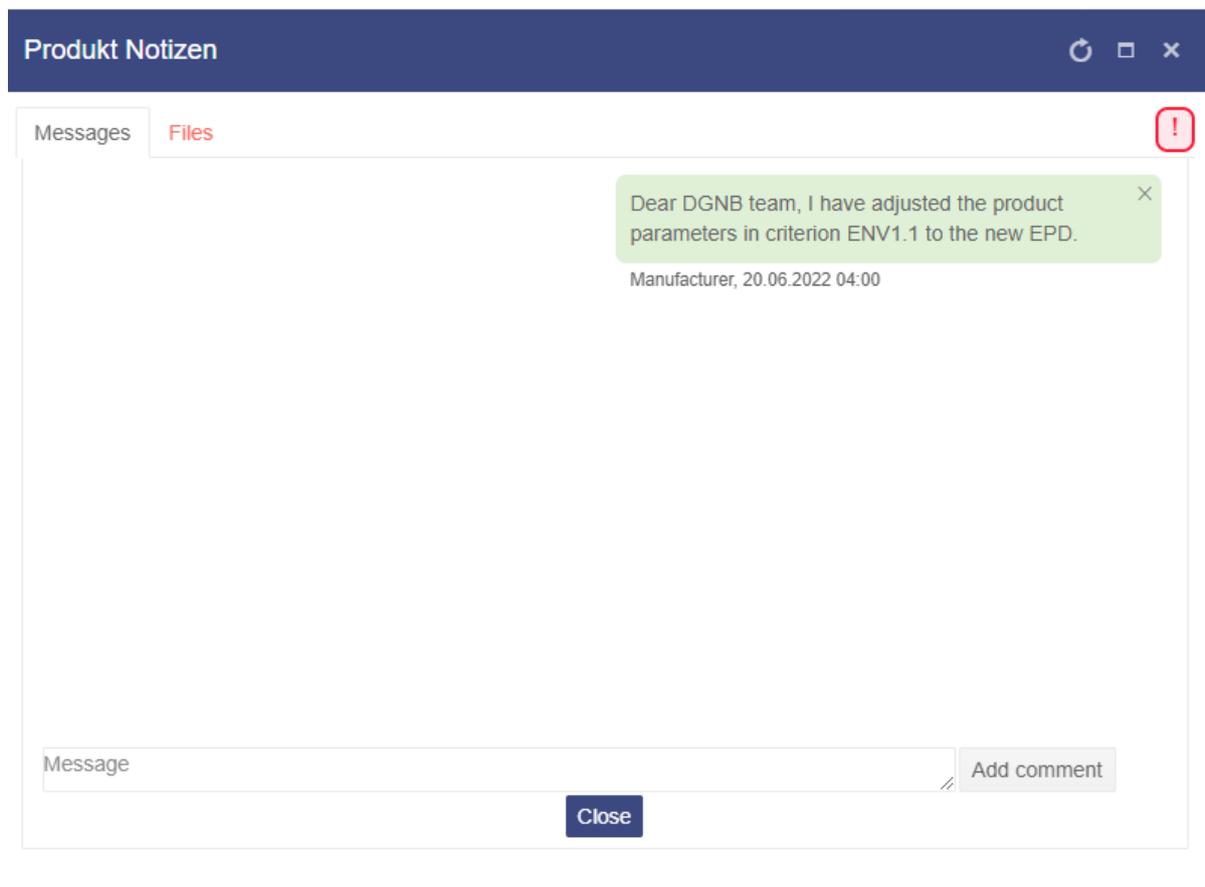### 3.2.5 Summary

Summary ( )

GENERAL INFO	CRITERIA	SUMMARY

General info

REGISTRATION CODE	COAV9T
MANUFACTURER	DGNB
PRODUCT NAME	ABC Holzbenzin
ITEM OR PRODUCT GROUP NUMBERS OR GTIN	84354222
COST GROUP *	Att_KG300Baukonstruktion, Att_Gründung
MATERIALITY*	Holz und Holzwerkstoffe
DESCRIPTION	
COMBINED PRODUCTS	
PRODUCT USAGE INFORMATION	
MAIN STATUS	Nicht Veröffentlicht
PROCESSING STATUS	In Bearbeitung
ASSESSOR	
OWNER TYPE	Auditor

SAVE   SEND TO ASSESSMENT

- **Summary**: In this control window, all details and documents are clearly displayed
- In case of errors/supplements, please select the corresponding field and edit it afterwards.
- **Send for evaluation**: The product note opens, and you can send your product for assessment. The product is now visible to the DGNB Navigator team.

