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2019 NEMIC ATTCP Substantive Change Amendment to Application

Description of Changes

This document, along with the letter describing the 2019 NEMIC ATTCP Amended Application, serves to meet the requirements of Section 10-103.(f)1.B.i of the Standards. It describes the scope and reasons for changes (substantive and non-substantive) to the Application, Potential Impacts are described in the letter and Preface of the Amended Application.

Font throughout document was changed to Calibri to conform with other NEMIC documents.

Title

Updated for 2019 Substantive Amendment.

Notice

Copyright updated to 2020

Trademarks

Adjusted description of limitations of addressing all trade and service marks to be more detailed.

Preface

Updated to describe the 2019 Substantive Amendment

Name and contact information were updated to ATTCP Administrator.

Contents updated for current document.

Definitions

MATT and MATE were added to definitions, for clarification of Mechanical Acceptance Testing vs. other types of Acceptance Testing required by the Standard.

Data Registry added.

Database added.

Registry added and used, as differentiation from Database.

Standards updated to be "current" instead of code year specific.

1.Organization of the NEMIC ATTCP

Section updated to 10-103.2 to match current Standards

Clarified that section was previously submitted and accepted.

1.1 Structure of the NEMIC ATTCP

Removed "proposed" since previous application was approved.

Updated ISO 17024 reference to 2012 (current edition), from 2003

Identified basic workflow as a diagram instead of reference page.

Number and locations of JATCs broadened to statewide. Multiple JATCs will be providing training for MATT Level 1.

"He or she" changed to "they" throughout to reflect current accepted gender-free reference to single persons.

Reference to Standard Section 10-103.2 updated.

1.2 By-laws

Attachment 1.1 NEMIC Trust Agreement (no change) hyperlink removed.

Attachment 1.2 iTi Trust Agreement (no change) hyperlink removed.

Removed “District of Columbia” as location for NEMI.

Attachment 1.3 NEMI Articles of Incorporation (no change) hyperlink removed.

1.3 NEMIC Structure

Attachment 1.4 ICB Charter (no change) hyperlink removed.

Attachment 1.5 TABB Charter (no change) hyperlink removed.

Verb for Task Forces and Committees changed to “convened” for consistent and more accurate meaning.

2 Certification of Acceptance Test Employers

Section reference updated to 10-103.2 for current Standard.

Clarified that section was previously submitted and approved.

2.1 Certification Process for Acceptance Test Employers

Modified Acceptance Test and Mechanical Acceptance Test Employers to delineate MATEs as a subset of ATEs.

Attachment 2.1 NEMIC ATTCP Certification Manual (Substantive Changes) Changes in the Manual are outlined later in this document.

2.2 Roles and Responsibilities of the individual Mechanical Acceptance Test Employer (MATE)

Section added to better define MATE, and to differentiate from Responsible Person as defined by the Standards.

2.3 Employer Certification Obligations and Code of Conduct

Better identified MATE as subset of ATE.

3 Training and Certification Procedures for Acceptance Test Technicians

Added scopes for MATT Levels 1 and 2

Attachment 3.1 ITI Certification Manual (no change).

3.1 Pre-Qualifying Technician Training

Added MATT Level 1 qualifications

Corrected reference to ICB TABB Technician Certification as ANSI-rated.

Attachment 6.2 ICB Certification Manual (no change).

3.2 Training for Acceptance Testing Technicians

3.2.1 Classroom Training

MATT Levels 1 and 2 described, with Training content referenced back to the NEMIC ATTCP Certification Manual Section 6.

3.2.2 Hands-On Training

Added Local 206 which was inadvertently omitted with 2013 application.

3.3 Certification of Mechanical Acceptance Test Technicians

Updated to reference NEMIC ATTCP Certification Manual

3.4 Instructor to Trainee Ratio

Updated Section reference to 10-103.2(c)3B(iv)

3.5 Technician Coverage of the State of California

Updated to identify current ATTs as becoming MATT Level 2 and identify potential increase in total number of NEMIC-certified MATTs with Level 1 and Level 2, using districts and numbers of technicians as discussed at T24 Task Force.

