

READINESS CHECKLIST



NRCA
PROCertification®

ROOF SYSTEM INSTALLER



NATIONAL ROOFING CONTRACTORS ASSOCIATION

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ProCertified® EPDM Systems Installer Readiness Checklist

This checklist is designed to help you determine your readiness to successfully complete the certification process and earn the NRCA ProCertified EPDM Systems Installer certification. The items below are what every candidate is expected to know and be able to do after completing 24 months of EPDM system field installation experience. You must pass two tests to earn your installer certification: a computer-based knowledge test and a hands-on performance test. The tests can include any or all the knowledge, skills and abilities represented on this list.

A computer-based tutorial and practice test are available at www.nrca.net/procertification.

ITEM	√	ACTIVITY
Safety		
1	☐	Actively participate in safety training and education programs and activities, such as: • Job-site toolbox talks • Sessions covering safety topics common to all roof system installations, such as: - Fall-protection systems (personal fall-arrest system, guardrails, warning lines, safety nets, etc.) - Ladder safety - Hazard communications (SDS, labels, signage, policy) - Personal protective equipment (PPE) - Electrical - Material handling - Tools and equipment - Fire safety - First aid - Other general health and safety topics relevant to roofing work • Sessions covering hazard exposures that are specific to EPDM system installations, such as: - PPE required when working with solvents, cleaners or adhesives - Fire and explosion hazards - Airborne contaminants; harmful vapors
2	☐	Explain elements of a company safety program, including: • Major policies and procedures common to all company safety programs • The goals and purposes of a specific company safety program • Regularly contribute to discussions about improving workplace safety with supervisors and co-workers

3	☐	Properly use and maintain fall-protection systems, including: • Personal fall-arrest system components, including: - Don and adjust harness - Connect lanyard, lifeline and anchor - Locate and install anchor devices • Correct setup of warning lines as directed; demonstrate proper warning line use such as never work outside of warning lines without being observed by a safety monitor • Correct setup and use of guardrails as directed • Explain general characteristics and use of safety nets
4	☐	Select, inspect, set up, secure and use ladders to access rooftop work, including: • Not carry anything that could cause a worker to lose balance while climbing a ladder • Maintain three points of contact while climbing a ladder
5	☐	Select, inspect, use and maintain PPE, including: • Head protection • Eye protection • Hand and foot protection • Protective clothing • Hearing protection • Respiratory protection
6	☐	Select, inspect, use and maintain electrical equipment, including: • Power generators • Extension cords • Ground fault circuit interrupters (GFCIs) • Ability to explain lock-out/tag-out policy and procedure
7	☐	Lift, move and place materials, tools and equipment during all phases of roofing operations, including: • Job setup • Tear-off • Installation • Job breakdown and clean up Seek assistance when handling heavy, bulky or oversize items
8	☐	Visually inspect, use and maintain all tools and equipment, including: • Follow manufacturer's safety and usage instructions • Hand tools • Power tools • Power equipment • Only uses tools or equipment that he or she was trained to operate
Sheet Layout		
9	☐	Move, set, align and unroll sheets as directed in sequenced locations with other crew members while maintaining sidelap alignment
10	☐	Unroll and cut sheets around penetrations without damaging underlying sheets.

11	☐	Turn sheets up adjoining vertical surfaces and maintain specified extension; fold excess membrane tightly into inside corners to accommodate inside corner flashing best practices
12	☐	Set, align and stagger sheet end laps at specified dimensions
Attachment		
13	☐	Locate and drive fasteners and stress plates at specified locations using a hand-held and stand-up automated screw gun without overdriving, underdriving or stripping
14	☐	Apply sheet bonding adhesives at specified rates of coverage using a: • Hand or pneumatic-powered roller • Squeegee • Brush • Pneumatic-powered sprayer
15	☐	Apply sheet bonding adhesives at specified rates of coverage without contaminating seams, adjoining sheets or other building components
16	☐	Score, slit and fully remove release films from self-adhering sheets without damaging underlying adhesive or reinforcement, tearing film or misaligning sheets
17	☐	Fold sheets into adhesive and smooth in place as directed using brooms or weighted rollers and without air bubbles, wrinkles or creases
18	☐	Spread aggregate ballast at the specified rate of coverage and as directed without damaging newly installed membrane
Seaming		
19	☐	Clean field lap seams prior to bonding
20	☐	Mark, fold back and temporarily secure overlying sheet at field lap seams
21	☐	Apply membrane primer and adhesive seam tape to field lap seams according to manufacturer's requirements
22	☐	Fold overlying sheets over seams and remove seam tape release film without tearing
23	☐	Use seam rollers to eliminate buckles, ridges, bubbles or voids and ensure seams are bonded according to manufacturer's specifications
24	☐	Complete roll end laps, including T-joint patches and edge sealants, as specified
Flashings		
25	☐	Install membrane base flashings on all vertical walls and curbs, including use of pre-molded and field-fabricated outside or inside corners
26	☐	Install membrane flashings with all embedded metal details and at raised perimeter edges
27	☐	Install membrane flashings at all vent pipes or stacks using field-wrapped and pre-molded accessories

28	☐	Install penetration pockets and fill with pourable sealant
29	☐	Install membrane flashings at all roof drains
30	☐	Install membrane base flashings at all through-wall and overflow scuppers
31	☐	Install all types of membrane base flashing fasteners at correct spacings
32	☐	Install most common types of sealants and caulks used in flashing detail applications
Housekeeping		
33	☐	Maintain a high level of cleanliness of substrates, membrane seams and surfaces
34	☐	Continuously remove all kinds of construction waste and debris from all rooftop surfaces, curbs, HVAC equipment, skylights or other surfaces during and after daily work
35	☐	Immediately clean spills of adhesives, solvents or chemicals from membrane surfaces while wearing required PPE
36	☐	Maintain roof drainage systems clear of any materials or debris that may block drainage
37	☐	Wear and maintain clean footwear on all membrane surfaces
38	☐	Do not cut, puncture or scrape finished membrane surfaces
39	☐	Protect all finished membrane surfaces from damage, dirt and other construction debris throughout a project's duration
40	☐	Mark and repair as directed any physical damage that may occur to newly installed membranes
41	☐	Leave every completed roofing project clean and free of scrap, waste materials or other debris