

Hands-on Performance Evaluation Form

Instructions for Evaluating Torch Operators

Observe the torch operator as he or she performs each step of the exercise. Circle the number you feel represents how well the operator performed on each step. Keep in mind that everyone uses a torch differently, so please only base your scores on the way each step is described.

Scoring: 1 2 3
 Poor Fair Excellent

STEP	SCORE		
Lighting a torch			
wears proper PPE	1	2	3
closes all valves and opens regulator	1	2	3
points torch away from himself or herself and others	1	2	3
slowly opens cylinder valve	1	2	3
adjusts regulator to proper pressure setting	1	2	3
slowly opens pilot valve	1	2	3
uses a spark lighter	1	2	3
adjusts pilot valve	1	2	3
tests torch operation using trigger	1	2	3
Flashing box stations 1 and 2: flashing torch and flop			
wears proper PPE	1	2	3
installs a self-adhering backer ply with sealed laps, extending a minimum of 2 inches onto field	1	2	3
measures and pre-cuts flashing strips	1	2	3
positions cut flashing strip upside down away from box curb	1	2	3
evenly heats back of flashing strips without damage to substrate	1	2	3
lifts flashing strip with trowel, grips it and flops it into place	1	2	3
presses flashing firmly into place	1	2	3
NEVER TOUCHES THE FLASHING BOX WITH A FLAME	1	2	3
Field mock-up stations 3 and 4: starting field membranes at roof edges or walls			
wears proper PPE	1	2	3
rolls membrane out 6 to 10 feet and positions in place	1	2	3
stands on roll and flops membrane back	1	2	3
evenly heats back of membrane without damage to substrate	1	2	3
lifts membrane with trowel, grips it and flops it into place	1	2	3
steps membrane in place and trowels lapped seam	1	2	3
NEVER TOUCHES THE WALL OR EDGE WITH A FLAME	1	2	3
Field mock-up stations 3 and 4: installing target sheet at drain			
wears proper PPE	1	2	3
measures and pre-cuts target sheet including finger cuts	1	2	3
positions cut target sheet upside down away from drain opening	1	2	3
evenly heats back of target sheet without damage to substrate	1	2	3

lifts target sheet with trowel, grips it and flops it into place	1	2	3
presses target sheet firmly into place with trowel	1	2	3
NEVER TOUCHES THE ROOF DRAIN WITH A FLAME	1	2	3
Field mock-up stations 3 and 4: installing field membrane over drain			
wears proper PPE	1	2	3
stops advancing roll before reaching drain	1	2	3
rolls membrane over drain without heating; marks and cuts drain opening	1	2	3
pulls roll back to expose bottom of membrane	1	2	3
evenly heats membrane without damaging substrate	1	2	3
lifts roll and flops the heated membrane over drain and into place	1	2	3
immediately steps membrane into place and trowels around drain and lapped seam	1	2	3
NEVER TOUCHES THE ROOF DRAIN WITH A FLAME	1	2	3
Field mock-up stations 3 and 4: installing field membrane around pipe penetration			
wears proper PPE	1	2	3
stops advancing roll before reaching pipe	1	2	3
lifts and unrolls the roll backward, exposing underside of membrane far enough to extend beyond pipe	1	2	3
pulls the extended membrane beyond penetration without heating and lays sheet up against pipe	1	2	3
cuts and dry-fits membrane tightly around pipe	1	2	3
pulls membrane roll backward and lays it upside down away from pipe	1	2	3
evenly heats the membrane without damaging the substrate	1	2	3
lifts roll and lays the membrane into place around pipe	1	2	3
immediately steps heated membrane into place and trowels lapped seams	1	2	3
NEVER TOUCHES THE PIPE WITH A FLAME	1	2	3
Field mock-up stations 3 and 4: ending field membranes at roof edges and walls			
wears proper PPE	1	2	3
stops heating the roll before reaching wall or edge	1	2	3
extends roll without heating to the wall or roof edge and cuts to length	1	2	3
pulls unheated membrane back to the point it is fully bonded to substrate	1	2	3
evenly heats the membrane without damaging the substrate; lifts heated membrane using a trowel; grips it and flops it into place	1	2	3
immediately steps heated membrane into place and trowels lapped seams	1	2	3
NEVER TOUCHES THE WALL OR EDGE WITH A FLAME	1	2	3
Shutting off the torch			
sets lit torch down on its stand away from propane cylinder	1	2	3
walks over to cylinder and closes the valve tightly	1	2	3
returns to torch and squeezes trigger to burn out remaining gas from hoses and regulator	1	2	3
closes all torch valves	1	2	3
opens regulator adjusting valve	1	2	3