

ICP Quality Assurance Checklist



Client:
Project:
Project Developer:
QA Assessor:

Basic Protocol – QAA Checklist

BASELINING CORE REQUIREMENTS

- Defined energy use baseline measurement boundary
- Defined utility baseline period and rate structure
- 14-36 months energy use data, including load profiles
- Baseline condition data, e.g. weather, occupancy, etc. *(as required)*
- Building asset data *(as required)*
- Building operational data *(as required)*
- ECM characteristics/considerations *(as required)*

SAVINGS CALCULATIONS

- Qualified energy and cost savings calculation modeler
- Recommended set of viable energy conservation measures
- Defined and clear energy savings calculations and assumptions
- Demonstrated consideration of interactive effects
- Defined financial analysis and/or performance metrics
- Energy rate and price assumptions
- Cost estimates for recommended ECMs
- Energy cost avoidance savings estimates

DESIGN, CONSTRUCTION, AND VERIFICATION

- Operational Performance Verification Commissioning Plan
- Qualified commissioning agent

OPERATIONS, MAINTENANCE, AND MONITORING

- Operation, Maintenance, and Monitoring Plan
- Qualified operations and maintenance responsible party

PROJECT DOCUMENTATION

- Project Developer Requirements
- Shared performance risk contract arrangement

MEASUREMENT AND VERIFICATION

- Measurement and Verification Plan
- Qualified third-party measurement and verification provider

QA Assessor :

Reviewer*:

Date:

Signature:

**Reviewer must be qualifying individual per ICP QA Assessor Application*



By signing this ICP QA checklist, the ICP Quality Assurance Assessor attests to having reviewed the project development documentation and verifies that the project substantially conforms to the ICP Protocols and the ICP Project Development Specification. This signature does not constitute a guarantee of energy savings performance, nor does it signify that the reviewer is taking professional responsibility for the required documents and engineering produced by the project developer.