

Administrative Procedures

HMIS-PRO-SP-48856

Roof Assessment Process

Revision 0, Change 2

Published: 01/19/2022

Effective: 01/19/2022

Program: Safety, Health & Radiological Protection

Topic: Safety Programs

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Use Type: Administrative



- No USQ Required

JHA: Administrative

Periodic Review Due Date:08/03/2026

Rev. 0, Chg. 2

Change Summary

Description of Change

Revise program to approved format and include 29CFR1910.23 compliance requirements

Pub correction 11249: Corrected autonumbering and table of contents

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1.0 PURPOSE

This procedure defines the process for conducting roof assessments and determining the capability of a roof to support personnel, equipment, and/or materials.

2.0 SCOPE

This Level 2 administrative procedure applies to buildings and structures assigned to Hanford Mission Integration Solutions (HMIS). It also applies when the HMIS is subcontracted to perform work on structures assigned to other Hanford prime contractors for the Department of Energy. The Hanford Fire Department emergency responders are exempt from these requirements when they are equipped with their own protective devices for emergency rescue/retrieval activities.

This document supports implementation of ISMS Core Function #2 “Identify and Analyze the Hazards”, Core Function #3 “Develop and Implement Hazard and Environmental Controls”, and Core Function #4 “Perform Work Within Controls”

This procedure is effective upon publication.

This procedure provides the following:

- The need for engineered roof inspections,
- The need for Good Faith Roof Assessments,
- Requests for roof inspections,
- The process used to perform Good Faith Roof Assessments.
- The process used to perform engineered roof inspection

2.1 Applicability

- Roofs on all HMIS assigned structures that are accessed for work activities shall receive and pass a Good Faith Roof Assessment or Engineering Inspection prior to access.
- HMIS requested work for other Hanford prime contractors or DOE on non-HMIS assigned structures.
- Cargo Containers are exempt from this procedure.
- Newly built structures are exempt from the requirement of a roof assessment or inspection for a period not to exceed 5 years from the date the facility was constructed.
- All structures requiring roof access needs either a Good Faith Roof Assessment or an Engineered roof inspection prior to employee access.

Published Date: 01/19/2022

Effective Date: 01/19/2022

- Unmaintained or abandoned structures and structures suspected to have structural damage or extensive water damage require an engineering roof inspection.

NOTE: An Engineering Inspection may be requested prior to the recommended cycled inspection at the discretion of the building manager, engineering and safety or by the Construction Manager, Construction Superintendent or Construction Supervisor for construction projects if it is felt that the roof is not safe for employees and other people who will be accessing the roof.

3.0 RESPONSIBILITIES

3.1 Maintenance Management Programs

- Maintains website for roof inspection reports.
- Ensures completed engineering inspection and Good Faith inspection reports are placed in IDMS with an updated link in the summary spreadsheet.
- Provide direction on the order of roof inspections when multiple requests are made.

3.2 Building Administrator or Manager

- Provide building / area orientation to inspection team members as necessary.

3.3 Engineer

- Is a member of the inspection team and responsible for completion of roof status report.
- Ensures electronic copy of completed roof inspection is given to Maintenance Management Programs.
- Engineer shall be qualified by the HMIS Engineering Group.

3.4 Project Safety Professional

- Is a member of the inspection team and works with building Administrator or manager to identify safety concerns and hazard controls prior to performing roof inspection.

3.5 Planner

- Ensures updated roof inspection reports are placed into work planning documents for work that will be performed on the roof of Hanford site buildings.

Published Date: 01/19/2022

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4.0 INSTRUCTIONS

4.1 Roof Access Pre-Planning

Actionee	Step #	Action
Planner / Scheduler, or Manager	1.	<p>DETERMINE if an evaluation has been completed for the roof on the structure requiring roof access.</p> <p><i>NOTE: The Roof Inspection Report Summary can be found on HMIS Maintenance Management Programs webpage. This summary provides the expiration date of the most recent roof report, the roof status, and a web link to obtain a copy of the last Good Faith Roof Assessment and/or Engineering Inspection. Good Faith Roof Assessments are valid for one calendar year. Engineering Inspections are valid for 5 years unless otherwise specified in the inspection documentation.</i></p>
	2.	<p>IDENTIFY whether previous assessments or inspections may be used provided the following criteria are met:</p> <ul style="list-style-type: none"> • The assessment or inspection is considered "passed." • The assessment or inspection is signed by those performing the review. • The load limits (personnel, equipment, materials, and refuse) stated will not be exceeded. • Good Faith Roof Assessment is less than one year old. • Engineering Inspection duration of use has not exceeded that which is listed in the Inspection documentation.
	3.	<p>PLACE a copy of the good faith assessment or engineering inspection report summary in the work package. The report summary information includes the roof status, re-inspection date/interval, building description, deficiency summary, dead and live load capacity, recommendations, limitations and precautions, and the engineer's name who performed the inspection.</p>
	4.	<p>WORK with HMIS Engineering for Inspection as requested to support pre-job planning of a task requiring roof access</p>