Updated NEMIC ATTCP District Map per current affiliate organization.

3.6 Industry Coverage

Updated Section reference to Section 10-103.3(b)2.

4 Complaint Procedures

Updated Section reference to Section 10-103.2(c)3D.

Indicated previous submittal was approved.

5 Revocation Procedures

Updated Section reference to Section 10-103.2(c)3E.

Indicated previous submittal was approved.

6 Quality Assurance Program

The active NEMIC Quality Assurance Program (QAP) was submitted with the NEMIC 2016 Update Report (QAP) and approved by the CEC on June 13, 2018. The only substantive changes from the approved QAP document to the language included with this Substantive Change Amendment (Section 6, Quality Assurance Program) are: *Table 6.5, Results of Audit Failure*, which was adjusted to better align with the CEC-approved practices of other ATTCPs; more detailed descriptions of the Desk and On-site Sampling Auditing processes; and a sample acceptance test form completed on the NEMIC ATTCP Project Database. Because the QAP was submitted as a stand-alone section with the 2016 Update Report, it appears in its entirety as a newly-inserted section with this 2019 Substantive Amendment to the 2013 NEMIC ATTCP Application.

Clarified ANSI-accredited ICB-certified TABB Technician is still a prerequisite for MATT Level 2.

Attachment 6.1 ANSI Certificate of Accreditation (no change) The ICB maintains ANSI rating for the TABB Technician Certification.

Attachment 6.3 TABB Reports to ANSI (no change), The ICB maintains ANSI rating for the TABB Technician Certification.

6.14 Annual Surveys of Building Departments Regarding Mechanical Acceptance Testing

Updated Section number to match new QAP language.

Description of database NEMIC has developed.

7 Certification Identification Number and Verification of ATT Status

Updated Section reference to Section 10-103.2(c)3G.

Removed Certification status of under review, to have only current or revoked (decertified) per the Standard and per the NEMIC Administrator.

Clarified that certification type and scope available at the website.

Indicated website became operational.

8 Annual Reports

Updated Section reference to Section 10-103.2(d).

9 Interim Training for TABB Members

This section, along with the associated attachments (9.1 through 9.9) contains information pertaining to interim approval and is no longer relevant. It and the associated attachments are deleted and are not part of the Amended Mechanical ATTCP Application.

Attachments

1.1 NEMIC Trust Agreement (unchanged)

1.2 iTi Trust Agreement (unchanged)

1.3 NEMI Articles of Incorporation (unchanged)

1.4 Charter of the International Certification Board (unchanged)

1.5 Charter of the Testing, Adjusting, And Balancing Bureau (unchanged)

Attachment 2.1

2019 NEMIC ATTCP Certification Manual

Generally updates to the Manual are an effort to conform with current NEMIC policies and procedures, and to reduce revisions to only those required by Substantive changes.

References to specific Code Years were removed to reduce the need to change Manual without Substantive Changes to Certification processes covered by the Manual.

Font was changed to Calibri to conform with other NEMIC documents.

Copyright updated to reflect correct year of publication.

Table of Contents updated for current document.

1 Introduction

1.1 Definitions

Data Registry and Database added to definitions, to clarify how NEMIC uses terms, with Registry as preferred term for the Data Registry

MATT and MATE were added to definitions, for clarification of Mechanical Acceptance Testing vs. other types of Acceptance Testing required by the Standard.

1.2 Purpose and Overview

Standards removed to eliminate confusion between NEMIC policies and the California Title 24 Standards.

1.3 Amendments and Interpretation

Standards removed to eliminate confusion between NEMIC policies and the California Title 24 Standards.

1.4 The Meaning of Certification

Description updated per NEMIC Director of Certification (Duane Smith) to conform with ICB/ ANSI.

