

# READINESS CHECKLIST



**NRCA**  
PROCertification®

## ARCHITECTURAL METAL FLASHINGS AND ACCESSORIES INSTALLER



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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# ProCertified® Architectural Metal Flashings and Accessories Installer Readiness Checklist

This checklist is designed to help you determine your readiness to successfully complete the certification process and earn the NRCA ProCertified Architectural Metal Flashings and Accessories Installer certification. The items below are what every candidate is expected to know and be able to do after completing 24 months of metal flashings and accessories field installation experience. Upon meeting the eligibility requirements for certification, you must pass a hands-on performance test to earn your installer certification. The tests can include any or all the knowledge, skills and abilities represented on this list.

ITEM	√	ACTIVITY
<b>Safety</b>		
1	<input type="checkbox"/>	Actively participate in safety training and education programs and activities, such as: <ul style="list-style-type: none"> <li>• Job-site toolbox talks</li> <li>• Sessions covering safety topics common to all roof system installations, such as:               <ul style="list-style-type: none"> <li>- Fall-protection systems (personal fall-arrest system, guardrails, warning lines, safety nets, etc.)</li> <li>- Ladder safety</li> <li>- Hazard communications (safety data sheet, labels, signage, policy)</li> <li>- Personal protective equipment</li> <li>- Electrical (ground fault circuit interrupter, cords, etc.)</li> <li>- Material handling (proper lifting, conveyors, hoists, etc.)</li> <li>- Tools and equipment</li> <li>- Fire safety (fire extinguishers, 911, etc.)</li> <li>- First aid</li> <li>- Other general health and safety topics relevant to roofing work</li> </ul> </li> <li>• Sessions covering hazard exposures that are specific to architectural metal flashings and accessories installations, such as:               <ul style="list-style-type: none"> <li>- PPE required when working with solvents, cleaners or adhesives</li> <li>- Tools and PPE required when soldering metal joints and seams</li> <li>- Airborne contaminants or harmful vapors when soldering metal joints and seams</li> </ul> </li> </ul>
2	<input type="checkbox"/>	Explain elements of a company safety program, including: <ul style="list-style-type: none"> <li>• Major policies and procedures common to all company safety programs</li> <li>• The goals and purposes of a specific company safety program</li> <li>• Regularly contribute to discussions about improving workplace safety with supervisors and co-workers</li> </ul>

3	<input type="checkbox"/>	<p>Properly use and maintain fall-protection systems, including:</p> <ul style="list-style-type: none"> <li>• Personal fall-arrest system components, including: <ul style="list-style-type: none"> <li>- Donning and adjusting harness</li> <li>- Connecting lanyard, lifeline and anchor</li> <li>- Locating and installing anchor devices</li> </ul> </li> <li>• Correct setup of warning lines as directed; demonstrate proper warning line use, such as never work outside of warning lines without being monitored by a safety monitor</li> <li>• Correct setup and use of guardrails as directed</li> <li>• Explain general characteristics and use of safety nets</li> </ul>
4	<input type="checkbox"/>	<p>Select, inspect, set up, secure and use ladders to access rooftop work, including:</p> <ul style="list-style-type: none"> <li>• Not carrying anything with hands while climbing a ladder</li> <li>• Maintaining proper contact while climbing a ladder</li> </ul>
5	<input type="checkbox"/>	<p>Select, inspect, use and maintain PPE, including:</p> <ul style="list-style-type: none"> <li>• Consulting and implementing PPE recommendations found in manufacturer's product SDS</li> <li>• Head protection</li> <li>• Eye protection</li> <li>• Hand and foot protection</li> <li>• Protective clothing</li> <li>• Hearing protection</li> <li>• Respiratory protection</li> </ul>
6	<input type="checkbox"/>	<p>Select, inspect, use and maintain electrical equipment, including:</p> <ul style="list-style-type: none"> <li>• Power generators</li> <li>• Extension cords</li> <li>• GFCIs</li> <li>• Ability to explain lock-out/tag-out policy and procedure</li> </ul>
<b>General Preparation and Work Practices</b>		
7	<input type="checkbox"/>	<p>Lift, move and place materials, tools and equipment during all phases of roofing operations to promote efficient and safe work processes, including:</p> <ul style="list-style-type: none"> <li>• Job setup</li> <li>• Tear-off</li> <li>• Rooftop materials stocking and stacking</li> <li>• Installation</li> <li>• Job breakdown and clean up</li> <li>• Seek assistance when handling heavy, bulky or oversize items</li> </ul>
8	<input type="checkbox"/>	<p>Visually inspect, use and maintain all tools and equipment, including:</p> <ul style="list-style-type: none"> <li>• Following manufacturer's safety and usage instructions</li> <li>• Hand tools</li> <li>• Soldering tool</li> <li>• Power tools</li> <li>• Power equipment</li> <li>• Only using tools or equipment that he or she was trained to operate</li> </ul>

