



NATIONAL ROOFING CONTRACTORS ASSOCIATION (NRCA) SUPPLEMENTAL APPLICATION COMMERCIAL AFFILIATION MARKETING (CAM®)

APPLICANT NAME: _____ PRODUCER NAME: _____

APPLICANT CONTACT NAME: _____ PRODUCER EMAIL ADDRESS: _____

APPLICANT WEB SITE ADDRESS: _____ APPLICANT EMAIL ADDRESS: _____

DATE COMPLETE (DD/MM/YYYY): _____

Definitions of *italicized* terms are provided at the end of this supplement.

- ATTACH A COMPLETED JOB LIST FOR THE LAST THREE YEARS AND A WORK IN PROGRESS LIST TO INCLUDE YOUR BID LIST FOR THE NEXT 12 MONTHS.
- IS THE APPLICANT A MEMBER OF A TRADE ASSOCIATION? YES NO
 IF 'YES', PLEASE SELECT FROM THE FOLLOWING BELOW (PROVIDING THIS INFORMATION IS OPTIONAL AND MEMBERSHIP IN AN ASSOCIATION IS NOT A NRCA PROGRAM REQUIREMENT).
 NRCA
 REGIONAL OR STATE ROOFING ASSOCIATION (LIST CHAPTER) _____
 ABC NATIONAL
 ABC (LIST STATE CHAPTER) _____
 AGC
 OTHER _____

- ENTER THE PERCENTAGE OF THE APPLICANT'S OWN PAYROLL AND RECEIPTS GENERATED FROM EACH OF THE FOLLOWING OPERATIONS: EXCLUDE WORK THAT THE APPLICANT SUBCONTRACTS WHEN DETERMINING ELIGIBILITY PERCENTAGES.

OPERATION	PAYROLL	RECEIPTS
ROOFING	_____ %	_____ %
ROOFING RELATED SHEET METAL WORK (NOTE: WHEN THERE IS NO INDIVIDUAL OWNERSHIP OF UNITS, RESIDENTIAL DOES NOT INCLUDE MILITARY HOUSING, COLLEGE/UNIVERSITY HOUSING OR DORMITORIES, LONG TERM CARE FACILITIES, HOTELS OR MOTELS. RESIDENTIAL STRUCTURE ALSO DOES NOT INCLUDE HOSPITALS OR PRISONS.)	_____ %	_____ %
IF EITHER TOTAL IS LESS THAN 51%, OR IF PAYROLL TOTAL IS LESS THAN \$200,000, THE APPLICANT MAY NOT BE ELIGIBLE FOR THE NRCA PROGRAM.	TOTAL _____ %	TOTAL _____ %

NOTE: CONSULT AUDIT BENCHMARKS FOR PROPER CLASSIFICATION GUIDELINES.

- HAS THE APPLICANT EVER DONE ANY ASBESTOS ABATEMENT WORK ON THE INTERIOR OF A BUILDING, BELOW THE ROOF DECK? YES NO
 IF 'YES', WHEN AND WHERE? _____

- IS THE APPLICANT LICENSED TO DO ASBESTOS ABATEMENT WORK? YES NO
 IF 'YES', IN WHAT STATES IS THE APPLICANT LICENSED? _____

- DOES THE APPLICANT USE TORCHES IN THEIR ROOFING OPERATIONS? (FOR TORCH APPLIED SYSTEMS, FLASHING WORK OR OTHER) YES NO
 IF 'YES', WHAT % OF THEIR OPERATIONS INVOLVES TORCH APPLIED WORK? _____
 IF **MORE THAN 25%**, APPLICANT IS **INELIGIBLE** FOR THE PROGRAM.

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IS APPLICANT AWARE OF AND DO THEY FOLLOW INDUSTRY BEST PRACTICES FOR ROOFING TORCH USE? YES NO

ARE ALL APPLICATORS CERTA TRAINED? PLEASE ATTACH LIST & INCLUDE CERT. DATES. YES NO

IF 'NO' TO EITHER OF THESE QUESTIONS, APPLICANT IS **INELIGIBLE** FOR THE PROGRAM.

6. DOES THE APPLICANT HAVE A DOCUMENTED AND ENFORCED FALL PROTECTION PROGRAM? YES NO
 DOES THE APPLICANT'S FALL PROTECTION PROGRAM MEET MINIMUM OSHA REQUIREMENTS? YES NO

IF 'NO' TO EITHER QUESTION, THE APPLICANT IS **INELIGIBLE** FOR THE NRCA PROGRAM.

