



**Weatherization Guidance No. 36**

**Effective Date: January 1, 2017**

**NOTIFICATION OF QUALITY CONTROL INSPECTION**

The purpose of this guidance is to inform all agencies of a change in policy regarding subgrantee requirements, prior to conducting Quality Control Inspections. This guidance pertains to all CT WAP Weatherization programs.

If there are further questions, please contact your field representative.

**GRANTEE NOTIFICATION PRIOR TO QUALITY CONTROL INSPECTION**

Due to recommendations by the US Department of Energy and new requirements in the Quality Work Plan, CT WAP is requiring agencies to provide CT WAP Training and Technical Assistance with 72 hour advance notice prior to conducting any in process or completion Quality Control Inspections, to allow Grantee level Inspectors the opportunity to schedule and participate in a random sampling of all inspections.

The notification shall be provided via a Microsoft Outlook Appointment message sent to:

deep.weatherization@ ct.gov

Upon receipt, CT WAP will issue a response to indicate intent to conduct a site visit.

Clients should routinely be advised that Grantee level Monitors and Inspectors may participate in all Quality Control Inspection events.

Subgrantees should refer to the following CT WAP documentation for further information regarding Quality Control Inspection procedures:

State Plan Master File Section V.5.3

CT WAP Quality Work Plan (9/26/2016)

CT WAP Operations and Training Manual Sections- 304, 314.1, 316, 316.1, 705, 705.3.2 and 706.2