



## MER Authorized Insulation Contractor Program Quality Assurance On-site Visit

The QA assessor will evaluate the crew leaders' third job with an on-site visit. Crew leaders who successfully demonstrate compliance with program standards will become active crew leaders. If these three jobs identify crew leader non-compliance, the crew leader will remain on probation, and additional QA phone visits and/or QA on-site visits may be required.

The on-site visit may occur several days or weeks following work completion. The crew leader is required to be on-site to observe the QA inspection and the scoring process. CEE will schedule the visit with the homeowner in coordination with the contractor.

### **The following procedure will be used:**

- At job arrival, meet homeowner and provide job survey to collect at end of visit.
- Review work scope and access issues, including additions or deletions to the work scope, and combustion safety issues.
- QA assessor observes crew leader perform fans off combustion safety test.
- QA assessor performs preliminary IR scan
- QA assessor observes crew leader perform blower door test.
- QA assessor observes crew leader test applicable work scope details with chemical smoke.
- QA assessor checks work scope details with (as appropriate):
  - a. Infrared camera
  - b. Chemical Smoke
- Blower door off, QA assessor visually inspects attic(s) to verify:
  - a. Access treatments
  - b. Insulation levels
  - c. Attic cards
  - d. Depth markers
  - e. Ventilation
  - f. Air seal treatments
- QA assessor observes crew leader perform exhaust fans on combustion safety test.
- QA assessor collects homeowner survey, scores work scope details and calculates job score.
- QA assessor discusses findings with crew leader and corrections required.