

READINESS CHECKLIST



NRCA
PROCertification®

METAL PANEL ROOF SYSTEMS INSTALLER



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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ProCertified® Metal Panel Roof Systems Installer Readiness Checklist

Congratulations on preparing to take the next step in your career! You are now a candidate for NRCA ProCertification.® NRCA provides this checklist of core knowledge and skills a roof system installer should have gained during the previous three years installing metal panel roof systems. This checklist is designed to help measure your readiness for the knowledge and skills portions of the ProCertification process. You must pass two exams to earn your installer certification: an online knowledge exam and a hands-on performance exam. The tests can include any or all the knowledge, skills and abilities represented on this checklist.

The NRCA ProCertification exams are administered with the intent to measure and validate a candidate's knowledge and expertise in installing roof systems against a national benchmark. NRCA recognizes and acknowledges regional variances exist for roof system installation. The goal of ProCertification is to recognize universal skills; candidates likely will be asked to perform techniques that may differ from their normal operating procedure. The tests have been developed and approved by installers, contractors, manufacturers and other subject matter experts.

As a requirement of all ProCertification exams, candidates must describe and demonstrate the use of a personal fall-arrest system, including inspecting, fitting, wearing and connecting a PFAS. Additionally, the selection and use of appropriate personal protective equipment also is required.

NRCA has included areas of criteria on which scoring is based.

ITEM	√	ACTIVITY
Safety and Housekeeping		
1	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss methods of personal safety and housekeeping on a job site. An installer must demonstrate the proper use and inspection procedure for maintaining personal fall-protection systems, including how to put on and adjust the harness; connect the lanyard, lifeline and anchor; and locate and install anchor devices. Examples include:</p> <ul style="list-style-type: none"> • Fall-protection systems (personal fall-arrest system, guardrails, warning lines) • Ladder safety • Hazard communications (safety data sheets, labels, signage, policy) • Personal protective equipment <ul style="list-style-type: none"> - Appropriate hand protection for activity (cutting, chemical use, general protection) - Eye protection - Hard hat • Material handling <ul style="list-style-type: none"> - Specific to metal panel roof systems • Tools and equipment <ul style="list-style-type: none"> - Specific to metal panel roof systems • Protecting the metal finishes from damage throughout the installation process • Maintaining a safe worksite, removing construction waste from substrate and roof surfaces to prevent slip and trip hazards. • Protecting finished roof from abrasions, scratches and dents.
General Preparation		
2	<input type="checkbox"/>	<p>An installer should be able to:</p> <ul style="list-style-type: none"> • Demonstrate and discuss methods of preparing a job site for installing a metal panel roof system according to verbal instruction • Stage and layout materials for daily production • Identify what areas of the roof will have different fastening patterns • Remove any damaged material

Tools and Equipment		
3	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss methods of tool selection and care for metal panels roof systems. An installer should:</p> <ul style="list-style-type: none"> • Inspect tools and equipment condition before every use • Use tools and equipment only for their intended purposes • Use and maintain tools and equipment per manufacturer instructions • Only operate powered tools and equipment that he or she has been trained to use • Clean tools and equipment after each use
System Materials		
4	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss the general means and methods of installing metal panel roof systems. An installer should be able to explain the function(s) of all metal roof system materials and accessories and be able to:</p> <ul style="list-style-type: none"> • Identify area of coverage provided by each metal panel • Identify potential problems when handling and cutting materials • Describe and identify various fastener types used in the installation • Preserve the integrity of manufacturer’s protective film on metal panels and components
Substrate Preparation		
5	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss methods for substrate preparation and visually inspect steep-slope substrates to ensure they are secure, firm, smooth, clean and dry before installing materials. Examples include:</p> <ul style="list-style-type: none"> • Refastening deck • Removing old fastener • Redriving existing nails, • Replacing damaged decking
Underlayment Layout and Attachment		
6	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss methods for underlayment layout and fastening and be able to:</p> <ul style="list-style-type: none"> • Sequence underlayment with metal roof components • Lap underlayment materials to ensure water flows over the laps, penetrations, flashings and accessories • Set and maintain specified underlayment side laps and end laps • Roll out and attach underlayment without wrinkles, buckles or voids • Repair or replace damaged underlayment before covering with metal roofing materials

Metal Panel Layout and Attachment

7	□	<p>An installer should be able to demonstrate and discuss installation means and methods to install a metal panels roof systems and be able to:</p> <ul style="list-style-type: none"> • Install all materials square to a building’s eave when applicable • Ensure a visually consistent appearance of finished roof system without wrinkles, buckles or voids • Position and drive fasteners in their specified locations and not underdrive or overdrive them. • Measure, cut, trim, fit, fold, hem and field-form all metal components • Immediately replace any scratched or damaged metal components • Remove protective film from metal components as work progresses • Consistently nest, join, interlock and seal all laps and seams following project requirements and manufacturer recommendations • Identify various sealant types and their application locations during the installation process
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Flashing and Accessories Installation

8	□	<p>An installer should be able to demonstrate and discuss methods of installing flashing and accessories and be able to:</p> <ul style="list-style-type: none"> • Identify components of common flashing detail • Install eave and ridge end closures, trim and accessories so they are tightly nested and sealed to metal panels to meet project requirements and manufacturer recommendations • Attach each flashing component and accessory using the specified fastener types and locations • Install various profiles of edge metal flashings at perimeter rake and eave edges • Install flashing components and accessories at all slope transitions, including steep-to-low, low-to-steep and steep-to-steep transition areas • Install various types of penetration details • Identify and apply sealants at required locations • Engage and fasten all interlocking system seams, trim or accessories • Install various profiles of valley flashings • Install headwall flashings and trim
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