

DOCKETED

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Project Title:	Acceptance and Training Certification
TN #:	223378
Document Title:	California Code of Regulations, Title 24, Part 1 10-103.2-Nonresidential Mechanical Acceptance Test Training and Certification
Description:	Addendum to the QAP report submitted to the Dockets Unit March 28, 2018
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Organization:	National Energy Management Institute Committee
Submitter Role:	Applicant
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May 7, 2018

Attn: Dockets Unit (MS-14)
California Energy Commission
1516 Ninth Street
Sacramento, CA 95814

Re: *California Code of Regulations, Title 24, Part 1 10-103.2 – Nonresidential Mechanical Acceptance Test Training and Certification*

Dear Docket Unit,

This is an addendum to the report submitted to the Dockets Unit on March 28, 2018.

- 1) **Table 3 Errata.** In the NEMIC ATTCP Quality Assurance Program in Accordance with the 2016 California Building Energy Efficiency Standards, Version 180328 Table 3 reported a wrong value for “% of Projects audited”, “2022 Code Cycle and Beyond” Below please find the correct table, which will be included in the final version of the quality assurance program.

Table 1. Type and Frequency of Audits to Be Conducted Under The NEMIC QAP

Time Period	Confidence Level	% of Projects Audited*	Paper Audits	On-Site Audits
2016/2019 Code Cycle	98%	4%	3%	1%
2022 Code Cycle and Beyond	95%	2%	1%	1%

*the actual number of projects audited will depend on the total number of projects, the above identified is the anticipating a minimum pool of 8,000 projects in the course of a year. If more projects are completed the % of projects audited will decrease. 8,000 was the number of CALCTP audits conducted in 2017.

- 2) **Clarifications regarding the process of how the onsite audits will be conducted.**
 - a. *The first issue concerns how will ICF know where the acceptance tests are occurring (project sites).* The NEMIC ATTCP will incorporate mandatory reporting of projects by its certified Acceptance Test Employers. The reporting process will be as follows:
 - i. Winning bid information will be provided to ICF
 - ii. ICF will receive a weekly list of projects (both upcoming through winning bid and recently completed, as well as a schedule of when actual project work will be done.
 - iii. ICF will use the information to identify projects for both paper and on-site auditing
 Failure by the ATEs to comply with these mandatory requirements will result in decertification.
 - b. *The second issue concerns how will the projects be randomly selected without tipping off the ATEs.*

- i. Using the project schedule information, ICF will randomly select a project for an onsite audit. The onsite audit will be performed at the same time the Acceptance Test Technician performs the acceptance testing.
 - ii. Regardless of if a scheduled acceptance test is selected for audit, ICF will systematically contact the ATE (either by voice, email, or phone-app) to confirm the scheduled acceptance test (date and estimated time) for each winning bid no more than 3 days in advance of the scheduled date.
 - iii. The ATE will be notified of an on-site audit in-person by the quality assurance inspector at the time and date of the scheduled acceptance test.
 - iv. Failure by the ATE to provide ICF with a notice of changes to the project schedule will be reported as a failed audit. For example, should the auditor arrive at the project site at the scheduled date and time and the ATT is not present constitutes a failed audit. A second failure will result in a written reprimand, a third failure will result in decertification of the ATE.
- c. *The third issue concerns the on-site audit reporting process, i.e., how will the results of the onsite audit be reported.*

The reporting process will be as follows:

- i. ICF will send a completed electronic copy of the audit results to the ATE/ATT and the NEMIC ATTCP
- ii. ICF will track the results of all audits in a database and share with the NEMIC ATTCP for its annual report to the California Energy Commission.
- iii. ICF will keep electronic copies of the audit findings and reports for a period of 5 years.
- iv. NEMIC maintains a database of all accounts, both ATT and ATE's, including any pertinent documentation. Here, ATE's account will contain copies of the completed projects. The ATT's account will contain copies of the completed mechanical acceptance tests, i.e., NRCA-MEC-X forms. Copies of the database are held ad infinitum.

At this time, NEMIC respectfully request the California Energy Commission to review our submission and approve NEMIC as a Mechanical Acceptance Test Technician Certification Provider under the 2016 Building Energy Efficiency Standards

Sincerely,

David L Bennett

David Bennett
NEMIC ATTCP Administrator

cc.: Joe Loyer, Senior Mechanical Engineer, California Energy Commission
Mark Ouellette, ICF
Davor Novosel, Chief Technology Officer, NEMIC

