

READINESS CHECKLIST



NRCA
PROCertification®

CLAY AND CONCRETE TILE SYSTEMS INSTALLER



NRCA

NATIONAL ROOFING CONTRACTORS ASSOCIATION

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ProCertified® Clay and Concrete Tile 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 Clay and Concrete Tile Systems Installer certification. The items below are what every candidate is expected to know and be able to do after completing 24 months of clay and concrete tile system field installation experience. You must pass two exams to earn your installer certification: an online knowledge exam and a hands-on performance exam. The exams can include any or all the knowledge, skills and abilities represented on this list.

A list of preparation resources can be found at www.nrca.net/procertification.

ITEM	√	ACTIVITY
Safety		
1	<input type="checkbox"/>	Actively participate in safety training and education programs and activities, such as: <ul style="list-style-type: none"> • Job-site toolbox talks • Sessions covering safety topics common to all roof system installations, such as: <ul style="list-style-type: none"> - Fall-protection systems (personal fall-arrest system, guardrails, safety nets, etc.) - Ladder safety - Hazard communications (safety data sheets, labels, signage, policy) - Personal protective equipment (respiratory protection, gloves, goggles, etc.) - 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 clay and concrete tile system installations, such as: <ul style="list-style-type: none"> - PPE required when working with tile dust, solvents, cleaners or adhesives - Tools and PPE required when using a powered saw to cut tile - Fire and explosion hazards - Airborne contaminants; harmful vapors
2	<input type="checkbox"/>	Explain elements of a company safety program, including: <ul style="list-style-type: none"> • Policies and procedures common to all company safety programs • The goals and purposes of a specific company safety program • Regularly participate in discussions about improving workplace safety with supervisors and co-workers

3	<input type="checkbox"/>	<p>Properly use and maintain fall-protection systems, including:</p> <ul style="list-style-type: none"> • PFA system components, including: <ul style="list-style-type: none"> - Don, adjust and remove harness - Connect lanyard, lifeline and anchor - Locate and install anchor devices • Correct setup and use of guardrails • Explain general characteristics and use of safety nets
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"> • Not carry anything that could cause a worker to lose balance while climbing a ladder • Maintain proper contact while climbing a ladder
5	<input type="checkbox"/>	<p>Select, inspect, use and maintain PPE, including:</p> <ul style="list-style-type: none"> • Head protection • Eye protection • Hand and foot protection • Protective clothing • Hearing protection • Respiratory protection
6	<input type="checkbox"/>	<p>Select, inspect, use and maintain electrical equipment, including:</p> <ul style="list-style-type: none"> • Power generators • Extension cords • Ground fault circuit interrupters (GFCIs) • Ability to explain lock-out/tag-out policy and procedure
7	<input type="checkbox"/>	<p>Lift, move and place materials, tools and equipment during all phases of roofing operations, including:</p> <ul style="list-style-type: none"> • Job setup • Tear-off • Rooftop tile staging and stocking • Job breakdown and clean up • Seek assistance when handling heavy, bulky or oversize items
8	<input type="checkbox"/>	<p>Follow manufacturer's safety and usage instructions and visually inspect, use and maintain all tools and equipment, including:</p> <ul style="list-style-type: none"> • Hand tools • Power tools • Power equipment • Only uses tools or equipment that he or she was trained to operate
Preparation and Underlayment		
9	<input type="checkbox"/>	<p>Ensure deck sheathing is ready to receive new roof covering and,</p> <ul style="list-style-type: none"> • All fasteners are fully driven • Sheathing gaps and damage are repaired • Surface is dry and free of debris

