



## RESNET Quality Assurance Checklist

In accordance with RESNET Standards 904.3, RESNET shall develop a Quality Assurance Checklist that is to be used by QA Designees for the purpose of verifying a Provider's compliance with the individual requirements for Providers set forth in the RESNET Standards. For the first-time completion of the RESNET Quality Assurance Checklist, every item on the checklist should be checked for compliance, accuracy and completeness. In subsequent years, the list of items to be checked may be shortened to include only those items that RESNET has identified as requiring annual verification.

The Primary QA Designee for the Provider must review each item, and must provide the completed checklist to RESNET with a brief description of the Status of the Provider's compliance with the item along with any action being taken to achieve compliance. Descriptions of "Status" should be as succinct as possible.

[Link to RESNET Standards](#)

Provider Name: \_\_\_\_\_

Primary QA Designee: \_\_\_\_\_

Item	Section	QAD Initials	Item Description	Status
1	102.1.1		Written Quality Assurance Process that conforms to Chapter 9 of RESNET Standards and any specific QA requirements for other Provider categories.	
2	102.1.2.1 <sup>a</sup>		Documentation that Rater(s) meet the Rater certification provisions of 102.1.2.1, 102.2.2, and 207.1.	
3	102.1.2.3		Documentation of professional development for all active raters in compliance with current professional development requirements.	
4	102.1.2.6		All signed rater agreements in compliance with 102.1.2.6.1-3.	
5	102.1.4		Confirm "Home Energy Rating Provider's Operation Policies and Procedures" and compliance with subsections 102.1.4.1-5.	
6	102.1.4.6		"Written Conflict of Interest Provisions" as part of Operations Policies and Procedures.	
7	102.1.4.6		Documentation of disclosures provided to clients, including compliance with 303.3.2.9, with description of process to distribute disclosures.	
8	102.1.4.7		"Written Rater Discipline Procedures" as part of Operations Policies and Procedures.	
9	102.1.4.8		Current Rater registry.	
10	102.1.4.9		Complaint response system, process for informing purchasers and recipients of ratings about the complaint system, and records of complaints.	
11	102.1.4.10		Electronic database of information for each home rated or verified for the tax credit.	
12	102.1.4.11		Site data collection manual that at a minimum includes Appendix A is provided to Raters, and Raters are confirming Minimum Rated Features in accordance with 303.6-7 and Appendix A.	
13	103.1		Rating software version is current in accordance with 103.2 and software is properly licensed per 102.1.3.	
14	904.4.1 <sup>b</sup>		Annual rating data file review of greater of one (1) home or ten percent (10%) of each Rater's annual total number of homes for which confirmed or sampled ratings were performed, in accordance with 904.4.1.1-3.	
15	904.4.2 <sup>b</sup>		Annual onsite field evaluation of greater of one (1) home or one percent (1%) of each Rater's annual total number of homes for which confirmed or sampled ratings were performed, in accordance with 904.4.2.1-8.	
16	904.5 <sup>b</sup>		Significant non-compliance reported to RESNET.	
17	905.1 <sup>c</sup>		Primary QA Designee is named, documentation that all QA Designees meet requirements of 905.2.1-4 and 905.3.2 as verified by a QA Designee, and QA of a QA Designee's ratings (where applicable) meets 904.1.	

18	905.4		All QA Designees meet ongoing Professional Development requirements.	
19	905.6		All signed QA Designee agreements.	
20	905.8		QA Designee Delegates meet requirements of 905.8.1-2, and performance is evaluated by QA Designee in accordance with 905.9.3.	
21	905.9.8 <sup>d</sup>		QA record for each home is maintained in accordance with 905.9.8.1-3.	
22	906 <sup>b</sup>		Rating data files for EEP qualified homes are maintained in accordance with 906.2 and subject to quality assurance review in accordance with 906.4 and 904.4.	
23	Appendix A		Written log of the annual calibration check to verify all equipment accuracy for a period of three (3) years in accordance with "Building Element: Air leakage" table and manufacturer specifications.	
24	603.9		<b>Sampling Providers:</b> Confirm compliance with Quality Assurance provisions specific to sampling, particularly but not limited to 603.9.1 related to compliance with the sampling process outlined in 603.1-8.	

<sup>a</sup> All individuals certified as Raters prior to January 1, 2011 are not required to meet the changes to 102.1.2.2.1, related to probationary ratings of a Rater Candidate, in order to maintain certification.

<sup>b</sup> Requirement is effective for year 2011 ratings and QA. Checklist item should be evaluated in order to identify changes that must be made to Provider's current QA process.

<sup>c</sup> All individuals qualified as QA Designees prior to January 1, 2011 are not required to meet any new requirements, as stipulated under 905.2, in order to maintain qualification.

<sup>d</sup> Changes to requirements of 905.9.8.1 referencing 904.4.1.3 are effective for year 2011 ratings and QA.