

Metal Construction Association

Metal Roofing Certification Program

Introduction

Certification is now available for metal roofing products through the Metal Construction Association's **Metal Roofing Certification Program**. Based on industry standards published in the *Guide Specification for Residential Metal Roofing*, this program offers certification of base metal and finishes. Currently certification for painted finishes and uncoated metal is available; the MCA Metal Roofing Certification Committee anticipates adding certification for aggregate (granular) surfaces in the future.

This certification program has been developed to promote consumer confidence in metal roofing and provide a mechanism to differentiate quality levels, thus assisting contractors and consumers in choosing the right metal roof for their needs.

Be among the first to offer metal roofing with the MCA Metal Roofing Certification Program behind it! The Metal Roofing Certification Program is open to participation from paint/coatings companies, roofing product manufacturers, coil processors, and regional manufacturers/mobile roll formers.

This packet contains all the information and forms you need to participate in the Metal Roofing Certification Program. The following documents are included:

1. Instructions
2. Frequently-asked questions
3. Information about projecting weather performance of prepainted metal roofing. You are welcome to photocopy this document and share it with your customers.
4. Paint/Coating Company Memorandum of Understanding
5. Roofing Manufacturer/Coil Processor Memorandum of Understanding
6. Press release about the certification program

If you have questions about the certification program or how to apply to participate, please call MCA at 847/375-4718.

Metal Roofing Certification Program

Instructions

Please refer to the section of these instructions applicable to your company.

Paint and Coating Manufacturers

Applying

- Review the Paint/Coating Company Memorandum of Understanding
- Complete an application form for each paint system for which you are applying, copying the application form as necessary.
- Sign the MOU (page 7).
- Submit the application, signed MOU, fee, weathering, and exposure data to MCA, 8735 W. Higgins Road Suite 300, Chicago, IL 60631. Keep a copy of everything for yourself, and send the original documents to MCA.

Review process

- When your application is received, it will be reviewed to assure compliance with the published criteria. If questions are identified, you will be contacted.
- Your fees will be deposited upon receipt.
- The review process will generally take four to six weeks.

Notification

- You will be notified in writing of the approval or denial of your application. If your application is approved, a signed copy of the memorandum of understanding will be returned to you for your records.
- You may be audited over the course of your participation in this program.

Audits

- Companies are randomly selected for audit, and all applicants should expect to be audited at some point during their participation in this program. The goal of the audit is to affirm that the paint system meets the requirements of the program. The existence and active use of the audit process increases the credibility of the MCA Metal Roofing Certification Program for consumers.
- If you are selected for audit, you will receive approximately four weeks' notice and asked to schedule a date(s) when appropriate personnel will be available. The audit will be conducted by the MCA Review Board Coordinator or his designee.
- If any deficiencies are found in the audit, you will have the opportunity to correct them. This may involve a follow-up visit from the auditor, which will be at your expense.

Renewal

- Your approval to participate lasts until the end of the month one year after approval. Renewal notice will be sent to you prior to expiration of your paint system(s) approval; however you are responsible for renewing your participation if you desire to do so.
- If you do not renew your participation, your paint system(s) are no longer approved and cannot be sold or promoted as such.

Approval of additional paint systems

- You may apply for approval of additional paint systems at any time, providing all information and fees as indicated above.
- The additional paint systems will have their own expiration dates based on the date of approval.

Roofing Product Manufacturers

Applying

- Review the Manufacturing Company Memorandum of Understanding (MOU)
- Complete an application form (Attachment D to the MOU), listing all products you would like to label with the Metal Roofing Certification Program.
- Sign the MOU (page 8).
- Submit the application, signed MOU, mill certification, and fee to MCA, 8735 W. Higgins Road Suite 300, Chicago, IL 60631. Keep a copy of everything for yourself, and send the original documents to MCA.

Review process

- When your application is received, it will be reviewed to assure compliance with the published criteria. If questions are identified, you will be contacted.
- Your fees will be deposited upon receipt.
- The review process will generally take four to six weeks.

Notification

- You will be notified in writing of the approval or denial of your application. If your application is approved, a signed copy of the memorandum of understanding will be returned to you for your records.
- You will be sent the MCA Metal Roofing Certification logo electronically to use in accordance with the MOU.

