

READINESS CHECKLIST



NRCA
PROCertification®

METAL SHINGLE SYSTEMS INSTALLER



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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ProCertified® Metal Shingle 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 shingle 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 list.

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 procedures. The tests have been developed and approved by installers, contractors, manufacturers and other subject matter experts.

As a requirement of all ProCertification exams, candidates are required to 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 (SDS, 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 shingle systems • Tools and equipment <ul style="list-style-type: none"> - Specific to metal shingle systems • Protecting the metal finishes from damage throughout the installation process • Maintaining a safe worksite and removing construction waste from substrate and roof surfaces to prevent slip and trip hazards. • Protecting finished roof protection 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 shingle roof system • Identify what areas of the roof will have different fastening patterns • Remove any damaged material • According to verbal instruction, stage and layout materials for daily production
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 shingle 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 transport and 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 shingle roof systems. An installer should be able to explain the function(s) of all metal shingle system materials and accessories and:</p> <ul style="list-style-type: none"> • Identify area of coverage provided by each metal shingle • Identify potential problems when handling and cutting materials • Describe and identify various fastener types used in installation • Preserve the integrity of manufacturer's protective film on metal shingles and components, including ventilation products and accessories
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 the deck • Removing old fasteners • Redriving existing nails • Replacing damaged deck materials
Underlayment Layout and Attachment		
6	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss methods for underlayment layout and fastening as follows:</p> <ul style="list-style-type: none"> • Sequence underlayment with metal roof system 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
Re-cover Preparation Over Asphalt Shingles		
7	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss methods for preparation and recovering over asphalt shingles as follows:</p> <ul style="list-style-type: none"> • Remove existing flashings, counterflashings and other accessories • Identify, remove, cut and/or secure curled or lifted shingles • Remove existing hip and ridge shingles • Remove debris or loose materials from the existing roof surface • Trim back existing shingles from eave and rake edges • Repair the existing deck to accommodate any ventilation requirements

Batten, Hip and Ridge Nailer Layout and Attachment		
8	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss methods for batten, hip and ridge nailer layout and attachment and:</p> <ul style="list-style-type: none"> • Install battens with spacing to meet project and manufacturer requirements • Determine the position of the first and last metal shingle courses • Measure, cut and attach specified battens, counterbattens and shims • Measure, cut and attach specified hip and ridge nailers
Metal Shingle Layout and Attachment		
9	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss installation means and methods to install metal shingle systems as follows:</p> <ul style="list-style-type: none"> • Install all materials square to a building's eave when applicable • Ensure a visually consistent appearance of the finished roof system without wrinkles, buckles or voids • Measure, mark and chalk lines to achieve straight and parallel horizontal metal shingle alignment to meet project requirements and manufacturer's instructions • Position and drive fasteners in their specified locations and make sure they are not underdriven or overdriven • Measure, cut, trim, fit, fold, hem and field-forms 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 manufacturers recommendations • Identify various sealant types and their applications locations during the installation process
Flashing and Accessories Installation		
10	<input type="checkbox"/>	<p>An installer should be able to demonstrate and discuss methods of installing flashing and accessories as follows:</p> <ul style="list-style-type: none"> • Identify components of common flashing detail • Install eave and ridge end closures, trim and accessories tightly nested and sealed to metal shingles 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 • Install various types of gable and rake trim accessories • 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 • Attach system accessories to meet project requirements and meet manufacturer's recommendations