



QUALITY CONTROL INSPECTOR Field Guide

v.9.27.2013

Standards of Reference

SWS – Standard Work Specification

Technical Standards for the Building Analyst Professional

Clarifications to Technical Standards for the Building Analyst Professional

ASHRAE 62.2-2010

Verify worker compliance with safety rules

Candidate identified measures that would have required fall protection
Candidate identified appropriate respirator requirements in the scope of work
Candidate identified appropriate PPE in relation to work in confined spaces
Candidate identified appropriate PPE in relation to the general work requirements of the work scope
Candidate identified potential jobsite hazards

Address work problems

Candidate reviewed the work in relation to the work plan
Candidate identified the need to run diagnostic tests
Candidate checked for missed opportunities

Evaluate client satisfaction regarding the in-process work

Candidate asked the homeowner about the work when it was in-process
Candidate made note of homeowner's answers
Candidate accurately determined the satisfaction level of the homeowner based on the conversation

Review client file and the work scope

Candidate reviewed the audit
Candidate reviewed the work order
Candidate interpreted diagnostic test results in relation to the work scope

Perform an exterior and interior visual/sensory inspection

Candidate performed exterior walk around
Candidate performed interior walk around
Candidate verified installed components listed on the work order
Candidate noted any audit discrepancies
Candidate noted any damage potentially caused by workers
Candidate documented any non-conformances

Evaluate client satisfaction

Candidate interviewed the homeowner regarding level of comfort and satisfaction with the work

Conduct health and safety tests

Combustion Safety and Efficiency Tests Candidate properly conducted combustion gas leakage testing
Candidate properly recommended soapy solution to verify positives
Candidate completed visual inspection of flue system for problems
Candidate identified existing heating / cooling system components safety concerns
Candidate measured the temperature of the domestic hot water at the tap

CAZ Testing

Candidate set up home for natural conditions
Proper manometer setup (**GATED ITEM**)
Candidate correctly measured baseline pressure differential
Set up home in worst case condition (**NOT SCOREABLE**)

All exhaust appliances running
Correct door closures - measured quantitatively or qualitatively
Air handler operation impact checked
Candidate correctly measured worst-case CAZ depressurization
Candidate calculated minimum draft pressure based on existing weather conditions (**GATED ITEM**)
Candidate checked for worst case spillage in DHW
Candidate correctly identified time limits for spillage based on BPI Standards
Candidate correctly determined if the appliance passes the spillage test
Candidate identified what steps should be taken if it does not pass (ask candidate)
Candidate correctly performed worst case draft test on DHW
Candidate made appropriate recommendations according to BPI standards (using correct table)
Candidate compared diagnostic results to appropriate table in the BPI standards

CO Testing

Candidate tested ambient CO outdoors
Candidate tested ambient CO indoors
Properly interpreted measurements
Candidate measured heating system flue gas CO during combustion safety testing
Candidate conducted Steady State Efficiency test on heating plant
Candidate accurately measured heat rise delta T
Candidate measured DHW flue gas CO during combustion safety testing
Candidate appropriately applied BPI action levels based on test results for CO in the flue
Candidate monitored ambient CO levels in the CAZ during entire combustion safety tests
Candidate checked for items, excessive debris inside oven
Candidate's sampling location appropriate for the oven test
Candidate appropriately applied BPI action levels based on test results for CO in oven

Conduct diagnostic tests

Duct Pressurization Test

Candidate properly set-up the manometer
Pressure tap appropriate
Accurate measurement

Blower Door Test

Candidate set combustion appliances to pilot or disabled them
Candidate properly set-up the blower door frame/shroud/fan
Candidate properly set-up the manometer
Candidate properly set-up house for testing
Candidate correctly measured baseline pressure differential
Candidate accurately took CFM50 measurement

Pressure Pan Test

Candidate properly set-up the manometer
Accurate measurements taken
Candidate properly interpreted the results of the pressure pan testing

Pressure Diagnostics

Candidate measured zonal pressure differential to one appropriate zone
Candidate properly interpreted the results

Fan Flow

Candidate accurately compared existing exhaust flow ventilation with rated capacity

Determine pass/fail of the work - Identify work problems

Candidate reviewed the results of the visual/sensory inspection
Candidate reviewed the results of diagnostic tests
Candidate compared diagnostic results with the post-test data
Candidate made a determination of pass or fail of the work based on the results
Candidate noted the work problems if the result was a fail

Perform spot checks

Candidate mentioned the need to perform spot checks on in-process work
Candidate mentioned performing random sampling of job site documents

Evaluate installed measures against the field guide, SWS and state/local codes

Candidate compared work completed with acceptable practices
Candidate made appropriate conclusion based on the findings
Candidate identified work that does not meet acceptable practices

Candidate determined if the problem was material problem or a work problem

Close out the project

Candidate ensured all punch-list items were completed

Candidate ensured all relevant signatures were obtained

Maintain files and records

Candidate discussed how they maintain job logs and notes

Candidate discussed how they maintain information on active complaints

Candidate discussed how they maintain information on any job anomalies