7. APPLICANT IS OPERATING AS:

CONSTRUCTION MANAGER _____%

GENERAL CONTRACTOR _____%

PRIME CONTRACTOR _____%

SUBCONTRACTOR _____%

8. IN THE TABLE BELOW, INDICATE THE PERCENTAGE OF THE APPLICANT'S TOTAL PAYROLL OR SALES DURING THE PAST 3 YEARS THAT EMANATE FROM THE FOLLOWING TYPES OF WORK. **INCLUDE ALL WORK, WHETHER SELF-PERFORMED OR SUBLET TO OTHER CONTRACTORS. SUBLET WORK SHOULD BE CLASSIFIED ACCORDING TO THE TYPE OF PROJECT (COMMERCIAL, INDUSTRIAL OR RESIDENTIAL/HABITATIONAL).**

PERCENTAGES BASED ON: (CHECK ONE) PAYROLL SALES

	CURRENT YEAR	1 ST PRIOR YEAR	2 ND PRIOR YEAR
COMMERCIAL WORK	_____%	_____%	_____%
INDUSTRIAL WORK	_____%	_____%	_____%
RESIDENTIAL & HABITATIONAL WORK SEE BELOW FOR VARIOUS TYPES. INCLUDE ALL WORK FOR RESIDENTIAL/HABITATIONAL PROJECTS, INCLUDING WORK FOR SUCH PROJECTS THAT IS SUBLET TO OTHER CONTRACTORS. NOTE: WHEN THERE IS NO INDIVIDUAL OWNERSHIP OF UNITS, RESIDENTIAL DOES NOT INCLUDE MILITARY HOUSING, COLLEGE/UNIVERSITY HOUSING OR DORMITORIES, LONG TERM CARE FACILITIES, HOTELS OR MOTELS. RESIDENTIAL STRUCTURE ALSO DOES NOT INCLUDE HOSPITALS OR PRISONS.	_____%	_____%	_____%

IF THE PERCENTAGES FOR RESIDENTIAL & HABITATIONAL WORK (ABOVE) AVERAGE OUT TO MORE THAN 25%, STOP HERE AND CONTACT YOUR AGENT OR YOUR CNA CONSTRUCTION UNDERWRITER.

IN THE TABLE BELOW, PROVIDE A BREAKDOWN OF THE APPLICANT'S RESIDENTIAL & HABITATIONAL WORK. THE PERCENTAGES FOR EACH TYPE OF WORK SHOULD REPRESENT AN AVERAGE OF ALL SUCH WORK THE APPLICANT HAS PERFORMED IN THE PAST THREE YEARS. **INCLUDE ALL SUCH WORK, WHETHER SELF-PERFORMED OR SUBLET TO OTHER CONTRACTORS.**

PERCENTAGES BASED ON: (CHECK ONE) PAYROLL SALES

RESIDENTIAL & HABITATIONAL WORK BREAKDOWN	% NEW OR MAJOR REHAB/RENOVATION	+	% SERVICE OR MAINTENANCE	=	TOTAL %
CONDOMINIUMS (LOW AND HIGH-RISE)	_____%	+	_____%	=	_____%
APARTMENTS (LOW AND HIGH-RISE) MULTI-FAMILY OWNED DEVELOPMENTS (INCLUDING TOWNHOUSES)	_____%	+	_____%	=	_____%
MULTI-FAMILY OWNED DEVELOPMENTS (INCLUDING TOWNHOUSES)	_____%	+	_____%	=	_____%
SINGLE FAMILY DWELLINGS	_____%	+	_____%	=	_____%
MIXED-USE BUILDINGS WITH AT LEAST 30% RESIDENTIAL / HABITATIONAL OCCUPANCY	_____%	+	_____%	=	_____%
OTHER RESIDENTIAL/HABITATIONAL STRUCTURES (DESCRIBE): _____	_____%	+	_____%	=	_____%

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9. DOES THE APPLICANT HAVE ANY FUTURE PLANS RELATED TO WORK INVOLVING ANY OF THE STRUCTURE TYPES SHOWN ABOVE? YES NO
IF 'YES', PLEASE DESCRIBE: _____

10. LIST THE STATES THE APPLICANT WORKED IN DURING THE LAST 5 YEARS: _____

11. HAS THE APPLICANT EVER INSTALLED OR DO THEY HAVE ANY FUTURE PLANS INVOLVING THE INSTALLATION OF EXTERIOR FINISH SYSTEMS? YES NO
DESCRIBE: _____

