

BRANZ Appraised Appraisal No. 276 [2018]

# VIKING CERTAINTEED ASPHALT ROOFING SHINGLES

#### Appraisal No. 276 (2018)

This Appraisal replaces BRANZ Appraisal No. 276 (2012).

#### **BRANZ Appraisals**

Technical Assessments of products for building and construction.



#### Viking Roofspec

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# Product

- 1.1 Viking CertainTeed Asphalt Roofing Shingles are glass-fibre reinforced asphalt shingles surfaced with mineral chips with a ceramic coating. They are available in six shingle types: CT20, Landmark Series (30, 40 and 50), Hatteras, Highland Slate, Independence and Presidential Shake.
- 1.2 The shingles and flashing accessories form a roofing system when installed over a plywood or Strandsarking substrate and roofing underlay.

# Scope

- 2.1 Viking CertainTeed Asphalt Roofing Shingles have been appraised as a roof cladding for buildings within the following scope:
  - the scope limitations of NZBC Acceptable Solution E2/AS1, Paragraph 1.1, with regard to floor plan area and building height; and,
  - constructed with timber roof framing and sheathing complying with the NZBC; and,
  - where the roof slope is 9° or greater for plywood and Strandsarking; and,
  - In the following NZS 3604 Wind Zones:
    - Low for CT20 shingles.
    - up to and including Very High for Landmark Series shingles.
    - up to and including Extra High for Hatteras, Highland Slate, Independence and Presidential Shake shingles.
- 2.2 The system must be installed in accordance with the Technical Literature by a Viking Roofspec Trained and Approved Installer.



BRANZ Appraised

VIKING CERTAINTEED ASPHALT ROOFING SHINGLES

# **Building Regulations**

### New Zealand Building Code (NZBC)

3.1 In the opinion of BRANZ, Viking CertainTeed Asphalt Roofing Shingles, if designed, used, installed and maintained in accordance with the statements and conditions of this Appraisal, will meet the following provisions of the NZBC:

**Clause B1 STRUCTURE:** Performance B1.3.1, B1.3.2 and B1.3.4. Viking CertainTeed Asphalt Roofing Shingles meet the requirements for loads arising from self-weight, gravity loads, temperature, snow, wind, impact and creep [i.e. B1.3.3 (a), (b), (c), (g), (h), (j), and (q)]. See Paragraphs 8.1 - 8.9.

**Clause B2 DURABILITY:** Performance B2.3.1 (b), 15 years. Viking CertainTeed Asphalt Roofing Shingles meet this requirement. See Paragraphs 9.1 and 9.2.

**Clause E2 EXTERNAL MOISTURE:** Performance E2.3.1 and E2.3.2. Viking CertainTeed Asphalt Roofing Shingles meet these requirements. See Paragraphs 13.1 and 13.2.

**Clause F2 HAZARDOUS BUILDING MATERIALS:** Performance F2.3.1. Viking CertainTeed Asphalt Roofing Shingles meet this requirement and will not present a health hazard to people.

# **Technical Specification**

4.1 Viking CertainTeed Asphalt Roofing Shingles are glass-fibre reinforced asphalt shingles surfaced with ceramic coated mineral chips, available in six profile types. The shingles are combined with plywood or Strandsarking sheathing, a roofing underlay and various flashing accessories to form a roofing system.

4.2 System components and accessories supplied by Viking Roofspec are as follows:

### Shingles

- Viking CertainTeed Asphalt Roofing Shingles are based on the range of roofing shingles with profiles, sizes and weights as shown in Table 1.
- Single layer shingles are composed of a fibre glass mat base where ceramic-coated mineral granules are embedded in a water-resistant asphalt. The underside of the shingles is coated with fine sand and has intermittent strips of self-bonding, heat-activated adhesive.
- Double layer shingles are manufactured by laminating two single-layer sheets together with asphaltic cement. The top sheet is cut to a profile which gives a random tab pattern when overlaying the lower sheet.