Audit

- Companies are randomly selected for audit, and all applicants should expect to be audited at some point during their participation in this program. The goal of the audit is to affirm that the manufacturer is meeting the requirements of the program. The existence and active use of the audit process increases the credibility of the MCA Metal Roofing Certification Program for consumers.
- If you are selected for audit, you will receive approximately four weeks' notice and asked to schedule a date(s) when appropriate personnel will be available. The audit will be conducted by the MCA Review Board Coordinator or his designee.
- If any deficiencies are found in the audit, you will have the opportunity to correct them. This may involve a follow-up visit from the auditor, which will be at your expense.

Renewal

- Your approval to participate lasts until the end of the month one year after approval. Renewal notice will be sent to you prior to expiration of your product certification; however you are responsible for renewing your participation if you desire to do so.
- If you do not renew your participation, your products(s) can no longer be promoted or sold as MCA Metal Roofing Certified.

Adding additional products

You may add additional products at any time by listing them on an application form (Attachment D of MOU) and paying the per-product and volume fees. (You do not need to pay the application fee again until the following year) In order to keep all your products on the same schedule, the per-product fee and volume fee will be pro-rated. For example, if the products you initially submitted expire October 31 and you submit an additional product that is approved in June, you will pay for five months ($\$41.65 + \frac{1}{5}$ annual volume fee for product). To confirm your pro-rated fee prior to submitting the application, contact MCA.

Coil Processors

Applying

- Same as manufacturers, except that you must list any regional manufacturers/mobile roll-formers' products (each as a separate product) on Attachment E to the memorandum of understanding (MOU.)
- You may enclose a check from each regional manufacturer/mobile roll-former to pay the per-product fee or you may send one payment for all fees.
- Complete an application form (Attachment D to the MOU).
- If you are including any regional manufacturers/mobile roll-formers in your application, list them as separate products on Attachment E to the MOU. The regional manufacturers/mobile roll-formers must meet the quality control plan requirements outlined in section IV.F.
- Sign the MOU (page 8).
- Submit the application, signed MOU, fee, and mill certification to MCA, 4700 W. Lake Avenue, Glenview, IL 60025. Keep a copy of everything for yourself, and send the original documents to MCA.

Review process

- When your application is received, it will be reviewed to assure compliance with the published criteria. If questions are identified, you will be contacted.
- Your fees will be deposited upon receipt.
- The review process will generally take four to six weeks.

Audit

- Companies are randomly selected for audit, and all applicants should expect to be audited at some point during their participation in this program. The goal of the audit is to affirm that the coil processor and participating regional manufacturers are meeting the requirements of the program. The existence and active use of the audit process increases the credibility of the MCA Metal Roofing Certification Program for consumers.
- If you are selected for audit, you will receive approximately four weeks' notice and asked to schedule a date(s) when appropriate personnel will be available. The audit will be conducted by the MCA Review Board Coordinator or his design .
- If any deficiencies are found in the audit, you will have the opportunity to correct them. This may involve a follow-up visit from the auditor, which will be at your expense.

Notification

- You will be notified in writing of the approval or denial of your application. If your application is approved, a signed copy of the memorandum of understanding will be returned to you for your records.

- You will be sent the MCA Metal Roofing Certification logo electronically to use in accordance with the MOU. It is your responsibility to disseminate this information to any regional manufacturers/mobile roll-formers that are approved under your application.

Renewal

- Your approval to participate lasts until the end of the month one year after approval. Renewal notice will be sent to you prior to expiration of your product certification; however you are responsible for renewing your participation if you desire to do so.
- If you do not renew your participation, your products(s) can no longer be promoted or sold as certified by the MCA Metal Roofing Certification Program.

Adding additional products

You may add additional products at any time by listing them on an application form (Attachment D of MOU) and paying the per-product and volume fees. (You do not need to pay the application fee again in the initial year.) In order to keep all your products on the same schedule, the \$100 per-product fee and volume fee will be pro-rated. For example, if the products you initially submitted expire October 31 and you submit an additional product that is approved in June, you will pay for five months ($\$41.65 + \frac{1}{5}$ annual volume fee for product). To confirm your pro-rated fee prior to submitting the application, call MCA.

Regional Manufacturers/Mobile Roll-Formers

You have two options. You may apply as a manufacturer, following the instructions above for manufacturers. You may also apply through a coil processor that is participating in this program. If you participate through a coil processor, you may need to pay the \$100 per-product fee. The coil processor will coordinate the application process and receive the logo. The coil processor will provide you with the logo, and you must use the certification label and logo in accordance with Attachment A to the manufacturer MOU.

Questions?

Call MCA at 847/375-4718.

5/19/04