Published Date: 01/19/2022

Effective Date: 01/19/2022

4.2 Good Faith Roof Assessment

Actionee	Step #	Action
HMIS Engineering	1.	<p>ASSEMBLE a team to conduct a Good Faith Roof Assessment.</p> <p><i>NOTE: The team consists of a minimum of three members: the building manager or designated representative, an engineer, and a project safety professional (as needed). Facility Engineering shall coordinate with Maintenance Services to assign a carpenter, if required.</i></p>
	2.	<p>DISCUSS location specific hazards and required controls with assessment team.</p> <p><i>NOTE: It is the responsibility of the team to conduct a field assessment in a safe and compliant manner in accordance with HMIS-RD-SP-7085, Safety, Health and Environmental Responsibilities, as well as HMIS-OTHER-SP-1200369, HMIS General Hazard Analysis.</i></p>
Assessment Team Members	3.	<p>COMPLETE a self-study of this procedure prior to participating in an assessment.</p>
	4.	<p>COMPLETE the Good Faith Roof Assessment (form A-6004-294) including:</p> <ul style="list-style-type: none"> • OBTAIN and RECORD the weight of the intended load to be placed on the roof during the activity (number of employees times 300 pounds, plus the weight of equipment, and the weight of materials) • ASSESS and DOCUMENT the structure's exterior and interior walls/columns material and determine the condition of, and potential damage to the structure. • ASSESS and DOCUMENT the roofing, decking, and roof structure material and determine its condition and potential damage to it. • ASSESS the roof for general appearance, surface and membrane condition. DOCUMENT its condition as either "OK" or record any potential damage.

Published Date: 01/19/2022

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- PROVIDE roof assessment findings in the comments section and attach applicable photos within the Good Faith Roof Assessment.
- 5. DOCUMENT the outcome of the assessment by placing an "X" in either the "passed", "conditionally passed" or "did not pass" box on the *Good Faith Roof Assessment Cover Sheet*.
- 6. SIGN the completed *Good Faith Roof Assessment* form.
- Assigned Engineer 7. PROVIDE a copy of the completed *Good Faith Roof Assessment* to the Real Estate Services department.
- Maintenance Management Programs 8. PLACE a copy of the *Good Faith Roof Assessment* (Cover Sheet, Checklist, and Finding Sheet) in IDMS.

4.3 Engineering Inspection

Actionee	Step #	Action
Building Administrator or Manager/Maintenance Management Programs	1.	CONTACT HMIS Engineering to initiate an engineering roof inspection via the use of the HMIS KSR system. <i>NOTE: Engineering roof inspections are performed by a third party engineering firm.</i>
Assigned Engineer	2.	PERFORM the inspection in accordance with the current Statement of Work.
	3.	SUBMIT the final approved copy of the issued Engineering Report to Maintenance Management Programs to be placed into IDMS.
Maintenance Management Programs	4.	NOTIFY the project director and building manager of the results of the engineering inspection.
	5.	UPDATE the project director and building manager of the results of the engineering inspection.

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5.0 RECORD IDENTIFICATION

Performance of this process generates the following records. All records are generated, processed, and maintained in accordance with HMIS-PRO-RM-10588, *Records Management Processes*, or HMIS-PRO-RM-32281, *Electronic Records Management*, as applicable.

Table. Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
Engineering Inspection Report	Maintenance Management Programs	IDMS
Form A-6004-294, <i>Good Faith Roof Assessment</i>	Maintenance Management Programs	IDMS

6.0 SOURCES

6.1 Source Requirements

10 CFR 851, *Worker Safety and Health*
 29 CFR 1926.501(a)(2), *Duty to Have Fall Protection*
 29 CFR 1910.22(d), *Inspection, Maintenance, and Repair*

6.2 References

29 CFR 1926.500(a)(1), *Fall Protection*
 29 CFR 1910 Subpart D, *Walking Working Surfaces*
 DOE-0346, *Hanford Site Fall Protection Procedure*
 HMIS-RD-SP-7085, *Safety, Health and Environmental Responsibilities*
 HMIS-OTHER-SP-1200369, *HMIS General Hazard Analysis*

6.3 Forms

A-6004-294, *Good Faith Roof Assessment*