

Building Science Institute, Ltd. Co. Process 003-2024 Conformance Assessment Program Management

This process applies to the Building Science Institute, Ltd. Co. True North Quality Management Services.

Related policies:

- Building Science Institute, Ltd. Co. Policy 02-2021 Code of Ethics
- Building Science Institute, Ltd. Co. Policy 05-2022 Secondary Interests
- Building Science Institute, Ltd. Co. Policy 06-2022 Impartiality & Objectivity
- Building Science Institute, Ltd. Co. Policy 08-2022 Terminology
- Building Science Institute, Ltd. Co. Policy 09-2022 General Requirements for Verification Organizations
- Building Science Institute, Ltd. Co. Policy 10-2022 Structural Requirements for Verification Organizations
- Building Science Institute, Ltd. Co. Policy 11-2022 Resource Requirements for Verification Organizations
- Building Science Institute, Ltd. Co. Policy 12-2022 Process Requirements for Verification Organizations

Reference Documents

Building Science Institute Policy 02 Code of Ethics
Building Science Institute Policy 05 Conflicts of Interest
Building Science Institute Policy 06 Impartiality & Objectivity
Building Science Institute Policy 09 General Requirements for Verification Organizations
Building Science Institute Policy 10 Structural Requirements for Verification Organizations
Building Science Institute Policy 11 Resource Requirements for Verification Organizations
Building Science Institute Policy 12 Process Requirements for Verification Organizations
Building Science Institute, Ltd. Co. Policy 014-2024 Referenced Standards, Codes, and Programs
Building Science Institute Process 001 Ethics Compliance & Homeowner Inquiry Resolution
Building Science Institute Process 002 Training & Certification System
Building Science Institute Process 008 Sampling
Building Science Institute Process 009 Root Cause Analysis

Program Objectives

The assessment program objectives are to:

- Contribute to the improvement of a verification organization's quality management system and its performance
- Fulfill external requirements for conformance to ENERGY STAR®, Indoor airPLUS, and Zero Energy Ready Home Certification Protocols
- Issue ENERGY STAR labels and certificates for each certified home or apartment, based on template designs provided by the Environmental Protection Agency (EPA) that includes identification of the Building Science Institute as the Home Certification Organization
- Issue Indoor airPLUS labels and certificates for each certified home or apartment, based on template designs provided by the EPA that includes identification of the Building Science Institute as the issuer
- Issue Zero Energy Ready Home labels and certificates for each certified home or apartment, based on template designs provided by the Department of Energy (DOE) that includes identification of the Building Science Institute as the Home Certification Organization
- Obtain and maintain homebuilder confidence in the capability of a verification organization
- Determine the effectiveness of a verification organization's quality management system
- Evaluate the compatibility and alignment of a verification organization's quality management system objectives with the ENERGY STAR, Indoor airPLUS, and Zero Energy Ready Home Certification Protocols

Building Science Institute Responsibilities

The Building Science Institute is responsible to:

- monitor, review, and improve the assessment program.
- inform the Quality Council of the contents of the assessment program and request its approval.
- publish publicly available information on the Building Science Institute website that describes our ENERGY STAR, Indoor airPLUS, and Zero Energy Ready Home Certification programs and our policies and procedures for granting and withdrawing ENERGY STAR, Indoor airPLUS, and Zero Energy Ready Home certifications.

The assessment criteria are used as a reference against which conformity is determined and includes:

- Building Science Institute Referenced Standards, Codes, and Programs
- Building Science Institute Referenced Policies
- Building Science Institute Referenced Processes
- BSI-approved software rating tools
 - Department of Energy validated software built with EnergyPlus OS-ERI and National Renewable Energy Laboratory-developed ruleset for Energy Rating Index calculation
 - NOTE: only current versions of software tools shall be used for ENERGY STAR certifications with a transition period no longer than six months following software version releases, based on the permit date of a home or apartment building.
- legal requirements
- verification organization quality management system requirements
- contractual requirements
- codes of conduct
- or other planned arrangements

The assessment program manager must review the overall implementation of the assessment program, identify areas of improvement, amend the program if necessary, review the continual professional development of assessors, and report the results of the assessment program to the Quality Council of Building Science Institute.

Any changes to our ENERGY STAR certification program require written notification to the EPA at least 60 days prior to implementation, and must include a redlined copy of all updates. The EPA shall evaluate the changes and must approve them before implementation may occur.

Any changes to our Indoor airPLUS certification program require written notification to the EPA at least 60 days prior to implementation, and must include a redlined copy of all updates. The EPA shall evaluate the changes and must approve them before implementation may occur.

Any changes to our Zero Energy Ready Home certification program require written notification to the DOE at least 60 days prior to implementation, and must include a redlined copy of all updates. The DOE shall evaluate the changes and must approve them before implementation may occur.

A report must be provided to the EPA and DOE annually or upon request and must include conformance assessment reports on verification organizations, complaint resolution activities, identified conflicts of interest, and conflict of interest mitigation.

The Building Science Institute is responsible for all activities of Quality Assessors, including Quality Assessment Designees, related to the implementation of our ENERGY STAR, Indoor airPLUS, and Zero Energy Ready Home certification programs.

A public list of approved Quality Assessors and Quality Assessment Designees and their approved scope of activity shall be maintained.

Quality Assessors and Quality Assessment Designees must follow all of the Building Science Institute policies and procedures related to our ENERGY STAR, Indoor airPLUS, and Zero Energy Ready Home certification programs.

Approved by the Building Science Institute, Ltd. Co. Quality Council on June 21, 2024.

Approve: Brian Christensen, Erik Straite, Kirsten Shaw, Tabettha Johnson

Reject: None

Not Voting: Brett Dillon, Chair; Wes Davis

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