

Roof Assessment Process

MSC-PRAC-30498

Revision 0

Effective Date: February 16, 2010

Topic: Safety and Health

Roof Assessment Process

PURPOSE

This practice identifies a key aspect of the Safety and Health (S&H) program, and defines the process for determining the capability of a roof to support the personnel, equipment, and/or materials required to perform a planned activity.

SCOPE

This practice includes the following major sections:

- General Requirements
- Process

The requirements of this practice are consistent with the requirements published in the Hanford Mission Support Contract (MSC) Safety and Health virtual manual.

APPLICATION

This practice applies to Mission Support Alliance (MSA) Construction.

GENERAL REQUIREMENTS

Records generated during the performance of this activity are to be included in the Construction Work Package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package* and [MSC-PRAC-30376](#), *Construction Document Control*.

Prior to employees accessing any roof (except C-Tainers), the roof receives and passes a good faith roof assessment or engineering inspection.

PROCESS

The following types of roofs require a good faith roof assessment:

- Roofs of mobile offices with no known current structural defects.
- Roofs of maintained structures with no known current structural defects.

A prejob plan identifying the known/suspected hazards associated with the structure and the activity is completed and communicated to the assessment/inspection team members prior to the activity commencing [see [MSC-PRAC-30462](#), *Prejob Safety Planning*]. The building administrator is notified prior to the assessment/inspection.

NOTE: *The building administrator is the person responsible for the building.*

Engineering inspections are performed by a team of 2 or more qualified personnel (to be determined by the project's engineering manager).

Roof Assessment Process

Good faith roof assessments are performed by a 3-member assessment team consisting of a Construction Superintendent/Construction Manager, Construction Supervisor, and Safety and Health.

NOTE: *Good faith roof assessments are valid for 1 calendar year. Engineering inspections are valid for the period specified in associated documentation.*

Documentation of the completion of the assessment/inspection becomes part of the prejob planning document(s).

Previous assessments or inspections may be used provided the following criteria are met:

- The assessment or inspection is considered “passed.”
- The assessment or inspection is valid.
- The load limits (personnel, equipment, materials, and refuse) stated will not be exceeded.
- The written assessments/inspections are made part of the prejob planning documents.

Managers and Construction Supervisors/Superintendents of employees who access roofs complete a self-study of this practice prior to employee access. Employees who participate in these assessments/inspections complete a self-study of this practice prior to performing the inspection.

Good Faith Assessment

If written documentation provided by a qualified engineer states that the structural integrity of the roof(s) is adequate for the type of work to be performed, a good faith roof assessment is not required provided the criteria listed under “previous assessments” above are met.

The assessment team identifies and documents the intended load to be placed on the roof during the activity (number of employees times 300 pounds, plus the weight of equipment, plus the weight of materials) on the *Good Faith Roof Assessment Cover Sheet* (form [A-6004-294](#)).

The *Good Faith Roof Assessment Checklist* (form [A-6004-294](#)) is used/completed during the assessment.

Roof Assessment Process

The team assesses the structure's outer and inner walls to determine the condition of, and potential damage to, the structure.

The team assesses the underside of the roof first (to the extent possible) to determine its condition and potential damage to it. The team then assesses the roof to determine its condition and potential damage.

The findings are documented on the *Good Faith Roof Assessment Findings Sheet* (form [A-6004-294](#)).

The outcome of the assessment is documented by placing an "X" in either the "passed" or "did not pass" box on the *Good Faith Roof Assessment Cover Sheet*.

Each member of the team signs the assessment form.

Any member of the team may determine that an engineering inspection is required. In this case, the team member places an "X" in the "did not pass" box on the *Good Faith Roof Assessment Cover Sheet* and initials the entry.

The building administrator is immediately notified of the results of the good faith roof assessment.

A copy of the *Good Faith Roof Assessment* (Cover Sheet, Checklist, and Finding Sheet) is sent to the designated single point-of-contact for architectural/engineering roof inspections, to the building administrator, and to the S&H Group Lead.

A "passed" good faith assessment is made part of the prejob planning document(s).

A "did not pass" assessment is handled in one of the following ways:

- It is referred to the engineering inspection team for further investigation.
- The activity is canceled and a copy of the assessment is sent to the S&H Group Lead.

The S&H Group Lead immediately notifies the appropriate Functional Director, Construction Manager, and the building administrator of a "did not pass" good faith assessment.

Roof Assessment Process

Newly constructed (within the past calendar year), undamaged roofs may be assessed as follows (in lieu of a good faith assessment):

- The *Good Faith Roof Assessment Cover Sheet* is completed by the assessment team in accordance with this practice.
- A review of the building/roof design specifications is completed by the Construction Supervisor/Superintendent to verify that the roof will withstand the intended load. If the information contained in the specifications is not sufficient to complete the verification, a design engineer is consulted for assistance.
- The reviewer signs the *Good Faith Roof Assessment Cover Sheet* and notes on the sheet “newly constructed roof – design specifications verified.”
- Safety and Health signs the *Good Faith Roof Assessment Cover Sheet*.
- The findings from this assessment are indicated on the *Good Faith Roof Assessment Cover Sheet*.
- Other applicable requirements of this practice are followed.

Engineering Inspection

The following types of roofs require engineering inspection:

- Roofs of unmaintained or abandoned structures
- Roofs of structures suspected to have structural damage or extensive water damage

An engineering inspection is conducted in accordance with the inspection process developed by Engineering Services.

NOTE: *An engineering inspection may be requested any time at the discretion of the Construction Manager, Construction Superintendent, Construction Supervisor, or Safety and Health.*

A passing engineering inspection report is made part of the prejob planning document(s), and a copy is transmitted to the building administrator.

Roof Assessment Process

Notify the S&H Group Lead of failed engineering inspections. The S&H Group Lead then immediately notifies the Functional Director, Construction Manager, and the building administrator of the failed engineering inspection.

FORMS

Form [A-6004-294](#), *Good Faith Roof Assessment (Cover Sheet, Checklist, and Findings Sheet)*

RECORDS IDENTIFICATION

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Form A-6004-294 , <i>Good Faith Roof Assessment (Cover Sheet, Checklist, and Findings Sheet)</i>	Construction Supervisor/Superintendent	Project Document Control

REFERENCES

[MSC-PRAC-30374](#), *Construction Work Package*
[MSC-PRAC-30376](#), *Construction Document Control*
[MSC-PRAC-30462](#), *Prejob Safety Planning*