

ROOFING CONTRACTOR SAFETY PREQUALIFICATION CHECKLIST

For operating pharma, biotech and medical device plants in Puerto Rico

Use it with any roofing contractor, including us. Ask for documents, not answers. Requirements are set by your site's EHS, quality and risk teams; this list is a starting point, not a standard.

Contractor: _____

Project / building: _____

Contact: _____

Date requested: _____

1. COMPANY AND REGISTRATION

ITEM	REQUESTED	RECEIVED / OK	NOTES
Legal name, address and years in business	☐	☐	
Registered to do business in Puerto Rico; applicable licenses	☐	☐	
Owner and project manager names; who will be on site every day	☐	☐	
Subcontractors to be used, and their own prequalification	☐	☐	

2. SAFETY PERFORMANCE

ITEM	REQUESTED	RECEIVED / OK	NOTES
EMR for the last 3 years (insurer letter)	☐	☐	
TRIR and DART for the last 3 years, compared with the NAICS average	☐	☐	
OSHA 300A summaries for the last 3 years	☐	☐	
OSHA or PR OSHA citations in the last 3 to 5 years, and how they were closed	☐	☐	
Fatalities or serious incidents in the last 5 years	☐	☐	

3. PREQUALIFICATION PLATFORM

ITEM	REQUESTED	RECEIVED / OK	NOTES
Platform used by your site (for example ISNetworkworld, Avetta or Veriforce) and the contractor's current grade	☐	☐	

ITEM	REQUESTED	RECEIVED / OK	NOTES
Open deficiencies on the platform and the plan to close them	☐	☐	

4. WRITTEN PROGRAMS

ITEM	REQUESTED	RECEIVED / OK	NOTES
Safety and health program, with a named safety lead	☐	☐	
Fall protection plan for this roof (29 CFR 1926.501(b)(10)); competent person named	☐	☐	
Hot work program; whether torches will be used on this roof	☐	☐	
Crane and lift plans; qualified rigger and signal person	☐	☐	
Hazard communication; safety data sheets for every product	☐	☐	
Emergency, rescue and incident reporting procedures	☐	☐	

5. TRAINING

ITEM	REQUESTED	RECEIVED / OK	NOTES
OSHA 10 / OSHA 30 cards for crew and supervisors	☐	☐	
Fall protection and competent person training	☐	☐	
Torch applicator training, if torches are used (for example CERTA)	☐	☐	
Your site orientation and GMP awareness, completed before work	☐	☐	

6. HOT WORK AND FIRE

ITEM	REQUESTED	RECEIVED / OK	NOTES
Your site's hot work permit (and FM's permit system if FM insures the site)	☐	☐	
Fire watch during work and after the last hot work of the day	☐	☐	
Air handlers and fans near the work shut down or protected, coordinated with engineering	☐	☐	
Extinguishers and fire protection impairment procedure	☐	☐	

7. PRODUCT PROTECTION (GMP)

ITEM	REQUESTED	RECEIVED / OK	NOTES
Roof zone map: classified areas, air intakes, interstitial spaces, skylights	☐	☐	
Daily dry-in: roof closed and watertight at the end of every shift	☐	☐	
Odor, dust and noise controls; intake protection	☐	☐	
Leak contingency plan: who is called, how product is protected, what is documented for QA	☐	☐	
Daily logs, photos and closeout package for QA (as-built, materials, warranty)	☐	☐	

8. WIND AND INSURER

ITEM	REQUESTED	RECEIVED / OK	NOTES
Design wind speed and risk category per the engineer of record (2018 PR Building Code / ASCE 7-16)	☐	☐	
FM Approved assembly in RoofNav, if your insurer requires it	☐	☐	
Edge metal and rooftop equipment attachment details	☐	☐	
Manufacturer warranty type and what keeps it in force	☐	☐	

9. INSURANCE

ITEM	REQUESTED	RECEIVED / OK	NOTES
General liability, auto and umbrella certificates naming your company	☐	☐	
Workers' compensation coverage in Puerto Rico (CFSE)	☐	☐	
Pollution or other coverage your site requires	☐	☐	

10. REFERENCES

ITEM	REQUESTED	RECEIVED / OK	NOTES
Two or three references from operating, regulated plants (pharma, biotech, device or food)	☐	☐	
Contact names and phone numbers you can call	☐	☐	

Reviewed by (EHS) _____

Reviewed by (Quality) _____

Reviewed by (Procurement) _____

Date _____

Sources: 29 CFR 1926.501 and 1910.28 (eCFR); OSHA, Puerto Rico State Plan; 21 CFR 211.42, 211.46 and 211.58 (eCFR); FM Data Sheet 1-33 (Oct 2017 edition) and FM, Understanding the Hazard: Hot Work (P0032, rev. 09/2024); FEMA P-2020 (Oct 2018); 2018 Puerto Rico Building Code. All checked October 7, 2026.

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