HAS THE APPLICANT EVER BEEN NAMED IN CLAIMS AND/OR LITIGATION REGARDING FAULTY OR DEFECTIVE CONSTRUCTION OR WORKMANSHIP, INCLUDING CLAIMS DUE TO SUBSIDENCE ISSUES OR USE OF EXTERIOR FINISH SYSTEMS? YES NO
IF 'YES', WAS APPLICANT ACTING AS A GENERAL SUB-CONTRACTOR
IF 'YES', WAS IT A RESIDENTIAL/HABITATIONAL OR MIXED-USE BUILDING COMMERCIAL PROJECT
PROVIDE DETAIL ON CLAIMS/LITIGATION AND HOW THE ISSUE WAS CORRECTED: _____

12. DOES APPLICANT HAVE KNOWLEDGE OF ANY PRE-EXISTING ACT, OMISSION, EVENT, CONDITION OR DAMAGE TO ANY PERSON OR PROPERTY THAT MAY POTENTIALLY GIVE RISE TO ANY FUTURE CLAIM OR LEGAL ACTION? YES NO
IF 'YES', PLEASE DESCRIBE: _____

13. ANY PAST, CURRENT OR INTENDED INVOLVEMENT WITH WRAP-UP/OCIP/CCIP? ATTACH LIST YES NO
ANY PAST, CURRENT OR INTENDED INVOLVEMENT WITH RESIDENTIAL WRAP-UPS? ATTACH LIST YES NO

DOES THE APPLICANT HAVE AN ARCHITECT OR ENGINEER ON STAFF? YES NO
IF 'YES', DOES THE APPLICANT CARRY PROFESSIONAL LIABILITY INSURANCE? YES NO
IF 'NO', DOES THE APPLICANT REQUIRE THAT THE ARCHITECT OR ENGINEER CARRY HIS/HER OWN PROFESSIONAL LIABILITY INSURANCE? YES NO

14. DOES THE APPLICANT HAVE A QUALITY CONTROL PROGRAM? YES NO
IF 'YES', IS IT INFORMAL DOCUMENTED

15. DOES THE APPLICANT COMMUNICATE WITH THE ONE-CALL SERVICE CENTER, AND THE AREA UTILITY OWNERS THAT ARE NOT MEMBERS OF THE ONE-CALL SERVICE CENTER, PRIOR TO ALL SCHEDULED EXCAVATION WORK RELATED TO WATERPROOFING OPERATIONS? YES NO

16. SUBCONTRACTED WORK
WHAT % OF TOTAL OPERATIONS? _____%
IF GREATER THAN ZERO, COMPLETE QUESTIONS BELOW.
LIST THE TYPES AND PERCENTAGES OF WORK SUBCONTRACTED.

DOES THE APPLICANT OBTAIN CERTIFICATES OF INSURANCE FROM ALL SUBCONTRACTORS? YES NO
IS THERE A DIARY SYSTEM IN PLACE TO TRACK EXPIRATION DATES OF CERTIFICATES OF INSURANCE? YES NO
IS THE APPLICANT NAMED AS AN ADDITIONAL INSURED ON ALL SUBCONTRACTORS' POLICIES? YES NO
DOES THE APPLICANT REQUIRE ALL SUBCONTRACTORS TO CARRY PRIMARY LIMITS EQUAL TO OR GREATER THAN THEIR OWN? YES NO
DOES THE APPLICANT USE WRITTEN SUBCONTRACTOR AGREEMENTS CONTAINING HOLD HARMLESS/INDEMNITY AGREEMENTS IN FAVOR OF THE APPLICANT?
YES NO
DOES LEGAL COUNSEL OR THE INSURANCE AGENT REVIEW ALL CONTRACTS? YES NO

17. INDICATE THE TYPES OF SUBCONTRACTOR AGREEMENTS THE APPLICANT TYPICALLY SIGNS:
STANDARD (AGC, AIA CONTRACTS; CONSENSUS DOCS)
CUSTOM
OTHER _____

18. HAS THE APPLICANT BEEN CITED FOR ANY OSHA VIOLATIONS IN THE LAST THREE YEARS? YES NO
IF 'YES', PLEASE EXPLAIN FURTHER: _____

19. DOES THE APPLICANT PERFORM ANY WORK AT OR NEAR NUCLEAR FACILITIES? HAS THE APPLICANT DONE SO IN THE PAST? WILL THE APPLICANT DO SO IN THE FUTURE, IF THE OPPORTUNITY ARISES? YES NO
PLEASE EXPLAIN ANY 'YES' RESPONSES: _____