#### Table 1: Shingle Profiles

Shingle	CT20	Landmark Series*	Hatteras	Highland Slate	Independence	Presidential Shake
Туре	3 tab	Dimensional	4 tab	4 tab	3 tab overlay	Laminated
Layers	Single	Double	Single	Single	Single	Double
Size (mm)	300 x 1000	300 x 1000	450 x 920	450 x 920	300 x 900	362 x 1016
Weather Exposure (mm)	125	135	200	200	125	100
Approx. mass (kg/m²)	9.5	11 - 14	11	11.5	14	17
Available colours	14	17	9	8	10	10

\* Landmark 30, 40 and 50.

#### **Accessories**

- Viking 15W Saturated Felt a shingle underlay of asphalt impregnated organic felt.
- Viking Peel and Stick Waterproofing Membrane a shingle underlay of 1 mm thick, self-adhering, rubberized asphalt sheet membrane reinforced with inorganic glass fibre mat.
- Viking Synthetic Roofing Underlay a synthetic woven polypropylene roofing underlayment. It is supplied in rolls 1.1 m wide x 87 m long.
- Shingle starter strips pre-cut shingle starters for use at eaves to ensure straight edges.
- Shadow Ridge shingles a three-piece shingle available in 300 x 900 mm and 250 x 1000 mm sizes for use on hips and ridge.



- Viking Roofing Sealant a black mastic type sealant for use as a weather sealant and wind uplift adhesive.
- Butyl strip flashing a 300 mm wide butyl strip for use as apron and step flashings.
- ShingleVent a ridge vent incorporating an external baffle and a weather filter, used to ventilate roof spaces.
- EcoVent a compression resistant ridge vent, used to ventilate roof spaces and provide a breathable weather barrier.
- Continuous soffit vent a PVC vent strip installed in the eave/soffit to allow air flow into the roof space.
- Shingle nails hot-dipped galvanised or stainless steel, 11 or 12 gauge roofing nails with a minimum head diameter of 9 mm. Nail shanks must be long enough to penetrate the shingle and then go 20 mm into the plywood sheathing or completely through the plywood, whichever is less.
- Viking Skirt Vent is a vent for when a roof meets a wall. It is supplied in 1200 mm lengths.
- 4.3 Accessories used with the system which are supplied by the building contractor are as follows:
  - Plywood sheathing Minimum 15 mm thick, grade DD or better plywood complying with AS/NZS 2269. Minimum treatment requirements are untreated plywood for ventilated truss roof cavities above 12° and H3 treated plywood for all closed cavity roofs, skillion roofs, and roofs 12° and below. H3 treated plywood must also be used where the plywood edge is unprotected at the eaves. Concealed plywood edges at the eaves do not need to be treated. [Note: When using plywood sheathing as a structural bracing element, there are additional requirements. Refer to plywood suppliers technical literature.]
  - Plywood fixings 60 x 2.8 mm flat head hot-dipped galvanised or stainless steel nails for 15 mm and 17 mm plywood. (Note: Hot-dip galvanising must comply with AS/NZS 4680. Stainless steel must be grade 316.)
  - Strandsarking from Laminex New Zealand an engineered wood panel sheet material, treated to Hazard Class 3.1. It is available in a nominal thickness of 16.3 mm and panel sizes of 3600 mm x 800 mm. Strandsarking is covered by Appraisal No. 891 (2015).
  - Strandsarking fixings:
    - 65 mm x 2.8 mm diameter ring shanked hot dipped galvanised flat head nails; or,
    - 65 mm x 2.8 mm diameter ring shanked stainless steel flat head nails; or,
    - 40 mm x 3.45 mm diameter (6 gauge) stainless steel screws.

[Note: Hot-dip galvanising must comply with AS/NZS 4680. Stainless steel must be grade 316.]

