

Roofer

On-the-Job Checklist



	Level 1	Page 1/3
Red Seal Tasks	On-The-Job Duties	Completed
Performs safety related functions	Knowledge of roof & fire safety	<input type="checkbox"/>
	Demonstrate good housekeeping	<input type="checkbox"/>
	Use PPE, and safety equipment	<input type="checkbox"/>
Uses communication & mentoring techniques	Ask questions & seek mentorship	<input type="checkbox"/>
	Attain knowledge of trade terminology	<input type="checkbox"/>
Uses tools & equipment	Use hand tools, power tools & pneumatic tools	<input type="checkbox"/>
	Use hot air welding & induction fueled equipment	<input type="checkbox"/>
	Use hoisting, lifting & rigging equipment	<input type="checkbox"/>
	Use access equipment	<input type="checkbox"/>
	Use hot process equipment	<input type="checkbox"/>
	Use motorized equipment	<input type="checkbox"/>
Organizes work	Use documentation & reference materials	<input type="checkbox"/>
	Become familiar with specifications and drawings	<input type="checkbox"/>
	Assess worksite conditions	<input type="checkbox"/>
	Position equipment & material on ground and on roof	<input type="checkbox"/>
	Prepare material disposal system	<input type="checkbox"/>
Material acquisition	Review & inspect material prior to acceptance	<input type="checkbox"/>
	Load, cover & secure material	<input type="checkbox"/>
Prepares roof for replacement	Protect the surrounding area	<input type="checkbox"/>
	Remove loose debris	<input type="checkbox"/>
	Remove roofing & flashing	<input type="checkbox"/>

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	Level 1	Page 2/3
Red Seal Tasks	On-The-Job Duties	Completed
Prepares deck for roof installation	Inspect the deck	<input type="checkbox"/>
	Cleans surface of deck	<input type="checkbox"/>
	Dries deck	<input type="checkbox"/>
Applies low slope roofing components & roofing membranes for built up roofing	Install support panels	<input type="checkbox"/>
	Prime substrate	<input type="checkbox"/>
	Apply vapour retarder, vapour barrier & air barrier	<input type="checkbox"/>
	Relax membrane	<input type="checkbox"/>
	Set membrane	<input type="checkbox"/>
	Install insulation	<input type="checkbox"/>
	Install membrane flashings	<input type="checkbox"/>
	Install temporary seals & temporary drains	<input type="checkbox"/>
	Install cover board	<input type="checkbox"/>
	Install drains, vents, curbs, & penetrations	<input type="checkbox"/>
	Install membrane flashing	<input type="checkbox"/>
	Apply membrane using hot-liquid process	<input type="checkbox"/>
	Apply membrane using cold-applied methods	<input type="checkbox"/>
	Apply membrane using mechanical fasteners	<input type="checkbox"/>
	Apply ballast, walkways & protective surfaces	<input type="checkbox"/>
	Install metal flashings	<input type="checkbox"/>

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	Level 1	Page 3/3
Red Seal Tasks	On-The-Job Duties	Completed
Performs common steep slope practices	Install steep slope saddles/crickets	<input type="checkbox"/>
	Install steep slope penetration flashing	<input type="checkbox"/>
	Install steep slope venting	<input type="checkbox"/>
	Install steep slope valley applications	<input type="checkbox"/>
	Install steep slope underlayment	<input type="checkbox"/>
Applies shingles	Determine layout of shingles	<input type="checkbox"/>
	Install starter strip & starter course	<input type="checkbox"/>
	Cut shingles	<input type="checkbox"/>
	Fasten shingles	<input type="checkbox"/>
	Tab shingles	<input type="checkbox"/>
	Install metal flashings for shingled roof	<input type="checkbox"/>

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	Level 2	Page 1/3
Red Seal Tasks	On-The-Job Duties	Completed
Uses tools & equipment	Inspect equipment prior to use	<input type="checkbox"/>
	Perform hydraulic maintenance	<input type="checkbox"/>
	Troubleshoot small engines	<input type="checkbox"/>
Organizes work	Use documentation & reference materials	<input type="checkbox"/>
	Interpret specifications, sketches, prints & drawings	<input type="checkbox"/>
	Use trade math calculations	<input type="checkbox"/>
	Determine material quantities	<input type="checkbox"/>
	Set up safety plan in compliance with local regulations	<input type="checkbox"/>
Prepares roof for replacement	Prepares roof substrate	<input type="checkbox"/>
	Perform adjustments to penetrations, curbs & parapets	<input type="checkbox"/>
Prepares deck for roof installation	Inspect deck	<input type="checkbox"/>
	Review underside of deck before performing work	<input type="checkbox"/>
	Verify placement of roof penetrations, curbs & parapets	<input type="checkbox"/>

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On-the-Job Checklist



	Level 2	Page 2/3
Red Seal Tasks	On-The-Job Duties	Completed
Applies low slope roofing components & membranes for modified bitumen	Install support panels	<input type="checkbox"/>
	Prime substrate	<input type="checkbox"/>
	Apply vapour retarder, vapour barrier & air barrier	<input type="checkbox"/>
	Relax membrane	<input type="checkbox"/>
	Set membrane	<input type="checkbox"/>
	Install insulation	<input type="checkbox"/>
	Install membrane flashings	<input type="checkbox"/>
	Install temporary seals & temporary drains	<input type="checkbox"/>
	Install cover board	<input type="checkbox"/>
	Install drains, vents, curbs, & penetrations	<input type="checkbox"/>
	Install membrane flashing	<input type="checkbox"/>
	Apply membrane using hot-liquid process	<input type="checkbox"/>
	Apply membrane using cold-applied methods	<input type="checkbox"/>
	Apply membrane using mechanical fasteners	<input type="checkbox"/>
	Apply ballast, walkways & protective surfaces	<input type="checkbox"/>
	Install metal flashings	<input type="checkbox"/>
	Install support panels	<input type="checkbox"/>

