

**Record of Work Experiences
Trade Qualifier or Pre-Apprenticeship Credits**

ROOFER

Note to Apprenticeship Applicants

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

Applicant Information

Name: _____			
<i>Surname</i>	<i>First</i>	<i>Initial</i>	
Address: _____ / _____ / _____ / _____			
<i>P. O. Box/Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Telephone: (____) _____		Cell: (____) _____	
Email address: _____			

Employer Information & Verification

<u>Note to Employer</u>			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <u>Roofer Occupation</u> .			
Verified By: _____			
<i>Company Name</i>			
Address: _____ / _____ / _____ / _____			
<i>P. O. Box/Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Telephone: (____) _____		* CRA Business #: _____	
		<i>9 Digits</i>	
_____ <i>Employer or Representative Signature</i>		_____ <i>Employer or Representative (Print)</i>	
Date of applicant's employment from: _____ / _____ / _____		to: _____ / _____ / _____	
<i>Month Day Year</i>		<i>Month Day Year</i>	
Total Hours of Employment the applicant worked in the <u>Roofer Occupation</u> : _____			
Hours			
* CRA - Canadian Revenue Agency			

Trade Qualifiers <input type="checkbox"/>	The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this occupation.
Pre- Apprenticeship Credits <input type="checkbox"/>	The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this occupation.

- The Occupational Advisory Committee in the Roofer Occupation has identified the work experiences or skills listed below as those required for the occupation.
- Journeypersons must be certified in the occupation stated by this document. A Journeyperson in another occupation may sign certain sections if the skills are common to both occupations.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Safety		
Advise clients and other workers of presence and location of roofing activities		
Identify and handle hazardous materials		
Install warning/ caution barriers		
Install barriers/ railings on perimeters of buildings		
Cover openings on roof		
Wear protective clothing		
Wear personal protective equipment		
Practice fire safety		
Practice good housekeeping		
Inspect roofing equipment		
Maintain roofing equipment		
Practice safe equipment operation techniques		
Communicate using universal hand signals		
Maintain physical and mental fitness		
Practice safe lifting procedures		
Drain kettle and tankers		
Clean kettle and tankers		
Report accidents to proper authority		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Apply first aid		
Update safety knowledge		
Increase awareness of drug and alcohol abuse		
Participate in toolbox meetings		
Inspect roof surface and structure		
Cordon off and signs work area		
Raise ladders		
Locate and position disposal bin/truck		
Spot kettle or tanker		
Locate and position fire-fighting equipment		
Hook up asphalt delivery pipe and pump line		
Inspect kettle/ tanker for condensation		
Replenish/ fill kettle		
Replenish/ fill tankers		
Fire up kettles and tankers		
Set up compressors, pumps and spray equipment for cold processing		
Spot the crane		
Set up and secure hoists		
Locate, position, and secure conveyer to buildings		
Locate and secure chute for re-roofing		
Install safety and warning barriers		
Protect exterior of building in work area		
Check and secure hoist load and equipment		
Raise material and equipment to roof		
Locate material on roof		
Tarp/ cover materials and equipment		
Practices and Procedures in Preparation for Roofing		
Inspect underside of roof deck		
Install interior protection		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Identify and report potentially hazardous conditions		
Remove existing roof flashing		
Plug drains and vents		
Cover skylights and windows		
Remove loose gravel, debris and snow from roof		
Remove ponded water from roof		
Test cut roof membrane and/ or insulation		
Verify that electrical, plumbing and gas services have been disconnected		
Cut roof into sections.		
Remove/ tear off roof membrane, insulation and/or vapor barrier		
Remove non-functional roof accessories		
Dispose of debris		
Prepare existing roof for tie-in		
Remove debris and clean deck		
Clean and dry surfaces		
Inspect roof decking for damaged, deteriorated wooden, steel, precast concrete and tectum		
Refasten roof decking.		
Remove and replace wooden, steel, precast concrete and tectum sections		
Apply protective coating to corroded metal deck		
Repair spalled or damaged concrete decks		
Apply sealant to concrete deck		
Fill unnecessary holes in deck		
Cut openings for and reinforces projections		
Replace/ repair or install parapets, blocking, nailers, cant strips, fascia and soffits		
Install nailers/ strapping for wooden shingles, tile, slate and metal sheeting		
Install roof projections and upstands		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Install expansion and control joints		
Install air seals		
Apply acoustic steel deck insulation		
Install gypsum board/ drywall/ cementitious board to deck		
Custom builds slopes or back slopes		
Prime concrete, drywall, or wood decks		
Mop down vapor barrier to concrete, wood, steel, or gypsum board		
Glue down vapor barrier to concrete, wood, steel or gypsum board		
Fasten vapor barriers to wood deck mechanically		
Apply self-adhered or heat applied vapor barriers to deck		
Loose lay vapor barriers to deck		
Perimeter seal vapor barrier		
Interpret manufacturer's insulation layout for tapered insulation		
Mop down insulation		
Glue insulation		
Fasten insulation mechanically		
Loose lay insulation		
Install water cut-off grids		
Basic Job Skills		
Prepare deck		
Fill mop buggy or mechanical applicator with hot asphalt		
Transport hot asphalt or cold processing material to work site		
Mop down roofing piles		
Install vents, drains, roof jacks and roof fixtures		
Strip in perimeter edges and upstands		
Install roof control joints		
Apply glaze or flood coats		
Install walkways		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Install separation sheets for inverted roofs		
Install insulation for inverted roofs		
Install rafting and filter blankets for inverted roofs		
Install drainage bed and levelers for inverted roofs		
Provide temporary water seal		
Install ballast or protective surface		
Install sheet metal flashing		
Perform flood test		
Prepare deck		
Fill mop buggy or mechanical applicator with hot asphalt		
Transport hot asphalt or cold processing material to work site		
Install base sheet		
Install vents, drains, roof jacks and roof fixtures.		
Strip in perimeter edges and upstands		
Apply membrane and stripping to control joints		
Apply glaze coat		
Install cap sheet		
Install cap sheet stripping to upstands		
Install separation sheets for inverted roofs		
Install insulation for inverted roofs		
Install rafting and filter blankets for inverted roofs		
Installs drainage bed and levelers for inverted roofs		
Provide temporary water seal		
Install ballast or protective surface		
Install sheet metal flashing		
Perform flood test		
Prepare roofing surface for single-ply membrane		
Cut and fit single-ply membrane		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Glue/ adhere membrane to roof substrate		
Mechanically fasten membrane to roof substrate		
Loose lay membrane over specified underlayment material and insulation		
Seal side laps and end joints of sheeting		
Seal roof perimeter, upstand, projections and counter flashing		
Install walkway		
Install separation sheets for inverted roofs		
Install insulation for inverted roof		
Install rafting and filter blankets for inverted roofs		
Install drainage and levelers for inverted roofs		
Provide temporary water seal		
Install ballast or protective surface		
Install sheet metal flashing		
Perform flood test		
Rigid Pre-formed Sheet Roofing Systems		
Install starter and drip edges		
Install eaves and gable protection		
Install valleys, saddles, and back pan underlayments		
Fasten slate and interlocking shingles		
Fasten shingles, including wood, metal, fiberglass, asphalt and SBS modified		
Offset, overlap and fasten courses of shingles		
Trim and fit shingles to roof projections, hips, ridges, valleys and projection flashings		
Install ridge caps and/or hip caps or ridge vents		
Install sheet metal flashing		
Install snow rails and snow guards		
Install starter strips and end closures		
Install eaves and gable protection		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Install underlayments		
Install strapping and fastening strips		
Install valley, saddle and back pan underlayments		
Loose lay/ hang tile from fastening strips		
Fasten tiles mechanically		
Offset and overlay tiles		
Cut and fit tiles		
Install ridge caps, hip caps, and/ or ridge vents		
Install snow rails and snow guards		
Interpret shop drawings		
Install starter strip and pre-formed closures		
Install eaves and gable protection.		
Install underlayments		
Install strapping/ fastening strips and wooden/ metal battens		
Install valleys, saddles, and back pan underlayments		
Fasten roofing sheets mechanically		
Overlap/ interlock sheets		
Seal seams		
Cut and fit sheets for roof projections		
Install ridge caps, hip caps and ridge vents		
Install sheet metal fastening		
Install snow rails and snow guards		
Interpret shop drawings		
Install starter strip and pre-formed closures		
Install eaves and gable protection		
Install underlayments		
Install strapping/fastening strips and wooden/metal battens		
Install valleys/saddles and back pan and underlayments		

