



Setting the Standards for
Home Energy Efficiency

Standard Revision

MINHERS Addendum 34 Quality Assurance Data File

Date Approved:	July 6, 2020
Effective Date:	January 1, 2021
Transition Period:	None
Transition Period End Date:	None
Proponent:	SDC 900
Organization:	RESNET

Purpose:

Amend Chapters 9 of the MINHERS to define the minimum acceptable thresholds and clarify requirements for a QA Data File.

Modifications to the chapter are given below in underline/strikeout format

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 Rating Provider shall collect, review, and maintain (for a period of 3 years) the following supporting documentation for each file QA:

- Date and time 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 Checklist
- RESNET Home Energy Rating Standard Disclosure
- Photos of the following building features where applicable to the rated Dwelling Unit. Where photos lack sufficient detail¹, the Quality Assurance Designee shall require additional supporting documentation.
 - Building assemblies as required by ANSI/RESNET 301 Appendix B Inspection Procedures for Minimum Rated Features.
 - All heating, cooling, and service hot water equipment including nameplate/model number
 - Dwelling Unit Mechanical Ventilation System including nameplate/model number and controls
 - Infiltration test result or automated test report
 - Duct leakage test result(s) for each system
 - Dwelling Unit Mechanical Ventilation System test result(s) for each system
 - The building's front, back, right, left elevations
 - Appliances (refrigerator, dishwasher, washer, dryer) including nameplate/model number

1. (Informative Note) For example, where equipment is located in narrow utility closets that prohibit clear photo of nameplate/model number, or when the building feature required is not present at the time of inspection.