SAFETY PROGRAM

DOES THE APPLICANT EMPLOY A FULL TIME SAFETY DIRECTOR AND HAVE A WRITTEN SAFETY PROGRAM? YES NO

DOES THE SAFETY PROGRAM INCLUDE DRIVER SELECTION AND TRAINING REQUIREMENTS? YES NO

DOES THE APPLICANT HAVE A DRUG TESTING PROGRAM? YES NO

DOES THE APPLICANT HAVE A WRITTEN QUALITY CONTROL PROGRAM? YES NO

DOES THE APPLICANT RETAIN JOB FILES? YES NO

IF 'YES', HOW LONG? _____

ARE SAFETY MEETINGS HELD ON A QUARTERLY BASIS; DO MANAGERS AND EMPLOYEES ATTEND; AND ARE ATTENDANCE RECORDS KEPT? YES NO

IF LESS THAN QUARTERLY, HOW OFTEN? _____

DOES THE APPLICANT HAVE A NEW HIRE ORIENTATION PROGRAM WITH PRE-PHYSICALS, DRUG SCREENING, ETC.? YES NO

PRODUCER'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

DEFINITIONS

Asbestos: Asbestos is present in many forms in the roofing industry. It is commonly referred to as ACRM or "asbestos containing roofing material" which is defined as material containing 1% or more of asbestos. It can be present in cements, coatings, sealants, mastics, flashing material, felts, shingles and tiles. Based on the variety of materials containing asbestos in the roofing industry, we view the asbestos exposure as inherent to roofing operations.

Asbestos Abatement: Roofing contractors who come in contact with asbestos while performing the normal activities of their trade, whether it is roof tear-off work, renovations, new installations or maintenance work, and operating exclusively on the outside of buildings, are eligible for this program. Once an activity requires work on the inside of a building, below the roof deck, the removal of any ACRM becomes true "abatement" work and is not eligible for this program.

CERTA: NRCA Certified Roofing Torch Applicator Program that teaches industry best practices for use of torches in roofing operations.

Construction Manager: entity that administers the construction contract throughout the planning, design and construction phases of the project but does no actual design or construction (pure agency construction manager), or who provides construction advice and construction leadership on a project during the planning and design stages and also provides construction leadership, contract management, direction, supervision, coordination and control of the work during the construction phase (at risk construction manager).

Exterior Finish Systems: Multi-layered exterior wall systems including EIFS, which resemble stucco in appearance, that are used on both commercial buildings and residential homes.

General Contractor: A contractor who subcontracts work to others in excess of 50% of total receipts, exercises primary control of the job site, and is named in the construction documents as the general contractor of record.

Mixed-Use Building: Buildings which include both commercial occupancy and residential/habitational occupancy, and which 30% or more of the building's square footage is being used for, or is intended to be used for human residency.

Prime Contractor: The principal contractor on a project; any contractor on a project having a contract directly with the owner.

Residential/Habitational: Any structure where 30% or more of the square foot area is used or is intended to be used for human residency including but not limited to: single or multi-family housing, apartments, condominiums, townhouses, cooperatives or planned unit developments, and also includes their common areas and/or appurtenant structures (including pools, hot tubs, detached garages, guest houses or any similar structures). When there is no individual ownership of units, residential structure does not include military housing, college/university housing or dormitories, long term care facilities, hotels, or motels. Residential structure also does not include hospitals or prisons.

Residential/Habitational Service or Maintenance Work: repairs, re-covers, tear off and roof deck replacement as long as work performed does not raise a roof, change a roof's pitch, replace structural roof supports, or take part as part of a total gutting or build-out of a residential structure.

Subsidence: Any movement of land or earth including: landslides; mudflow; earth sinking, rising, and shifting; collapse or movement of fill, earth settling, slipping, falling away, caving in, eroding or tilting; and earthquake.

Torch Applied Roofing: This process involves a modified bitumen installed on a roofing deck by means of a torch. A membrane is laid on the roof, heated by a torch, and allowed to cool so that the material solidifies in place. The asphalt component in the membrane serves as an adhesive between the surface material and roof substrate.

Wrap-up/OCIP/CCIP: A policy providing coverage(s) for all interests in a major construction project. An OCIP is an Owner Controlled Insurance Program; a CCIP is a Contractor Controlled Insurance Program.