

NFRC Competent Persons Scheme (NFRC CPS)

ROOFING
COMPETENT
PERSON
SCHEME

NFRC

Compliance Checklist For Roofing Contractors

Competence & Knowledge

- ☐ Obtain relevant management/practical qualifications (IoR/CIOB/NVQ Level 2/3 minimum)
- ☐ Understand applicable Contractual Regulations (CDM & H&S)
- ☐ Understand applicable Building Regulations (In particular, regulation 7, Approved Documents A, B, C, L)
- ☐ Understand relevant European/British Standards and industry guidance documents
- ☐ Undertake Training/CPD/Toolbox Talks on relevant topics* for all staff and operatives

* See recommended sources of information on page 4

Planning & Pre-Construction Phase

- ☐ Check if building is in a Conservation Area or is Listed (special requirements may apply)
- ☐ Check height of building (over 7 storeys or 18m subject to Building Safety Act)
- ☐ Check if 50% or more of roof covering is being replaced (Out of Scope of CPS if < 50%)
- ☐ Check if weight of replacement roof covering is 15% heavier or lighter than existing
- ☐ Check if replacement roof covering includes PV Solar panels or Atriums (Out of Scope)
- ☐ Check if any repair work to trussed rafters is required (Out of Scope)
- ☐ Check if there is evidence of asbestos in any existing materials
- ☐ Prepare detailed project specification for works including RAMS & H&S requirements
- ☐ Attend pre-start meetings with Principal Contractor/Designer/Property Owner
- ☐ Confirm your role and responsibilities under the Construction Design and Management Regulations (CDM) 2015

Specification for works

- ☐ Confirm type of roof (pitched, flat or hybrid) and warm, cold, hybrid (insulation/ventilation)
- ☐ Confirm type of roof covering (slates, tiles, felt (single ply), grp, liquid applied waterproofing, mastic asphalt, reinforced bitumen membrane, sheeting, fully supported metal, rooflights)
- ☐ Check size of roof (m²) and Pitch (0 deg./Slope e.g. 1:80)
- ☐ Confirm height of roof (m)/ number of storey's
- ☐ Confirm exposure of roof (severe/moderate/sheltered) and wind loading criteria in accordance with BS EN 1991-1-4
- ☐ Confirm fixing specification for roof covering in accordance with BS EN 1991-1-4 (tiles/slates/felt/hooks etc to be fixed and specification of fixings/ adhesives etc)
- ☐ Confirm Insulation type, (proposed target or actual U value) location and thickness
- ☐ Confirm Control of Condensation/ Ventilation, (Vapour Control Layer, AVCL, Underlay/ Base sheet)
- ☐ Confirm fire protection requirements (fire barrier/stop) location and thickness
- ☐ Confirm RAMS and H&S requirements (* See detailed breakdown below)
- ☐ Confirm care, maintenance and repair strategy in accordance with product manufacturer's guidance

Installation & Sitework

- ☐ Follow authorised contractual responsibilities and in accordance with CDM regulations
- ☐ Follow authorised specification and relevant European/British Standards, codes of practice, manufacturers and industry installation guidance
- ☐ Use compliant, certified materials with fire and moisture resistance where required
- ☐ Ensure roof insulation, ventilation accessories, fire barriers/closers are installed as per the specification and in accordance with Building Regulations, British Standards and manufacturers guidance
- ☐ Avoid unauthorised changes or shortcuts that could compromise safety and compliance - if in doubt consult NFRC CPS for guidance

Safety and Reporting

- ☐ Identify and report any design or installation issues that impact structural or fire safety
- ☐ Do not cover over defective work – report and resolve
- ☐ Report improper materials, absent fire barriers/closers, insulation, blocked ventilation
- ☐ Ensure all works are executed in accordance with current health and safety legislation (*Work at Height Regulations 2005; HSG33 - Health and Safety in Roof Work; INDG284 - Working on roofs & INDG401 - Working at Height*)
- ☐ Ensure safe access, egress, and edge/fall protection which complies with the Workplace (Health, Safety and Welfare) Regulations 1992. To be in place for the duration of the works and if required in future, for inspection, and maintenance of the warranted roofing system throughout its life cycle.
- ☐ Safety scaffolding, the location of rubbish skips, access ladders etc. should be agreed with the client and/or principal contractor and be in accordance with current H&S regulations
- ☐ A COSHH assessment should be carried out for all materials used to adequately control, exposure to substances hazardous to health. (Note: A copy of the product or material safety data sheet is not a COSHH assessment)
- ☐ Copies of Risk Assessments and Method Statements (RAMS) relating to the proposed works should be made available to the building owner/responsible person for all relevant installation procedures and the installation of products supplied by the manufacturer.
- ☐ Copies of Product and Material Safety Data Sheets and Care, Maintenance and Repair information should be made available to the building owner/responsible person for all relevant products supplied by the manufacturer.
- ☐ Copies of the Asbestos Survey (if applicable) and associated RAMS
- ☐ Confirmation of measures to reduce risk of fire spread during the works (NFRC Safe2Torch)

Documentation (Golden Thread)

- ☐ Record all materials used (tiles/slates/underlays/membranes/insulation/fire stops etc)
- ☐ Take installation photos during key stages of installation and retain in job file
- ☐ Submit Method Statements, Warranties and Certifications
- ☐ Provide records to the Principal Contractor/Client for the Golden Thread file

References

- The Building Safety Act 2022
- The Fire Safety Act 2021
- The Construction (Design and Management) Regulations 2015
- Building Regulations 2010 (Amendment) (England**) Regulations 2023 - (Part 2A)
- Building Regulations 2010 (Regulation 7, Approved Documents A, B, C, F and L
- NFRC Guidance Note GN50 - Design responsibility and liability
- HSE Guidance - The duties and competence requirements for safety regulations that clients, designers and contractors are required to meet
- The Health & Safety at Work etc. Act 1974
- The Personal Protective Equipment Regulations 1992
- The Lifting Operations and Lifting Equipment regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Management of (Health & Safety) at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013
- BS 5250- Management of moisture in buildings - Code of practice
- BS 5427- Code of practice for the use of profiled sheet for roof and wall cladding on buildings
- BS 5534 -Slating and tiling for pitched roofs and vertical cladding - Code of practice
- BS 6229- Flat roofs with continuously supported flexible waterproof coverings - Code of practice
- BS 6915- Design and construction of fully supported lead sheet roof and wall coverings - Code of practice
- BS 8217 - Reinforced bitumen membranes for roofing - Code of practice
- BS 8219-Installation of sheet roof and wall coverings - profiled fibre cement - Code of practice
- BS 8000-4- Workmanship on building sites - Code of practice for waterproofing
- BS 8000-6 - Workmanship on building sites - Code of practice for slating and tiling of roofs and claddings
- BS EN 1991-1-4 - Eurocode 1- Actions on structures - Part 1- General Actions - Wind Actions

The above list is not exhaustive - please refer to additional guidance from BSI and NFRC www.bsigroup.com and www.nfrc.co.uk

