

Quality Control Inspection Form

A Quality Control Inspection (QCI) verifies all aspects of the Audit Event have been satisfactorily completed and the payment and reporting process may proceed. The QCI includes a complete file review and site visit, including: a sensory inspection and diagnostic tests, a client education process, and a file closeout process.

Household Information ☐ Site Built Home ☐ Mobile Home ☐ Multi Family

Client:		Audit Date:	
Address:			Auditor:
City:	Zip:		Inspection Date:
HH#:	Year Built:		Inspector:

File Review

File Content	Yes	No
Are all required forms and documentation present and completed as detailed in Section 4.3 <i>Household File Contents</i> within the MN WAP Policy Manual?		
If No , what is missing?		

Audit Data	Yes	No
Was the dwelling accurately modeled in the WA software in accordance with the Weatherization Assistant User's Manual and Addendum?		
If No , what is incorrect?		
Does the work order accurately reflect the measures as generated by the WA software?		
If No , what is missing?		

Site Visit

Sensory Inspection (Performed by Quality Control Inspector)	Yes	No
Was all work called for within the work order completed in accordance with the Standard Work Specification (SWS) and applicable codes?		
If No, which measures were done incorrectly?		

Diagnostic Testing (Performed by Quality Control Inspector)	Yes	No
Are all the diagnostic tests conducted, passed, and documented in the appropriate forms?		
Notes:		

Client Feedback/Education (Performed by Quality Control Inspector)	Yes	No	N/A
Was the client satisfied with the work?			
Was the client satisfied with the audit process: initial site visit, explanation of work & tests, and communication?			
Was the client satisfied with the mechanical contractor: communication, and clean up?			
Was the client satisfied with the building shell contractor: communication, and clean up?			
Was the client satisfied with WX staff?			
Was client education performed?			
Comment:			

Re-work (if needed): see work orders for details

	Measure (Performed by Quality Control Inspector)	Corrected?
1		Yes / No
2		Yes / No
3		Yes / No
4		Yes / No
5		Yes / No

* Note: All Re-work must be completed and inspected before File Closeout.

File Close Out

Feedback (Performed by Quality Control Inspector)	
Weatherization Staff	
Mechanical Contractor	
Building Shell Contractor	
Others	

QCI Data Entry in WA	Done
Enter in diagnostic results from QCI site visit	
Enter contractor/crew notes	
Update relevant work statuses (Appendix C- Weatherization Assistant User's Manual-Addendum)	

Fiscal Verification	Done
Enter quality and cost information from contractor/crew invoice	
Compare invoices to WA work orders and bids to identify and resolve any discrepancies	
Verify the appropriate use of cost centers in WA software	
Verify that cost centers in WA and other fiscal documentation are aligned	
Verify that invoices were not paid before final inspection was complete	
Update relevant fiscal statuses (Appendix C- Weatherization Assistant User's Manual-Addendum)	

By this signature, I verify that all aspects of the QCI process have been satisfactorily completed.

QCI Name (Print): _____

Signature: _____

Date: / /