# Handling and Storage

- 5.1 Viking CertainTeed Asphalt Shingles must be transported and handled with care to avoid damaging the pre-finished surfaces.
- 5.2 Long term storage of shingles and accessories must be under dry, ventilated cover. For short term storage on site, shingles must be stored flat, no more than two pallets high, and off the ground.
- 5.3 Handling and storage of all materials supplied by Viking Roofspec, whether on or off site, is under the control of the Viking Roofspec Approved Installer. Materials must be handled and stored in accordance with the relevant manufacturer's instructions.

# **Technical Literature**

6.1 Refer to the Appraisals listing on the BRANZ website for details of the current Technical Literature for Viking CertainTeed Asphalt Roofing Shingles. The Technical Literature must be read in conjunction with this Appraisal. All aspects of design, use, installation and maintenance contained in the Technical Literature and within the scope of this Appraisal must be followed.



# **Design Information**

# General

- 7.1 Roof framing must comply with NZS 3604, or be to a specific design in accordance with NZS 3603 and AS/NZS 1170.
- 7.2 Timber roof framing and plywood or Strandsarking sheathing must be treated as required by NZBC Acceptable Solution B2/AS1 and NZS 3602 for the building design application.
- 7.3 Roof design must take into account any requirements for areas subject to regular snowfalls as per the requirements of NZBC E2/AS1, Paragraph 1.3.
- 7.4 The roof slope for plywood sheathing is 9° - 60° and for Strandsarking sheathing 9° - 60°.
- 7.5 For roof pitches where the roof slope is between 9° and 18°, the shingle underlay must be Viking Peel & Stick Waterproofing Membrane or two layers of either Viking 15W Saturated Felt or Viking Synthetic Roofing Underlay. For roof pitches greater than 18°, the shingle underlay must be one layer of Viking 15W Saturated Felt or Viking Synthetic Roofing Underlay. See Paragraphs 17.4 and 17.5 for further information.
- 7.6 Viking CertainTeed Asphalt Roofing Shingles need sufficient exposure to heat in order to fully activate the bonding of the adhesive strips. This bonding minimises the risk of the tabs lifting and tearing-off in windy conditions. In summer, the required exposure period may be as little as one to three days, but in winter the period may be as long as two to four months. Before bonding is complete, damage is possible if unusually high wind gusts occur. For this reason, Viking Roofing Sealant can be used in order to minimise the short-term risk of wind damage. See Paragraphs 17.9 - 17.13 for further information.

# Structure

### Mass

8.1 The approximate mass of the Viking CertainTeed Asphalt Roofing Shingles including sarking is given in Table 2. A light roof is defined in NZS 3604 as a roof with a roofing material (cladding and any sarking) having a mass not exceeding 20 kg/m<sup>2</sup>. When CertainTeed Shingles are installed over plywood or Strandsarking, the systems weighing up to 25 kg/m<sup>2</sup> may still be considered light roofs in accordance with NZS 3604. Systems weighing over 25 kg/m<sup>2</sup> are considered heavy roofs.

Shingle Type	15 mm plywood	17 mm plywood
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Table 2: Approximate Roof Covering Masses (kg/m<sup>2</sup>)

Shingle Type	15 mm plywood	17 mm plywood	Strandsarking
CT20	18	19	21
Landmark Series	19	20	22
Hatteras	19	20	22
Highland Slate	20	21	23
Independence	22	23	25
Presidential Shake	25	26	28

#### Snow

8.2 Viking CertainTeed Asphalt Roofing Shingles are suitable for use in areas where buildings are designed for a 1 kPa snow loading. Refer to Viking Roofspec for installation details for snow-prone areas.

## Wind Zones

- 8.3 When fixed in accordance with the manufacturer's instructions and this Appraisal, Viking CertainTeed Asphalt Roofing Shingles are suitable for use in the following NZS 3604 Wind Zones:
  - Low for CT20 shingles.
  - up to and including Very High for Landmark Series shingles.
  - up to and including Extra High for Hatteras, Highland Slate, Independence and Presidential Shake shingles.