3.2.6. Product notes

Produkt Notizen   ↻ ▢ ✕

Messages	Files	⚠

> Dear DGNB team, I have adjusted the product parameters in criterion ENV1.1 to the new EPD. ✕
>
> Manufacturer, 20.06.2022 04:00

Message   **Add comment**

Close

If you click on the "Send for assessment" button, you can add a note to the DGNB or also send test documents that are not to be published. To do this, please click on "Files ".

Click on the "Submit" button to send your product to the DGNB for inspection.

3.2.7. Display in the product database

The following illustrations show where the information entered in the product registration can subsequently be found in the product database.

To do this, the registration form is first numbered, and the numbers are then displayed in the product database.

Edit product (🇩🇪)

GENERAL INFO	CRITERIA	SUMMARY

1 **REGISTRATION CODE** ❓
COAV9T

2 **MANUFACTURER * ❓**
Fill in new or select existing …

3 **PRODUCT NAME * ❓**
ABC Holzbenzin

4 **ITEM OR PRODUCT GROUP NUMBERS OR GTIN * ❓**
Sie können die Entertaste, ein Komma oder ein Leerzeichen benutzten um eine Nummer hinzuzufügen

84354222 X

5 **COST GROUP * ❓**
KG 300 Building - Building construction ✕   KG 320 Foundation ✕

6 **MATERIALITY* ❓**
Bitte geben Sie die Materialien an wenn Ihr Produkt aus mindestens 10% der angegebenen Materialien besteht (eine Mehrfachauswahl ist möglich)

+ Add material   kg/m3 ▾

material	details	share of mass in...	mass in [unit sel...	
Wood and wood-based materials (renew. raw materials)	100	1000	1000	✏ Bearbeiten ✕ Löschen

7 **DESCRIPTION * ❓**

8 **COMBINED PRODUCTS ❓**

Geben Sie hier entweder eigene Produkte ein oder verweisen Sie auf Produkte anderer Hersteller.

9 **PRODUCT USAGE INFORMATION ❓**

10 **MAIN STATUS ❓**
Nicht Veröffentlicht ▾

11 **PROCESSING STATUS ❓**
In Bearbeitung ▾

12 **ASSESSOR ❓**

13 **OWNER TYPE ❓**
Manufacturer ▾

SAVE AND CONTINUE

The Main status, Processing status, Reviewer and Owner type fields are not displayed in the product database as they are administrative fields.

4. Product testing procedure

- After entering the data in the product profile, the product details are transmitted to the DGNB Navigator team.
- The entered data is checked for completeness and plausibility. After the check by the DGNB, you will receive an automated e-mail about the successful check and the publication of your product.
- If any information is missing, the product will be sent back to you for further submission. Once you have adjusted the changes, you can send the product back to the DGNB for a second assessment. The process is the same as for the first assessment and test.

    → Please use the product notes to communicate with the DGNB

5. Projects

5.1 Project list and project functions

5.2 Edit projects

After you have clicked on "Edit", the following input screen opens. You now have the option of changing the upper project parameters and adding products to the project. You can either create the products yourself (see 3.2 Adding a new product) or add an existing product from the product database.

Click on Add an existing product to automatically open the product list in a new tab. Click on the small plus to add the product to your project.

If you have already created several projects in your account, you then have the option of selecting which of your projects the product should be added to. Click on "Save" to add the product to the corresponding project.

6 Project audit

6.1 Submit projects

As soon as you have submitted your certification project for certification via the system software, you can also submit the associated project in the DGNB Navigator by clicking on 'Submit project'.

Once you have submitted the project, it can no longer be edited. Ideally, you should submit the project in the Navigator as soon as you have submitted the project in the system software.

Click on "close project"

The guide is not yet finalised as of today (10.03.2025). We will complete this guide shortly.

If you have any questions, please contact the DGNB Navigator Team at navigator@dgnb.de or call +49 711 72 23 22 - 11.