



# PERSONAL RECORD BOOK

**Roofer**



This is your Record Book!

## **DO NOT SUBMIT TO THE ITA**

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

*Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.*

# APPRENTICE IDENTIFICATION

**Trade: ROOFER (ROOFER, DAMP AND WATERPROOFER)**

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

## Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

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# EMPLOYER INFORMATION

## Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

\*TWID # – Trade Worker Identification Number

*If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).*

If your job ends or you change employers...

### Before leaving your place of employment:

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

**You must be registered with your new employer before submitting any work-based training hours to the ITA.**

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

# WORKPLACE HOURS

## Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

### Workplace Hours

**Workplace hours** must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.





# RECORD OF COMPETENCIES

## Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
  - Record the date that the competency was achieved
  - Sign off on the competency
  - Enter his/her Trades Worker Identification Number (TWID #)

### What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

### Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://www.itabc.ca/program/roofer-roofer-damp-and-waterproofer>

### Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

# LEVEL 1

## **IMPORTANT!**

Download the Program Outline!

<https://www.itabc.ca/program/roofer-roofer-damp-and-waterproofer>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE A: USE SAFE WORK PRACTICES

- DESCRIBE WORKPLACE HAZARDS
- DESCRIBE THE APPLICATION OF THE PARTS OF THE WORKERS' COMPENSATION ACT OUTLINED IN THE OCCUPATIONAL HEALTH AND SAFETY REGULATIONS
- DESCRIBE THE PURPOSE OF THE WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) REGULATIONS
- EXPLAIN THE CONTENTS OF MATERIAL SAFETY DATA SHEETS (MSDS)
- EXPLAIN THE CONTENTS OF A WHMIS LABEL
- DESCRIBE THE CONDITIONS NECESSARY TO SUPPORT A FIRE
- DESCRIBE CLASSES OF FIRES AND METHODS USED TO EXTINGUISH THEM
- DESCRIBE THE CONSIDERATIONS AND STEPS TAKEN PRIOR TO DECIDING TO FIGHT A FIRE
- DESCRIBE FIRE PREVENTION STRATEGIES

### LINE B: USE TOOLS AND EQUIPMENT

- DESCRIBE PROPANE FUELLED EQUIPMENT AND RELATED SAFETY PROCEDURES
- DESCRIBE HOISTING, LIFTING AND RIGGING EQUIPMENT AND ITS PURPOSES

- DESCRIBE THE SAFE USE OF HOISTING, LIFTING AND RIGGING EQUIPMENT
- DESCRIBE MOTORIZED EQUIPMENT AND ITS PURPOSES
- DESCRIBE LADDERS AND ELEVATED PLATFORMS

#### **LINE C: USE DOCUMENTATION**

- LOCATE AND INTERPRET SECTIONS OF THE PROVINCIAL AND NATIONAL BUILDING CODES THAT APPLY TO THE ROOFING TRADE
- DESCRIBE GUARANTEE PROGRAM RECOMMENDATIONS THAT EXCEED THE REQUIREMENTS OF OTHER CODES
- DESCRIBE MUNICIPAL REQUIREMENTS THAT SUPERSEDE OR AMEND THE PROVINCIAL BUILDING CODES
- INTERPRET MANUFACTURERS' INSTRUCTIONS AND SPECIFICATIONS

#### **LINE D: ORGANIZE WORK**

- DESCRIBE TYPES OF ROOF STRUCTURES AND DESIGNS
- DESCRIBE ROOF STRUCTURAL COMPONENTS
- DESCRIBE METHODS OF COMMUNICATION AND REASONS FOR COMMUNICATION

#### **LINE F: INSTALL LOW SLOPE AND FLAT ROOFING**

- DESCRIBE THE PURPOSE OF INSULATION AND FASTENERS
- DESCRIBE INSULATION AND FASTENERS
- DESCRIBE OVERLAY BOARD AND ITS PURPOSE
- DESCRIBE VAPOUR RETARDERS AND THEIR PURPOSE
- DESCRIBE FLASHING MATERIALS AND THEIR PURPOSE
- DESCRIBE HOT BUILT-UP ROOFING SYSTEMS AND MATERIALS

#### **LINE G: INSTALL STEEP ROOFING**

- DESCRIBE ASPHALT SHINGLES AND THEIR PURPOSE

# PRACTICAL

## LINE A: USE SAFE WORK PRACTICES

- LOCATE AND USE EMERGENCY EQUIPMENT
- LOCATE AND APPLY THE PARTS OF THE OCCUPATIONAL HEALTH AND SAFETY REGULATION AS IT APPLIES TO THE ROOFERS' WORKPLACE
- APPLY WHIMIS REGULATIONS
- SELECT AND USE PERSONAL PROTECTIVE EQUIPMENT
- INSPECT, MAINTAIN AND STORE PERSONAL PROTECTIVE EQUIPMENT
- SELECT AND USE APPROPRIATE FIRE EXTINGUISHERS

