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MEMO

WX-2015-2

TO: Agency Directors, Fiscal Officers and Weatherization Coordinators
FROM: Chris Shoopman, Weatherization Program Coordinator
RE: Quality Work Plan Implementation
DATE: 6/29/2015

Greetings,

With the enactment of the USDOE Quality Work Plan, Oregon is required to complete and implement several tasks including; creating a field guide that is aligned with the work standards outlined in the NREL standard work specifications, create and utilize a standardized inspection form and implement a Quality Control Inspector (QCI) inspection requirement.

Following are the specifics on each component:

Quality Control Inspector: Any jobs audited on or after July 1, 2015 and funded in any amount by USDOE or BPA funds must be inspected by a certified QCI. ECHO and LIHEAP funded jobs must be inspected, but do not require a QCI complete the inspection.

SWS Aligned Field Guide: Work completed on jobs audited on or after July 1, 2015 must conform to the standards spelled out in the USDOE approved Oregon Weatherization Assistance program Site Built and Manufactured Home Field Guide and Standards. A copy of the field guide can be found [here](#). Jobs audited before July 1 may follow the previous standards outlined in the Site Built and Mobile Home Weatherization Specifications.

Standardized Inspection Form: All jobs audited on or after July 1, 2015 must utilize the standardized inspection form to document the inspection. A signed copy of the appropriate inspection form must be contained in each file. Jobs audited before July 1 may use existing agency inspection forms.

If you have any questions, please contact me at (503) 986-0972.

Best Regards,

Chris Shoopman
Weatherization Program Coordinator