



## PTCS Air Source Heat Pump Quality Assurance Inspection Form

		Outdoor Temp °F	Insp. Date	Insp. Time	
Inspector Name		Utility Name		Measure ID	
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	
				<input type="checkbox"/> Y <input type="checkbox"/> N	

The graded items below will be weighted upon entry into the registry to calculate an overall grade.

**\*\*Overall fail:** These noted 'F' grades will result in an overall inspection fail regardless of other results.

### 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)			
Outdoor and Indoor Unit Make		AHRI number	HSPF
Outdoor Unit Model #		Indoor Unit Model #	
Meets HSPF or CC&S Grade (Check one)	<input type="checkbox"/> <b>A (Above Spec)</b> 9.0 or higher (Fed standard for CC&S) and matches what tech reported	<input type="checkbox"/> <b>B (Meets Spec)</b> 9.0 or higher (Fed standard for CC&S)	<input type="checkbox"/> <b>**F (Fails)</b> Below 9.0 or Federal Standard
Notes			

### Air Flow QA

Static Pressure: Return		Static Pressure: Supply		Total Static Pressure		Condition and Type of Filter	
External Static Pressure Grade (Check one)	<input type="checkbox"/> <b>A (Above Spec)</b> Below 0.6 H2O (150 Pa)	<input type="checkbox"/> <b>B (Meets Spec)</b> Up to 0.8 H2O (200 Pa)	<input type="checkbox"/> <b>C (Passable)</b> > 0.8 H2O (200 Pa) but ≤ 0.85 H2O (212 Pa)	<input type="checkbox"/> <b>F (Fails)</b> > 0.85 H2O (212 Pa)			
Notes							
Units tested in <input type="checkbox"/> Pa <input type="checkbox"/> H2O	NSOP	Plate Size <input type="checkbox"/> 14 <input type="checkbox"/> 20	TFSOP	Plate Pressure	Capacity (tons)		
Correction Factor		Raw Flow	Corrected* Flow	CFM/Ton – Tech	CFM/Ton – QA		
Air Flow (CFM) Grade (Check one)	<input type="checkbox"/> <b>A (Above Spec)</b> 325 to 450 and matches tech's # within ±10 CFM (Exception granted for airflow below 325 CFM if it meets manufacturer specifications)		<input type="checkbox"/> <b>B (Meets Spec)</b> 325 to 450 CFM (Exception granted for airflow below 325 CFM if it meets manufacturer specifications)		<input type="checkbox"/> <b>C (Passable)</b> 300 to 324 or 451 to 500 CFM	<input type="checkbox"/> <b>F (Fails)</b> Less than 300 or greater than 500 CFM	
*If plate is located at filter grille or on an air handler with no plenum, add 4% to corrected flow							
Notes							



## Refrigerant Charge

<input type="checkbox"/> Heating <input type="checkbox"/> Cooling	Supply Air Temp. _____ °F	Return Air Temp. _____ °F	Temp. Split _____ °F	Expected Temp. Split Range _____ °F	Acceptable Range? <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Temperature Split Grade</b> <i>(Check one)</i>	<input type="checkbox"/> <b>A (Above Spec)</b> Equals table value or above	<input type="checkbox"/> <b>C (Passable)</b> Up to 3 °F below table value	<input type="checkbox"/> <b>F (Fails)</b> Greater than 3 °F below table value		
Notes					

## Controls

Compressor Low Ambient Lockout (LAL) Set To _____ <input type="checkbox"/> Not Installed/Disabled <input type="checkbox"/> Non-Electric Backup			Strip Heat Lockout Set To _____		
<b>Compressor Low Ambient Lockout (LAL) Grade</b> <i>(Check one)</i>	<input type="checkbox"/> <b>A (Above Spec)</b> Not set or set less than 5 °F	<input type="checkbox"/> <b>B (Meets Spec)</b> Set to 5 °F	<input type="checkbox"/> <b>F (Fails)</b> Set to incorrect number (above 5 °F)		
Notes					
<b>Strip Heat Lock Out Grade</b> <i>(Check one)</i>	<input type="checkbox"/> <b>A (Above Spec)</b> Set to less than 35 °F and actually does inhibit the strip heat from coming on or strip heat not installed	<input type="checkbox"/> <b>B (Meets Spec)</b> Set to 35 °F and actually does inhibit the strip heat from coming on	<input type="checkbox"/> <b>**F (Fails)</b> Set to incorrect number		
Notes					

## Sizing

Method used by installer: <input type="checkbox"/> Heat Pump Sizing Calculator <input type="checkbox"/> ACCA Manual J <input type="checkbox"/> SpecPro <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	
<b>Balance Point Grade</b> <i>(Check one)</i>	<input type="checkbox"/> <b>A (Above Spec)</b> Less than 30 °F (but not less than 20 °F for single speed units)	<input type="checkbox"/> <b>B (Meets Spec)</b> Set to 30 °F	<input type="checkbox"/> <b>**F (Fails)</b> Greater than 30 °F or not provided	
Notes				

## Registry Calculated Overall Heat Pump Inspection Results

**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:** \_\_\_\_\_

**Additional Notes**