Skills Required For Certification	Journeyman Signature	Verified By Applicant
Fasten roofing sheets mechanically.		
Overlap interlock sheets		
Seal seams		
Cut and fit sheets for roof projections		
Install ridge caps, hip caps, or ridge vents		
Install sheet metal flashing		
Install snow rails and snow guards		
Waterproofing and Damp-Proofing		
Clean and dry surface		
Inspect shoring		
Prime surfaces		
Apply membranes		
Apply protection board		
Install ballast for horizontal surfaces		
Apply hot liquid waterproofing		
Clean and dry surfaces		
Prime surfaces		
Apply damp-proofing emulsion to surface		
Apply solvent damp-proofing material		
Roof Troubleshooting		
Identify different types of defects on roofs		
Identify defect source or cause		
Repair defects		
Replace materials to repair defects		

Note to Journeymen

- Journeymen who have applied their signatures to the skills required for the certification section of this document must complete the following sections.

- The Institutional and Industrial Education Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.

Journeyperson Supervisor Verification

Name: _____
Surname *First* *Initial*

Address: _____ / _____ / _____ / _____
P. O. Box/Street *City/Town* *Province* *Postal Code*

Telephone: (____) _____ Cell phone: (____) _____

Email address: _____

Certificate Number: _____ and/or I.P. Number: _____

Name (signature): _____

Journeyperson Supervisor Verification

Name: _____
Surname *First* *Initial*

Address: _____ / _____ / _____ / _____
P. O. Box/Street *City/Town* *Province* *Postal Code*

Telephone: (____) _____ Cell phone: (____) _____

e-mail: _____

Certificate Number: _____ and/or I.P. Number: _____

Name (signature): _____

For Office Use Only

Credit: _____

Approved by: _____ Date: _____

month / day / year

Note To Trade Qualifier Applicants

If employer verification is not possible please contact the nearest Institutional and Industrial Education Office to discuss available options.

Contact Information

email: app@gov.nl.ca

Toll-Free Telephone: 1-877-771-3737