### Sheathing

- 8.4 Rafters or trusses must be at maximum 900 mm centres for 15 and 17 mm thick plywood and Strandsarking. (Note: Plywood Manufacturer's Technical Literature must be referred to for confirmation of minimum plywood thickness and grades relative to roof pitch and framing centres. Laminex New Zealand Technical Literature must be referred to for Strandsarking).
- 8.5 Plywood and Strandsarking must be fixed in accordance with Paragraph 17.2.
- 8.6 Where LOSP treated plywood is used, the solvents must be allowed to evaporate off for at least one week before installation of the shingle underlay.
- 8.7 The plywood face grain must be laid at right angles to supports. The sheets must be laid with staggered joints in a brick bond pattern.
- 8.8 Tongue and groove plywood edges must be butt-jointed with no gaps between the sheet edges. Square plywood edges must have a 2 - 3 mm gap between the sheet edges. A 3 mm gap must be left between each Strandsarking panel.

#### Durability

#### Serviceable Life

9.1 Viking CertainTeed Asphalt Roofing Shingles are expected to have a serviceable life of at least 15 years provided maintenance is carried out in accordance with this Appraisal.

### Weathering

9.2 Viking CertainTeed Asphalt Roofing Shingles may lose stone granules over a period of time. On ageing, some surface cracking may appear. These cracks will not affect the weathertightness of the roof covering within 15 years.

#### Maintenance

- 10.1 Little maintenance should be required apart from the removal of lichen, moss and organic growth that may become established and the removal of accumulations of the stone granules in spouting.
- 10.2 Annual inspections must be made to ensure that all aspects of the roof cladding, including the prefinished coating, the flashings and any joints remain in a weatherproof condition. Any damaged areas or areas showing signs of deterioration which would allow water ingress must be repaired immediately.
- 10.3 A water-based chemical treatment recommended by Viking Roofspec as being suitable for use with bitumen-based products must be used for the removal of organic material. Petroleum-based solvents or cleaners must not be used.

#### Prevention of Fire Occurring

11.1 Separation or protection must be provided to Viking CertainTeed Asphalt Roofing Shingles from heat sources such as fire places, heating appliances, flues and chimneys. Part 7 of NZBC Acceptable Solutions C/AS1 - C/AS6 and NZBC Verification Method C/VM1 provide methods for separation and protection of combustible materials from heat sources.

#### **Control of External Fire Spread**

12.1 Fire rated roof construction systems using the Viking CertainTeed Asphalt Roofing Shingles have not been assessed and are outside the scope of this Appraisal.

#### **External Moisture**

13.1 Viking CertainTeed Asphalt Roofing Shingles, when installed in accordance with this Appraisal, will shed precipitated moisture and therefore meet the performance requirements of NZBC Clause E2.3.1. They will also prevent the penetration of water that could cause undue dampness, or damage to building elements, therefore meeting the performance requirements of NZBC Clause E2.3.2.



#### **Construction Moisture**

13.2 Roofs clad with Viking CertainTeed Asphalt Roofing Shingles, if ventilation requirements are met as in the Technical Literature, allow excess moisture present at the completion of construction to be dissipated without permanent damage to building elements and therefore meet the performance requirements of NZBC Clause E2.3.6. This is achieved by ensuring the construction moisture levels are no higher than 18% when the shingles are laid and before the ceiling is closed-in, as well as providing an adequate level of roof cavity ventilation.

#### Water Supplies

- 14.1 Water is not contaminated by Viking CertainTeed Asphalt Roofing Shingles which comply with AS/NZS 4020.
- 14.2 The first 25 mm of rainfall from a newly installed Viking CertainTeed Asphalt Roofing Shingles roof must be discarded before drinking water collection starts. This is to remove residues which may have developed in the processes involved in the production of a Viking CertainTeed Asphalt Roofing Shingles.
- 14.3 Though Viking CertainTeed Asphalt Roofing Shingles have been shown to comply with AS/NZS 4020, it must be noted that all water collected off roof surfaces made from any material is considered to be non-potable due to possible contamination from other sources. Water collection in this way can only be considered potable if it has been passed through a suitable sterilization system. Sterilization systems such as this have not been assessed and are outside the scope of this Appraisal.