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	Level 2	Page 3/3
Red Seal Tasks	On-The-Job Duties	Completed
Applies wood & composite shingles	Determine layout of shingles	<input type="checkbox"/>
	Install underlayment	<input type="checkbox"/>
	Install starter strip & starter course	<input type="checkbox"/>
	Fasten shingles	<input type="checkbox"/>
	Cut shingles	<input type="checkbox"/>
	Install metal flashing for shingled roof	<input type="checkbox"/>
Waterproofs surfaces	Prepare waterproofing substrates	<input type="checkbox"/>
	Apply waterproofing membrane	<input type="checkbox"/>
Damp-proofs surfaces	Apply damp-proofing material	<input type="checkbox"/>
	Apply protection layer	<input type="checkbox"/>
Maintains & repairs steep slope roofing	Perform maintenance & repair for low slope roofing	<input type="checkbox"/>
	Perform maintenance & repair for steep slope roofing	<input type="checkbox"/>

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	Level 3	Page 1/4
Red Seal Tasks	On-The-Job Duties	Completed
Uses tools & equipment	Inspect tools prior to use	<input type="checkbox"/>
	Repair and maintain various tools & equipment	<input type="checkbox"/>
	Determine the appropriate equipment for the task/job	<input type="checkbox"/>
Organizes work	Conduct a thorough review of the project prior to start	<input type="checkbox"/>
	Calculate & order materials	<input type="checkbox"/>
	Schedule a work crew	<input type="checkbox"/>
	Perform troubleshooting	<input type="checkbox"/>
Uses communication & mentoring techniques	Guide and provide direction to entry level apprentices	<input type="checkbox"/>

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On-the-Job Checklist



	Level 3	Page 2/4
Red Seal Tasks	On-The-Job Duties	Completed
Applies PVC, TPO, & EPDM low slope roofing components & membranes	Install support panels	<input type="checkbox"/>
	Prime substrate	<input type="checkbox"/>
	Apply vapour retarder, vapour barrier & air barrier	<input type="checkbox"/>
	Relax membrane	<input type="checkbox"/>
	Set membrane	<input type="checkbox"/>
	Install insulation	<input type="checkbox"/>
	Install membrane flashings	<input type="checkbox"/>
	Install temporary seals & temporary drains	<input type="checkbox"/>
	Install cover board	<input type="checkbox"/>
	Install drains, vents, curbs, & penetrations	<input type="checkbox"/>
	Install membrane flashing	<input type="checkbox"/>
	Apply membrane using hot-liquid process	<input type="checkbox"/>
	Apply membrane using cold-applied methods	<input type="checkbox"/>
	Apply membrane using mechanical fasteners	<input type="checkbox"/>
	Apply ballast, walkways & protective surfaces	<input type="checkbox"/>

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	Level 3	Page 3/4
Red Seal Tasks	On-The-Job Duties	Completed
Applies roof tiles	Install vapour barrier & underlayment	<input type="checkbox"/>
	Install batten/strapping	<input type="checkbox"/>
	Cut roof tiles	<input type="checkbox"/>
	Fasten material to roof	<input type="checkbox"/>
	Install closure strips	<input type="checkbox"/>
	Install ridge & hip cap	<input type="checkbox"/>
	Install metal flashing	<input type="checkbox"/>
Applies pre-formed metal roofing	Install vapour barrier & underlayment	<input type="checkbox"/>
	Install battens/strapping for pre-formed metal roofing	<input type="checkbox"/>
	Cut sheet metal	<input type="checkbox"/>
	Fastens pre-formed metal roofing	<input type="checkbox"/>
	Install closure strips for pre-formed metal roofing	<input type="checkbox"/>
	Install snow guards	<input type="checkbox"/>
	Install metal flashing for pre-formed roof	<input type="checkbox"/>
Waterproofs surfaces/damp-proofs surfaces & vegetative roofing	Prepare waterproofing substrate	<input type="checkbox"/>
	Perform application of hot rubberized material	<input type="checkbox"/>
	Apply self-adhering modified bitumen membrane	<input type="checkbox"/>
	Apply damp-proofing	<input type="checkbox"/>
	Install protective barrier	<input type="checkbox"/>
	Install vegetative & membrane components	<input type="checkbox"/>

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	Level 3	Page 4/4
Red Seal Tasks	On-The-Job Duties	Completed
Assesses roof condition	Perform roof inspections	<input type="checkbox"/>
	Perform cut test	<input type="checkbox"/>
	Determine maintenance or repairs required	<input type="checkbox"/>

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Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific Red Seal tasks for apprentices to complete under the supervision of a journeyman. This work should be completed prior to attending the technical training level under which the duties are listed (e.g. Level 1 completed prior to attending Level 1 technical training).

Completing this checklist will ensure that apprentices are exposed to the full scope of a particular Red Seal trade throughout their apprenticeship program. It will also help prepare apprentices for each level of technical training by performing work on-the-job relating specifically to topics covered later on. The trade-specific tasks listed have been reviewed by certified journeymen in Saskatchewan for their accuracy and have been set to an appropriate skill level.

An apprentice spends approximately 85% of their apprenticeship term training on-the-job. It is the both the apprentice and journeyman or approved tradesperson's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2020 Roofer Red Seal Occupational Standard (Employment and Social Development Canada).

A complete version of the Occupational Standard can be found at www.red-seal.ca

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