

## Draft PDS-01 MINHERS Addendum 34

### Quality Assurance Data File

## Chapter 9

### National Standard for Quality Assurance

***Modify the sections as shown by strikeout/underline***

#### 903.4 Quality Assurance of Raters and Ratings

##### 903.4.1 Quality Assurance file review (QA file reviews)

903.4.1.1 For each Rater, the Provider's QA Designee shall be responsible for an annual QA file review of the greater of one (1) home or ten percent (10%) of the Rater's annual total of homes for which Confirmed or Sampled Ratings were provided. When determining the number of homes to review for a Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 homes x 10% = 10.1 means that 11 homes shall be reviewed.

903.4.1.2 A QA file review shall be conducted on an ongoing basis as appropriate for the volume of ratings being completed, and at a minimum quarterly.

903.4.1.3 The QA file review completed by a QA Designee shall consist of, at a minimum, the following:

903.4.1.3.1 Homes shall be selected using a non-biased selection process from the entire pool of homes available at the time of the review for each Rater. It may be necessary to first select homes that represent any particular area of concern in either the rating or construction process. Once it is ensured that homes from these areas of interest will be included in the QA process, a non-biased selection process can then be applied such as random selection. Special effort should be taken to make certain that the selected homes are as representative as possible of the homes being rated, i.e. new and existing homes, geographic location, builder, trade contractor, variety of floor plans, etc., which, in some instances, may require more than the minimum (1) home or ten percent (10%).

903.4.1.3.2 While Section [102.1.4.10](#) require that Raters submit energy simulation files for every rated home to their Providers, the QA file review does not require that Raters submit quality assurance data files, as defined in [Appendix B- Glossary of Terms](#), to their Provider and/or QA Designee for every home that is rated. Only quality assurance data files for the homes selected for QA shall be required to be submitted to the QA Designee.

903.4.1.3.3 For of each Confirmed Rating, confirm that the values entered into the Rating Software for all Minimum Rated Features are supported by actual on-site field-verified test data;

903.4.1.3.3.1 At minimum, the Quality Assurance Designee shall collect and review the following supporting documentation for each file QA:

- Date of the inspection/test
- The name of the Certified Rater or RFI conducting the inspection/test
- Plans (or alternative documentation showing building dimensions)
- EEP Verification Checklists (Energy Star)
- RESNET Standard Disclosure
- Photos of the following building features where applicable to the rated Dwelling Unit (Note: Where photos are impossible or would lack sufficient detail, the Quality Assurance Designee may, at their discretion, allow alternative supporting documentation such as purchase orders or builder spec sheet)
  - Each unique building assembly depicting assembly thickness and R value/insulation materials
  - Heating, Cooling, and Service Hot Water Equipment including nameplate/model number
  - Whole House Ventilation Equipment including nameplate/model number and controls
  - Infiltration test result or automated test report
  - Leakage of air ducts test result(s) for each system
  - Dwelling Unit Mechanical Ventilation test result(s) for each system
  - The building's Front, Back, Right, Left elevations
  - Appliances (Refrigerator, Dishwasher, Washer, Dryer) including nameplate/model number