



LOW-SLOPE ROOFING ACCEPTANCE CRITERIA **FIFTEEN 15 YEAR W.C. PROGRAMS**

a) ELIGIBILITY

1. Membranes shall be manufactured in compliance with an established material standard, C.S.A., C.G.S.B., A.S.T.M., etc. Supporting technical testing data prepared by an accredited material testing agency with certification by F.M., U.L.C., or a Canadian Construction Materials Centre (C.C.M.C.) listing shall accompany each application.
2. The roofing membrane shall be accepted by Provincial or Federal building code officials. Confirmation of building code compliance is required from the code authority having jurisdiction.
3. The roofing membrane systems shall have attained a minimum of two (2) years Canadian experience prior to the membrane manufacturer making application.
4. For each low-slope membrane type, a minimum of one thousand (1000) squares of membrane shall have been installed in Canada, of which five hundred (500) squares shall have been installed on a minimum of three (3) projects located in the Province of Alberta and have been down for a minimum of two years.

b) APPLICATION

1. The membrane manufacturer shall make written application to ARCA administration for the evaluation of their roofing membrane/system for inclusion under the Ten (10) or Fifteen (15) Year Low-Slope Warranty Certificate program using the “Application for Membrane System Acceptance” form accompanied by the following attachments:
 - a) A Letter of Intent agreeing to sign the ARCA Warranty Ltd’s Letter of Indemnity should the membrane/system be accepted.
 - b) The manufacturer’s corporate profile, manufacturing plant locations for the membrane/product being evaluated for the Alberta market.
 - c) Approximate value of manufacturer’s Canadian assets.
 - d) Product samples, technical data and specification sheets.
 - e) Independent testing data verifying compliance to product standard.
 - f) Canadian market history and experience.
 - g) Manufacturer’s technical support and training programs.

b) Application continued:

- h) Alberta project list, identifying project names, addresses, system specification and applicator name(s) that substantiates the total squares.
- i) Three (3) endorsement letters from ARCA contractor members having applied the membrane or system and are recommending evaluation of the roofing system for the Warranty Certificate program. At least one (1) endorsement letter shall come from an ARCA contractor member in each of the ARCA zones.

c) EVALUATION AND ACCEPTANCE

1. ARCA administration checks each application and attachments for completeness. Manufacturers must submit any omitted application documentation prior to its presentation to the Technical Committee.
2. ARCA administration will advise the two (2) provincial zones of the manufacturer's application and request input from the respective zones.
3. The completed application will be presented for consideration at a scheduled technical committee meeting.
4. If the application is accepted, the Technical Committee will invite the membrane manufacturer to provide a technical presentation at a subsequent technical meeting.
5. After completion of the manufacturer's technical presentation the Technical Committee determines whether the evaluation process will continue with the project field evaluations.
6. At the direction of the Technical Committee, field evaluations will be conducted of previously installed roofing systems selected from the manufacturer's Alberta project list, as well as any current applications. The membrane manufacturer shall schedule, organize access, provide transportation if necessary and accompany Technical Committee representatives at selected field sites. The duration of the field evaluation process is restricted to a maximum of a twelve (12) month period following the date of the technical presentation.
7. At the completion of the field evaluation process, the Technical Committee will determine the suitability of each membrane/system prior to making a recommendation to the Board for acceptance under the W.C. Program.
8. The ARCA Warranty Ltd. Board makes the final determination on the acceptability of each low-slope roofing membrane/system. As a condition of acceptance, ARCA Warranty Ltd. reserves the right to require the membrane manufacturer to provide a financial surety (bond), issued by an insurer licensed in the Province of Alberta, in such form and amount as determined by the Board.
9. For continued acceptance under the Fifteen (15) Year Low-Slope Warranty Certificate program, participating membrane manufacturers are required to issue a minimum of five (5) Warranty Certificates, comprising a minimum of five hundred (500) squares of roofing membrane, between May 1 to April 30 annually.
10. The ARCA Warranty Board may rescind membrane/system acceptance based on a recommendation from the Technical Committee.