10	<input type="checkbox"/>	Move, set, align and unroll underlayment as directed in sequenced locations while maintaining side lap alignment and without wrinkles, buckles or voids
11	<input type="checkbox"/>	Score, slit and fully remove release film from self-adhering underlayment without tearing film or misaligning sheets
12	<input type="checkbox"/>	Unroll self-adhering underlayment and press into place while maintaining side lap alignment and without wrinkles, buckles or voids
13	<input type="checkbox"/>	Unroll and cut sheets around penetrations without damaging underlying sheets
14	<input type="checkbox"/>	Cut underlayment sheets from all ventilation openings to ensure free air flow
15	<input type="checkbox"/>	Set, align and stagger sheet end laps at specified dimensions
16	<input type="checkbox"/>	Seal sheet endlaps of fabric-surfaced underlayment following manufacturer's instructions
17	<input type="checkbox"/>	Fasten underlayment sheets using specified fasteners at locations and patterns as instructed
18	<input type="checkbox"/>	Repair damaged underlayment before covering with tiles
Batten, vertical stringer, hip and ridge nailer layout and attachment		
19	<input type="checkbox"/>	Ensure batten or vertical stringer placement meets requirements for tile type and job conditions
20	<input type="checkbox"/>	Determine the position of the first and last tile courses
21	<input type="checkbox"/>	Measure, mark and chalk lines to achieve straight and parallel horizontal and vertical tile alignment to meet project requirements and manufacturer's instructions
22	<input type="checkbox"/>	Measure, cut and attach battens, counterbattens, shims and eave cant strips
23	<input type="checkbox"/>	Measure, cut and attach specified hip and ridge nailers
Tile Layout and Attachment		
24	<input type="checkbox"/>	Ensure tiles are loaded and staged in locations and quantities that meet project requirements and manufacturer's instructions.
25	<input type="checkbox"/>	Install various types of eave closures and bird stops following manufacturer's instructions
26	<input type="checkbox"/>	Install various tile types, including flat, barrel, medium- and high profile, and s-type tiles
27	<input type="checkbox"/>	Maintain straight courses, tile alignment, and tile exposure on all slopes
28	<input type="checkbox"/>	Drive all fasteners at specified locations and not overdrive or underdrive

29	<input type="checkbox"/>	Fasten tiles using the required number of fasteners and in the appropriate nail holes to meet project requirements and manufacturers instructions
30	<input type="checkbox"/>	Visually inspect, use and maintain pneumatic tools and equipment, including nail guns, hoses and connectors following manufacturer's instructions
31	<input type="checkbox"/>	Attach tiles using spray-applied foam adhesives
32	<input type="checkbox"/>	Attach field tiles using indirect attachments, including wire-tie and clip methods
33	<input type="checkbox"/>	Prepare, cut and align field tiles accurately at all rakes, ridges, and hips
34	<input type="checkbox"/>	Prepare, cut and align field tiles accurately around penetrations and dormers while maintaining specified overlap, exposure and alignment
35	<input type="checkbox"/>	Prepare, cut and install field tiles into valleys and against hip nailers using various attachment methods
Flashings and Accessories		
36	<input type="checkbox"/>	Measure, cut and install various types of perimeter edge metal flashings properly sequenced with underlayment and follow fastening instructions
37	<input type="checkbox"/>	Measure, cut, fold, seal and install various metal valley types and use direct and indirect attachment methods
38	<input type="checkbox"/>	Prepare, cut align and attach all types of hip, ridge and rake trim tiles according to manufacturer's instructions
39	<input type="checkbox"/>	Install deck level penetration flashings
40	<input type="checkbox"/>	Install soft metal above tile flashing components conformed with various tile profiles
41	<input type="checkbox"/>	Install metal flashing components and accessories where tiles intersect walls, chimneys and curbs, including apron, pan, step, kickout, backer or cricket flashings
42	<input type="checkbox"/>	Install transition flashing at all roof slope transitions including steep-to-low, low-to-steep, and steep-to-steep transition areas
43	<input type="checkbox"/>	Apply various types of weather blocking materials at all flashing, hip, ridge, valleys and accessory details to meet project requirements and manufacturer's instructions
Housekeeping		
44	<input type="checkbox"/>	Maintain a high level of cleanliness of substrates and other building components
45	<input type="checkbox"/>	Continuously remove construction waste and debris from all rooftop surfaces, curbs, roof-mounted equipment, skylights or other surfaces during and after daily work
46	<input type="checkbox"/>	Immediately clean spills of adhesives, mastics and sealants from roof surfaces while wearing required PPE

47	<input type="checkbox"/>	Remove tile dust from roofing surfaces by the end of each day
48	<input type="checkbox"/>	Ensure gutters and downspouts are clear of any materials or debris that may block drainage
49	<input type="checkbox"/>	Wear and maintain clean footwear on all roof surfaces
50	<input type="checkbox"/>	Do not break, cut, puncture or scrape tiles or tile surfaces during installation processes
51	<input type="checkbox"/>	Protect all finished tile surfaces from damage, dirt and other construction debris throughout a project's duration
52	<input type="checkbox"/>	Mark and repair as directed any physical damage that may occur to newly installed tiles
53	<input type="checkbox"/>	Leave every completed roofing project clean and free of scrap, waste materials or other debris
54	<input type="checkbox"/>	Perform a magnet sweep of area around the project to remove loose nails before leaving the site