## LINE B: USE TOOLS AND EQUIPMENT

- SELECT HAND TOOLS APPROPRIATE TO ROOFING PROCESSES
- USE AND MAINTAIN HAND TOOLS
- SELECT PORTABLE POWER TOOLS APPROPRIATE TO ROOFING APPLICATIONS
- USE AND MAINTAIN PORTABLE POWER TOOLS
- USE PROPANE FUELLED EQUIPMENT
- SELECT HOT PROCESS EQUIPMENT APPROPRIATE TO THE TASK
- USE AND MAINTAIN HOT PROCESS EQUIPMENT
- USE AND MAINTAIN HOISTING, LIFTING AND RIGGING EQUIPMENT
- USE AND MAINTAIN MOTORIZED EQUIPMENT
- SELECT AND USE LADDERS AND PLATFORMS

## LINE D: ORGANIZE WORK

- PERFORM ROOF SLOPE CALCULATIONS
- COMMUNICATE WITH OTHERS
- PREPARE A DISPOSAL SYSTEM
- POSITION MATERIAL ON THE GROUND AND ON THE ROOF
- SET-UP PROTECTION TO THE SURROUNDING AREAS

- PERFORM MATHEMATICAL CALCULATIONS USING WHOLE NUMBERS, FRACTIONS, DECIMALS AND RATIOS
- CONVERT BETWEEN METRIC AND IMPERIAL UNITS OF MEASURE
- SOLVE PROBLEMS INVOLVING AREA AND VOLUME

#### LINE E: PREPARE ROOFS

- PREPARE A ROOF FOR REPLACEMENT
- PREPARE A ROOF FOR A NEW INSTALLATION

#### LINE F: INSTALL LOW SLOPE AND FLAT ROOFING

- INSTALL INSULATION USING FASTENERS AND/OR ADHESIVES
- INSTALL OVERLAY BOARD
- INSTALL VAPOUR RETARDERS
- INSTALL HOT BUILT-UP ROOFING SYSTEMS

#### LINE G: INSTALL STEEP ROOFING

- INSTALL ASPHALT SHINGLES

Supervisor Signature

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## NOTES FROM LEVEL 1

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## LEVEL 2

### **IMPORTANT!**

Download the Program Outline!

<https://www.itabc.ca/program/roofer-roofer-damp-and-waterproofer>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE A: USE SAFE WORK PRACTICES

- DESCRIBE WORKPLACE HAZARDS
- OBTAIN CERTIFICATION FOR THE NATIONAL TORCH SAFETY PROGRAM

### LINE C: USE DOCUMENTATION

- READ AND INTERPRET DRAWINGS AND SPECIFICATIONS
- LOCATE AND INTERPRET SECTIONS OF THE PROVINCIAL AND NATIONAL BUILDING CODES THAT APPLY TO THE ROOFING TRADE
- DESCRIBE GUARANTEE PROGRAM RECOMMENDATIONS THAT EXCEED THE REQUIREMENTS OF OTHER CODES
- DESCRIBE MUNICIPAL REQUIREMENTS THAT SUPERSEDE OR AMEND THE PROVINCIAL BUILDING CODES
- INTERPRET MANUFACTURERS' INSTRUCTIONS AND SPECIFICATIONS

### LINE F: INSTALL LOW SLOPE AND FLAT ROOFING

- DESCRIBE THE PURPOSE OF INSULATION AND FASTENERS
- DESCRIBE INSULATION AND FASTENERS
- DESCRIBE OVERLAY BOARD AND ITS PURPOSE
- DESCRIBE FLASHING MATERIALS AND THEIR PURPOSE
- DESCRIBE FLEXIBLE MEMBRANE ROOFING SYSTEMS

## **LINE G: INSTALL STEEP ROOFING**

- DESCRIBE WOOD SHINGLES AND SHAKES AND THEIR APPLICATION
- DESCRIBE CONCRETE AND COMPOSITE MATERIALS AND THEIR APPLICATION
- DESCRIBE PREFORMED METAL TILES AND THEIR APPLICATION

## **LINE I: APPLY WATERPROOFING AND DAMP-PROOFING**

- DESCRIBE WATERPROOFING AND ITS APPLICATIONS
- DESCRIBE DAMP-PROOFING AND ITS APPLICATIONS



# PRACTICAL

## LINE A: USE SAFE WORK PRACTICES

- LOCATE AND USE EMERGENCY EQUIPMENT
- SELECT AND USE PERSONAL PROTECTIVE EQUIPMENT
- INSPECT, MAINTAIN AND STORE PERSONAL PROTECTIVE EQUIPMENT

## LINE D: ORGANIZE WORK

- PERFORM MATHEMATICAL CALCULATIONS USING WHOLE NUMBERS, FRACTIONS, DECIMALS AND RATIOS
- CONVERT BETWEEN METRIC AND IMPERIAL UNITS OF MEASURE
- SOLVE PROBLEMS INVOLVING AREA AND VOLUME
- USE MATHEMATICS TO ESTIMATE MATERIAL QUANTITIES

## LINE F: INSTALL LOW SLOPE AND FLAT ROOFING

- INSTALL INSULATION USING FASTENERS AND/OR ADHESIVES
- INSTALL OVERLAY BOARD
- INSTALL FLEXIBLE MEMBRANE ROOFING SYSTEMS

## LINE G: INSTALL STEEP ROOFING

- INSTALL WOOD SHINGLES AND SHAKES
- INSTALL CONCRETE AND COMPOSITE MATERIALS
- INSTALL PREFORMED METAL TILES

## LINE I: APPLY WATERPROOFING AND DAMP-PROOFING

- INSTALL WATERPROOFING
- INSTALL DAMP-PROOFING

Supervisor Signature

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## NOTES FROM LEVEL 2

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## LEVEL 3

### **IMPORTANT!**

Download the Program Outline!

