Roofline Closure Systems (RLCS) Process Map

Carry out an inspection in accordance with the Roofline closure survey form and carry out any necessary repairs.

Are the example details shown in the 'External-Wall Insulation Specification for Weathering and Thermal Bridge' industry document (also referred in this document as the 'Weathering Guide') suitable for the closure types required on the property in question?

No

Use Design Principles to develop detail(s) with the EWI system designer.

Use survey form to confirm relevant requirements met.

Provide RC/RD with survey form and design. Confirm minimum material specification is met. Copy of the survey, design to principles and min material specification supplied to GT provider at prenotification stage and to Trustmark at Lodgement.

(Trustmark Audit item)

Ensure Retrofit Contractor operatives have received appropriate training in Roofline closure system installation. System designer and GT provider require evidence of training at prenotification stage.

(Trustmark Audit item)

Install detail(s), taking stage photographs at each stage and using the checklist. (Use system holder I stage photo template.) GT provider obtains checklist and photo evidence template at sign off.
(Trustmark Audit item)

Obtain sign off for the EWI system including Roof Closure System. Retrofit Contractor provides sign off documents and these form the current sign off lodgement requirements for Trustmark.

(Trustmark Audit item)

Yes

Provide Retrofit Coordinator (RC)/ Retrofit Designer (RD) with survey form and design. Clearly identify which 'Weathering Guide' detail is appropriate for each closure type identified in the survey. Confirm minimum material specification is met. Copy of the survey, chosen detail (s) and min material specification supplied to Guarantee (GT) provider at prenotification stage and to Trustmark at Lodgement

(TrustmarkAudit item)

Ensure Retrofit Contractor operatives have received appropriate training in Roofline closure system installation. System designer and GT provider require evidence of training at prenotification stage.

(TrustmarkAudit item)

Install detail (s), taking photographs at each stage and using the checklist. (Use system holder stage photo template.) GT provider obtains checklist and photo evidence template at sign off.

(Trustmark Audit item)

Obtain sign off for the EWI system including Roof Closure System. Retrofit Contractor provides sign off documents and these form the current sign off lodgement requirements for Trustmark.

(Trustmark Audit item)