2.2 Duration of Certifications

Updated to reflect Level 1 and Level 2 MATTs, with clarification for MATT Level 2 requirement to maintain TABB Certification. Addition of Matt Level 1 is to better meet the demands of the construction

market by providing a greater number of certified technicians for the most commonly performed Acceptance Tests.

2.3 Renewal of Certification

Updated language to require fulfillment of renewal requirements, which may not always be a new certification exam.

2.4 Suspension or Withdrawal of Certification

Changed “enumerated” to “listed” for simplicity

Changed “ATTCP will deny the renewal” to “reserves the right to deny the renewal” per NEMIC Director of Certification

2.5 Certification Related Appeal Procedures

Objection changed to Appeal, Claimant changed to Appellant, to conform with current ICB/ITI documents. Flowchart updated to change the same.

In all sections, time limits aligned to be business days for 10 days or less, and (calendar) days for any longer period.

2.5.5 ATTCP Procedures for Resolution of Test-Related or General

Clarified that notification to Appellant of any modifications to the Appeal process will be within 10 business days “after the modification becomes effective.”

2.6 ATTCP Procedures for Resolution of Complaints

Clarified that notification of Claimants of any modifications to the Complaint process will occur no later than ten business days “after the modification becomes effective.”

3.1 Purpose

Added for clarification and to provide more detailed definitions of MATT Level 1 and Level 2.

3.2 Scope

Added for clarification and to provide more detailed scopes of MATT Level 1 and Level 2.

3.3 Eligibility

Technician eligibility updated for MATTs Level 1 and 2.

MATT Level 2 remains the same as the existing ATT, which includes being an ICB-certified TABB technician with three years relevant professional experience.

JATC Instructor removed as a specific example of a NEMIC participant to reduce confusion between training and certification.

3.5 Certification Exams for Acceptance Test Technicians

Changed from “Tests” to “Exams” to reduce confusion with Acceptance Tests.

Updated for MATT Levels 1 and 2, with reference to Knowledge.

MATT Exam descriptions updated to reflect ATTCP coordination of scheduling exam session, electronic format. Books or notebooks updated to materials (i.e. digital formats).

3.6 Certification Documents

Sentence added to note that upon certification, certification status becomes publicly available as required by the Standard and per NEMIC Information Policy.

3.8 Technician Certification Obligations and Code of Conduct

“Be employed by employer” changed to “Perform Acceptance Test work only when employed by” to allow for someone who experiences unemployment to maintain certification between employers

3.9 Claims changed to Appeals, “claimant” to “appellant” to conform with current ICB/ITI documents.

3.10 Renewal of Certification

Added sentence to include “any and all requirements conveyed by NEMIC in notice of Renewal”, i.e. should an exam for renewal be required.

4.1 Purpose

Added to provide a more detailed definition of ATE

4.2 Scope

Added to conform to ICB Certification Manual and to provide a more detailed definition of MATE, as well as clarification for MATE vs Responsible Person

4.5 Certification Exam

Updated MATE to reference Knowledge Bases to conform with ICB manual and practices.

MATE Exam descriptions updated to reflect ATTCP coordination of scheduling exam session, electronic format. “Books or notebooks” updated to “materials” (i.e. digital formats).

4.6 Certification Documents

Sentence added to note that upon certification, certification status becomes publicly available as required by the Standard and per NEMIC Information Policy.

4.7 Employer Certification Obligations and Code of Conduct

Employer code of conduct updated to clarify it is the Employer certification that must be maintained within 90 days, and to require submission of all Acceptance Tests to the database for all projects requiring a certified Acceptance Test Technician.

Code of Conduct (Text box)

Updated section reference to 10-103.2 as changed starting with 2016 Standards

Removed requirement for ATEs to certify projects, as ATEs do not certify Mechanical Acceptance Tests.

4.9 Claims changed to Appeals, “Claimant” to “Appellant” to conform with ICB documents.

4.10 Renewal of the Certification

Added sentence to include “any and all requirements conveyed by NEMIC in notice of Renewal”, i.e. should an exam for renewal be required.