<https://www.itabc.ca/program/roofer-roofer-damp-and-waterproofer>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE A: USE SAFE WORK PRACTICES

- DESCRIBE WORKPLACE HAZARDS

### LINE C: USE DOCUMENTATION

- READ AND INTERPRET DRAWINGS AND SPECIFICATIONS
- LOCATE AND INTERPRET SECTIONS OF THE PROVINCIAL AND NATIONAL BUILDING CODES THAT APPLY TO THE ROOFING TRADE
- DESCRIBE GUARANTEE PROGRAM RECOMMENDATIONS THAT EXCEED THE REQUIREMENTS OF OTHER CODES
- DESCRIBE MUNICIPAL REQUIREMENTS THAT SUPERSEDE OR AMEND THE PROVINCIAL BUILDING CODES
- INTERPRET MANUFACTURERS' INSTRUCTIONS AND SPECIFICATIONS

### LINE F: INSTALL LOW SLOPE AND FLAT ROOFING

- DESCRIBE THE PURPOSE OF INSULATION AND FASTENERS
- DESCRIBE INSULATION AND FASTENERS
- DESCRIBE OVERLAY BOARD AND ITS PURPOSE
- DESCRIBE VAPOUR RETARDERS AND THEIR PURPOSE
- DESCRIBE FLASHING MATERIALS AND THEIR PURPOSE
- DESCRIBE HOT BUILT-UP ROOFING SYSTEMS AND MATERIALS
- DESCRIBE FLEXIBLE MEMBRANE ROOFING SYSTEMS

## **LINE G: INSTALL STEEP ROOFING**

- DESCRIBE PREFORMED METAL TILES AND THEIR APPLICATION**

## **LINE H: ASSESS AND MAINTAIN ROOFS, DAMP AND WATERPROOFING**

- DESCRIBE THE IMPORTANCE OF INSPECTION AND MAINTENANCE**
- DESCRIBE THE MAINTENANCE AND REPAIR OF ROOFS**

# PRACTICAL

## LINE A: USE SAFE WORK PRACTICES

- LOCATE AND USE EMERGENCY EQUIPMENT
- SELECT AND USE PERSONAL PROTECTIVE EQUIPMENT
- INSPECT, MAINTAIN AND STORE PERSONAL PROTECTIVE EQUIPMENT

## LINE D: ORGANIZE WORK

- PERFORM MATHEMATICAL CALCULATIONS USING WHOLE NUMBERS, FRACTIONS, DECIMALS AND RATIOS
- CONVERT BETWEEN METRIC AND IMPERIAL UNITS OF MEASURE
- SOLVE PROBLEMS INVOLVING AREA AND VOLUME
- USE MATHEMATICS TO ESTIMATE MATERIAL QUANTITIES

## LINE F: INSTALL LOW SLOPE AND FLAT ROOFING

- INSTALL INSULATION USING FASTENERS AND/OR ADHESIVES
- INSTALL OVERLAY BOARD
- INSTALL VAPOUR RETARDERS
- INSTALL HOT BUILT-UP ROOFING SYSTEMS
- INSTALL FLEXIBLE MEMBRANE ROOFING SYSTEMS

## LINE G: INSTALL STEEP ROOFING

- INSTALL PREFORMED METAL TILES

## LINE H: ASSESS AND MAINTAIN ROOFS, DAMP AND WATERPROOFING

- PERFORM A MAINTENANCE INSPECTION
- WRITE INSPECTION AND MAINTENANCE REPORTS
- MAINTAIN AND REPAIR ROOFS

Supervisor Signature

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## NOTES FROM LEVEL 3

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## MISSING COMPETENCIES?

**To develop the best journeyperson possible employers should attempt to provide training in all competencies for the trade. This is not always possible.**

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

# TECHNICAL TRAINING

## Instructions

Keep a record of each level of technical training completed.

### Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 3

Date Completed:	Training Provider:
Mark:	Instructor:



# COMPLETION REQUIREMENTS

## Instructions

Keep a record of each program completion requirement achieved.

## ROOFER (ROOFER, DAMP AND WATERPROOFER)

- Level 1 - Technical Training
- Level 2 - Technical Training
- Level 3 - Technical Training
  
- 3,600 Work-Based Training Hours
  
- ITA Interprovincial Red Seal examination
- Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

# CERTIFICATIONS

## Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

***If you have any questions, please contact ITA Customer Service at [customerservice@itabc.ca](mailto:customerservice@itabc.ca) 778-328-8700 or toll free (within BC) at 1-800-660-6011***