Project Enrolment

- Builder provides house plans to EA: to model & evaluate.
- · Builder chooses NRCan licensed EA.
- EA works with SO, also NRCan licensed, for QA and EnerGuide.
- BUILT GREEN® checklist is completed & enrolled on BGC Portal.

Project Construction & Testing

- Mid-construction BDT encouraged EA identifies leakage.
- Builder completes build & EA conducts final BDT for EnerGuide label.

Final Submission

Builder / EA finalizes enrolment for BUILT GREEN® certification, uploads to BGC Portal:

- 1. Final BUILT GREEN® checklist, acknowledging:
- all Action Items selected were completed to the best of their knowledge;
- all back-up documents are maintained in-house, to be provided upon request.
- 2. EnerGuide label & NRCan batch reference screenshot

Verification - Checklists + EnerGuide

- BGC Portal calculates project score & certification level based on energy performance and points earned from remainder of checklist.
- · BGC conducts checklist QA: on key action items & ERS.
- EnerGuide label & NRCan batch reference screenshot—files have already undergone NRCan's QA. BGC reviews all documentation.

Project Certification

 BUILT GREEN® label + EnerGuide label & Homeowner Report go to builder.

Legend:

BGC - Built Green Canada

NRCan - Natural Resources Canada

EA - Energy Advisor, licensed through NRCan

SO - Service Organization, licensed through NRCan to print EnerGuide labels

ERS - EnerGuide Rating System / Label

BDT – Blower Door Test, conducted by EA, as part of NRCan's EnerGuide label requirements.

Technical Advisor: Built Green Canada has a roster of third-party technical advisors.

BUILT GREEN® Portal: this online platform serves to: (1) process projects for certification; (2) as a repository of project files; (3) a hub for builder member tools

QA - Quality Assurance

Before Project Enrolment

1. BUILT GREEN® Membership

2. BUILT GREEN® Training

Onsite Audit - 3rd-Party EA

EA conducts onsite audit & submits to BGC; this is required prior to certification. Chosen by random selection & conducted on 5% of all projects. If inconsistencies, project goes to fact check / audit.

SO Submits to NRCan

SO performs QA on model and submits to NRCan for review and approval.

Corrective Action - NRCan

If NRCan rejects energy model, EA works with builder to ensure successful resubmission.

Fact Check – BGC Review + 3rd-Party Advisor

BGC reviews checklist with request for document back-up on select items. May include builder meeting with technical advisor. If inconsistencies, project goes to full audit.

Audit - 3rd-Party Auditor

If resolution cannot be reached, BGC will seek further expertise, with 3rd-party advisor and / or through the Technical Standards Committee.