



PTCS Air Source Heat Pump Quality Assurance Inspection Form

	Outdoor Temp °F	Insp. Date	Insp. Time
Inspector Name	Utility Name	Measure ID	Re-inspection? <input type="checkbox"/> Y <input type="checkbox"/> N
Site Address	Site City	Site State	Site Zip
<input type="checkbox"/> Utility staff present. Name:	<input type="checkbox"/> Installing tech present. Name:	Heated Area: Sq Ft	

Grading: A failing overall grade will disqualify a project from the PTCS program. Only when a failing grade is remediated can the project receive certification.

New Heat Pump Equipment Data

All Equipment Data matches technician's form. If not, record below.

Inspection Type: <input type="checkbox"/> PTCS Heat Pump with HSPF <input type="checkbox"/> Controls, Commissioning & Sizing (CC&S) (please circle HSPF type below)			
Outdoor and Indoor Unit Make		AHRI number	HSPF HSPF2
Outdoor Unit Model #		Indoor Unit Model #	
Meets HSPF or CC&S Grade <i>(Check one)</i>	<input type="checkbox"/> A (Pass) At least 9.0 HSPF, or 7.6 HSPF2 or meets Federal standard for CC&S. HSPF2 Standard for units made on/after 1.1.23		<input type="checkbox"/> F (Fails) HSPF below 9.0, or HSPF2 below 7.6, or lower than Federal Standard for CC&S
Notes			

External Static Pressure Test

Static Pressure: Return	Static Pressure: Supply	Total Static: Pressure	Maximum ESP allowed by manufacturer if VSHP	Condition and Type of Filter
External Static Pressure Grade <i>(Check one)</i>	<input type="checkbox"/> A (Pass) ≤ 0.8 H2O (200 Pa) or less than maximum ESP allowed by manufacturer if VSHP		<input type="checkbox"/> F (Fails) > 0.80 H2O (200 Pa) or more than maximum ESP allowed by manufacturer if VSHP	
Notes				

Air Flow QA

Air flow measurement is not required for variable speed systems, but airflow should be confirmed if performing an inspection at the time of installation.

Testing Method Used by Tech: <input type="checkbox"/> QA observed ESP-CFM (complete CFM/Ton)				Units tested in <input type="checkbox"/> Pa <input type="checkbox"/> H ₂ O	NSOP	Plate Size <input type="checkbox"/> 14 <input type="checkbox"/> 20	TFSOP
<input type="checkbox"/> QA unobserved ESP-CFM (complete True Flow Test) <input type="checkbox"/> Original True Flow							
<input type="checkbox"/> Variable Speed Heat Pump- No Test Performed <input type="checkbox"/> Digital/Bluetooth True Flow							
Plate Pressure	Capacity (tons)	Correction Factor	Raw Flow	*Corrected Flow	CFM/Ton – Tech	*CFM/Ton – QA	
Air Flow (CFM) Grade <i>(Check one)</i>	<input type="checkbox"/> A (Pass) 325 to 500 CFM/Ton or no test completed for variable speed system <input type="checkbox"/> A (Pass) Tech value submitted by technician for ESP-CFM methodology meets program requirements. <input type="checkbox"/> A (Pass) Exception granted for airflow below 325 CFM/Ton or over 500 CFM/Ton if it meets manufacturer specifications.					<input type="checkbox"/> F (Fails) Less than 325 or greater than 500 CFM/Ton and does not meet manufacturer specifications.	
*If plate is located at filter grille or on an air handler with no plenum, add 4% to corrected flow							
Notes							



Digital/Bluetooth True Flow Test	1. Plate Location	2. Total Airflow	3. CFM/ton
	<input type="checkbox"/> Air Handler <input type="checkbox"/> Return Grille		

Variable speed system's airflow meets manufacturer's specifications per technician reporting. Yes No N/A

Refrigerant Charge No refrigerant charge test performed, variable speed system meets manufacturer specifications per technician reporting.

<input type="checkbox"/> Heating	Supply Air Temp.	Return Air Temp.	Temp. Split	Expected Temp. Split Range	Acceptable Range?
<input type="checkbox"/> Cooling	_____ °F	_____ °F	_____ °F	_____ °F	<input type="checkbox"/> Y <input type="checkbox"/> N

Temperature Split Grade <i>(Check one)</i>	<input type="checkbox"/> A (Pass) At or above minimum table value or no test completed for variable speed system.	<input type="checkbox"/> F (Fails) Greater than minimum table value.
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Notes

Controls

Strip Heat Lockout Set To _____

Strip Heat Lock Out Grade <i>(Check one)</i>	<input type="checkbox"/> A (Pass) Set to 35 °F or less and actually does inhibit strip heat from coming on or strip heat is not installed	<input type="checkbox"/> F (Fails) Set greater than 35 °F
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Notes

Sizing

Method used by installer: <input type="checkbox"/> Heat Pump Sizing Calculator <input type="checkbox"/> ACCA Manual J <input type="checkbox"/> HVAC ST <input type="checkbox"/> Other <input type="checkbox"/> None available	Balance Point	Contractor inputs reflect the actual situation? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
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Balance Point Grade <i>(Check one)</i>	<input type="checkbox"/> A (Pass) Less than or equal to 30 °F	<input type="checkbox"/> F (Fails) Greater than 30 °F
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Notes

Letter Grade: _____ **Pass/Fail:** _____

After completing this inspection, it is my recommendation that this technician be placed on a Corrective Action Plan and receives additional guidance. Checking this box upon entering this inspection into the registry will serve to notify BPA of my recommendation. The customer's utility will be notified and will act according to their process.

Inspector Signature:	Date:
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Additional Notes

