RETROFIT PROGRAM

QA/QC GUIDELINES
2021-2024 CDM FRAMEWORK

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I'VE SUBMITTED MY APPLICATION, WHAT'S NEXT?

Once your application has been submitted it will be assigned to a technical reviewer. The pre-approval process will take about two to three weeks to complete. During this time, you will receive either a formal notice via the Retrofit portal and/or your Save on Energy representative that your project has been pre-approved, or your technical reviewer may notify you that your application requires further documentary evidence to support the application. This is referred to as quality assurance and quality control (QA/QC).

WHY WOULD MY APPLICATION REQUIRE QA/QC?

During the review it may be determined that your application is subject to mandatory QA/QC based on criteria that applies to all applications submitted to the Retrofit program. Mandatory QA/ QC is required for projects that exceed $20,000 in incentive value.*

*Please note that some applications for small projects that fall under these incentive amounts may be selected at random for QA/QC during the pre-approval and/or post-approval process. If your project is chosen, you will be notified by the technical reviewer, who will explain the requirements further and answer any questions you may have. For 2020 Retrofit program applications, your technical reviewer will be able to remind you of the respective applicable QA/QC requirements.

WHAT CLASSIFIES AS FURTHER DOCUMENTARY EVIDENCE?

Further documentary evidence includes photographs of existing equipment or current retrofit conditions and/or site visits by the technical reviewer of the Retrofit application, as well as proof of payment after installation, in accordance with the Program Requirements. QA/QC requirements can vary slightly from project to project.

For applications submitted where there was no existing equipment, photos of the space are recommended. However, your technical reviewer will explain the QA/QC requirements once the review has begun. Please see underline best practices for photos.

HOW LONG DOES QA/QC TAKE?

The QA/QC process timing will vary as each project is unique. Please work with your technical reviewer to ensure all information is submitted and to keep up to date on the process. You can contact your technical reviewer directly to check in.

NEED HELP? CONTACT US!

Call 1 844 303 5542 | Email Retrofit@ieso.ca | Visit SaveOnEnergy.ca/Retrofit

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Doc v1.1   April 8, 2021