9	<input type="checkbox"/>	Ensure substrate and wood nailers are ready to receive new sheet metal materials, including: <ul style="list-style-type: none"> <li>• All fasteners are correctly driven</li> <li>• Wood nailers are anchored in place</li> <li>• Damaged, rotted or gaps in substrates are repaired</li> <li>• Surfaces are dry and free of debris</li> </ul>
10	<input type="checkbox"/>	Install underlayment materials or weatherproofing membranes to ensure substrates are covered as required for job-site conditions and meet manufacturer's requirements
11	<input type="checkbox"/>	Move, set and stage metal components for an efficient installation sequence and meet project and manufacturer requirements
12	<input type="checkbox"/>	Accurately use a tape measure and perform essential calculations to facilitate installations that meet manufacturer requirements
<b>Layout and attachment</b>		
13	<input type="checkbox"/>	Confirm fastener types, lengths and attachment patterns meet project and manufacturer requirements
14	<input type="checkbox"/>	Cut, form and fold various types of metals in the field without damaging underlying materials and ensure a visually acceptable and tight fit and reduce oil-canning, wrinkles or buckles
15	<input type="checkbox"/>	Set, align and fasten retaining clips and continuous cleats to meet project and manufacturer requirements
16	<input type="checkbox"/>	Set, align and fully engage metal components into continuous cleats or retaining clips and without gaps or loose connections
17	<input type="checkbox"/>	Maintain protective film when handling finished metal
18	<input type="checkbox"/>	Remove protective film from new metal components during the installation process while ensuring metal finishes are protected
19	<input type="checkbox"/>	Ensure all fasteners are driven in specified locations and patterns, flush and tight with all metal components and not underdriven or overdriven
20	<input type="checkbox"/>	Ensure all metal components are installed to allow water to flow over lapped joints and not against them
21	<input type="checkbox"/>	Identify and separate incompatible materials to prevent adverse effect (such as galvanic corrosion, staining)
<b>Metal joinery</b>		
22	<input type="checkbox"/>	Fold, crimp and lock metal joints to meet project requirements
23	<input type="checkbox"/>	Solder metal joints to meet project requirements
24	<input type="checkbox"/>	Identify locations and apply sealants or gaskets where required at all metal joints and seams to meet project requirements
25	<input type="checkbox"/>	Join metal components using various seaming methods, including: <ul style="list-style-type: none"> <li>• Overlapped standing seam</li> <li>• Single-lock standing seam</li> <li>• Double-lock standing seam</li> <li>• Capped standing seam</li> </ul>

		<ul style="list-style-type: none"> <li>• Flat-lock seam</li> <li>• Double flat-lock seam</li> <li>• Drive cleat seam</li> <li>• “S” cleat seam</li> <li>• Double “S” cleat seam</li> <li>• Cover plate seam</li> <li>• Concealed backer plate seam</li> <li>• Lap seam</li> <li>• Pittsburgh lock seam</li> </ul>
<b>Flashing and accessory installation</b>		
26	<input type="checkbox"/>	Miter corners for all types of metal flashing and accessory components
27	<input type="checkbox"/>	Install sheet-metal coping systems
28	<input type="checkbox"/>	Install sheet-metal fascia systems
29	<input type="checkbox"/>	Install various edge metal profiles
30	<input type="checkbox"/>	Install various counterflashing profiles, including: <ul style="list-style-type: none"> <li>• Slip-type</li> <li>• Two-piece (receiver and counterflashing)</li> <li>• Reglet</li> <li>• Surface-mounted</li> </ul>
31	<input type="checkbox"/>	Install various types of expansion joint and area divider covers
32	<input type="checkbox"/>	Install sheet metal enclosures at penetration curb chases
33	<input type="checkbox"/>	Install open and through-wall scuppers and conductor heads
34	<input type="checkbox"/>	Install sheet-metal flashing sleeves and rain collars at pipe penetrations
35	<input type="checkbox"/>	Install sheet-metal penetration pockets
36	<input type="checkbox"/>	Install various profiles of metal valley linings
37	<input type="checkbox"/>	Install sheet-metal chimney crickets and saddles
38	<input type="checkbox"/>	Install various flat pan valley linings
39	<input type="checkbox"/>	Install metal headwall flashings
40	<input type="checkbox"/>	Install various types of sheet-metal air vent penetrations

41	<input type="checkbox"/>	Install externally attached gutters and downspout profiles and outlet tubes, including elbows, with various types of support straps, spacers and brackets
<b>Housekeeping</b>		
42	<input type="checkbox"/>	Maintain cleanliness of substrates, membrane seams and surfaces in accordance with project and manufacturer's requirements
43	<input type="checkbox"/>	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
44	<input type="checkbox"/>	Immediately clean spills of adhesives, sealants, solvents or chemicals from membrane surfaces while wearing required PPE
45	<input type="checkbox"/>	Maintain roof drainage systems clear of any materials or debris that may block drainage
46	<input type="checkbox"/>	Wear and maintain clean footwear on all membrane surfaces
47	<input type="checkbox"/>	Avoid cutting, puncturing or scrapping finished metal and membrane surfaces
48	<input type="checkbox"/>	Protect all finished membrane surfaces from damage, dirt and other construction debris throughout a project's duration
49	<input type="checkbox"/>	Mark and repair as directed any physical damage that may occur to newly installed membranes
50	<input type="checkbox"/>	Leave every completed roofing project clean and free of scrap, waste materials or other debris