4.11 Standards of Proficiency, removed 2013 reference

Section 5 Quality Assurance Program

The active NEMIC Quality Assurance Program (QAP) was submitted with the NEMIC 2016 Update Report (QAP) and approved by the CEC on June 13, 2018. The QAP Section of the Certification Manual was updated to reflect the active QAP. The only substantive differences are: *Table 5.4, Results of Audit Failure*, which was adjusted to better align with the CEC-approved practices of other ATTCPs; more detailed descriptions of the Desk and On-site Sampling Auditing processes; and a sample acceptance test form completed on the NEMIC ATTCP Project Database.

Section 6 Technician Knowledge Bases

6.1 Reference Materials

“TABB TAB Procedural Guide” deleted because it was redundant to “SMACNA TAB Procedural Guide.” Code years changed to “current and next most-recent” to reflect code year cycles likely in effect for projects ATTs and ATEs will be testing.

Added language to include “sections referenced by Mechanical Acceptance Testing” (such as Lighting Occupancy Sensors which are linked to Mechanical Acceptance Testing, but are not in the MAT sections) “Mechanical” added to Acceptance Test Technician to clarify Mechanical vs. other Acceptance Testing. “ing” removed from Test Technician and Test Employer to conform with CEC documents.

6.2 Mechanical Acceptance Test Technician (MATT) Levels 1 and 2

Level One MATT Knowledge Base is based on Section 10-103.2(b)1.B. of the Standards. The section identifies the most common Mechanical Acceptance Tests. The 2019 NA7.5.17 Occupied Standby Acceptance is not within that section but is anticipated to be a common test, and so is included for MATT Level 1 with 2019.

Level Two MATT Knowledge Base based on all mechanical Systems Acceptance Tests, “Including Duct Leakage Testing as referenced in Nonresidential Appendix NA1.9.”, which is noted specifically to meet the 2019 HERS Alternative Compliance option.

6.3 MATT Curricula

MATT curricula are based on the Curricula section of the Standards, and include the specific domains for MATT Level 1 and MATT Level 2.

Section 7 Employer Knowledge Base

7.1 Reference Materials

“TABB TAB Procedural Guide” deleted because it was redundant to “SMACNA TAB Procedural Guide.” Code years changed to “current and immediately preceding” to reflect code year cycles likely in effect for projects ATTs and ATEs will be testing.

Added language to include “sections referenced by Mechanical Acceptance Testing” (such as Lighting Occupancy Sensors which are linked to Mechanical Acceptance Testing, but are not in the MAT sections) “ing” removed from Acceptance Test Employer to conform with CEC documents.

7.2 Mechanical Acceptance Test Employer (MATE)

“Mechanical” added to Acceptance Test Employer to clarify Mechanical vs. other Acceptance Testing. MATE Knowledge Base is based on the Nonresidential Appendix NA-7 of the Standard.

7.3 MATE Curricula

MATE curricula are based on the Curricula section of the Standards and includes the specific domains for MATE.

Attachment 2.2 Mechanical Acceptance Test Employer Training (Submitted under cover)
Attachment 2.3 Mechanical Acceptance Test Employer Certification Exam (Submitted under cover)
Attachment 3.1 ITI Certification Manual for Technicians (no change)
Attachment 3.2 Mechanical Acceptance Test Technician Training Materials (Submitted under cover)
Attachment 3.3 Typical Hands-On Mechanical Acceptance Test Technician Training Facility (no change)
Attachment 3.4 Mechanical Acceptance Test Technician Certification Exams (Submitted under cover)
Attachment 6.1 ANSI Certificate of Accreditation (no change)
Attachment 6.2 ICB Certification Manual (no change)
Attachment 6.3 TABB Reports to ANSI (no change)

Attachments 9.1 through 9.9 contained information pertaining to interim approval and are no longer relevant. Deleted and not part of the 2019 Amended Mechanical ATTCP Application.