#### **Internal Moisture**

- 15.1 Adequate roof space ventilation is necessary to ensure roof space internal moisture levels and temperatures are controlled. Roof space ventilation requirements are given in the Technical Literature.
- 15.2 Ideally, air should be allowed to flow from the bottom to the top of the roof. In skillion-type roofs, a clear, uninterrupted, ventilated air gap of at least 25 mm must be present for plywood and Strandsarking. Plywood with tongue-and-groove joints should be used on skillion roofs to minimise the restrictions caused by timber blocking. If required by the roof design or occupancy, perforated soffit linings, soffits and ridge vents should be used to minimise the quantity of moisture and heat accumulating in the roof space.
- 15.3 Viking Roofspec should be consulted for further advice and information on roof ventilation and moisture control, especially when the roof design is unusual.

# Installation Information

# Installation Skill Level Requirements

- 16.1 Installation of all components and accessories supplied by Viking Roofspec must be completed by installers trained and approved by Viking Roofspec.
- 16.2 Installation of the components supplied by the building contractor must be completed by or under the control of a Licensed Building Practitioner with the relevant license class, in accordance with the instructions given within the Technical Literature and this Appraisal.

# System Installation

#### Sheathing

- 17.1 Plywood, Strandsarking and framing must have a maximum moisture content of 18% at the time of the installation of the shingles.
- 17.2 Nails must be fixed according to Table 3 and Table 4 for plywood and Table 5 for Strandsarking. Fixings must be positioned no closer than 10 mm from the sheet edges.
- 17.3 All sheet edges of the plywood must be supported by framing or blocking, except that blocking is not required under the joints where tongue and grooved sheets are used.
- 17.4 Strandsarking panels should be laid continuous over at least two spans (three trusses or framing members). Where this is not possible then blocking must be used under the unsupported edges.



### Table 3: Fixing Centres for 15 mm and 17 mm Plywood - All sheet edges supported

NZS 3604 Wind Zone	Fixing Centres (mm), Sheet Edges, Intermediate Supports			
	Roof Slop	Roof Slope 20 - 60°		
	0.2w* from roof edge**	Beyond 0.2w* i.e. remainder of roof		
Low	150	300	300	
Medium	125	225	250	
High	75	150	150	
Very High	75	125	120	
Extra High	55	100	100	

\* Where w = width of building

\*\*Roof edge = eaves, barge, hips, ridges, fascia, gables

#### Table 4: Fixing Centres for 15 mm and 17 mm Plywood - Tongue and Grooved Plywood

NZS 3604 Wind Zone	Fixing Centres (mm), at Supports			
	Roof Slop	Roof Slope 20 - 60°		
	0.2w* from roof edge**	Beyond 0.2w* i.e. remainder of roof		
Low	100	200	200	
Medium	75	150	150	
High	75	150	150	
Very High	50	75	75	
Extra High	35	65	65	

\* Where w = width of building

\*\*Roof edge = eaves, barge, hips, ridges, fascia, gables

#### **Table 5: Fixing Centres Requirements for Strandsarking**

NZS 3604 Wind Zone	Fixing Centres (mm)		
NZS SOU4 WINU ZUIIE	Panel Ends	Intermediate Supports	
Up to and including High	150	150	
Very High and Extra High	150	100	

### **Shingle Underlay**

- 17.5 The shingle underlay must be tightly laid horizontally across the roof, and completely cover hips, ridges (except where ridge vents are used), and valleys.
- 17.6 When the roof pitch is between 9° and 18°, either one layer of Viking Peel & Stick Waterproofing Membrane or two layers of either Viking 15W Saturated Felt or Viking Synthetic Roofing Underlay is required. When two layers are used the underlay must be lapped by half the width of the roll, resulting in a double thickness. End laps must be at least 100 mm.
- 17.7 When the roof pitch is greater than 18°, one layer of Viking 15W Saturated Felt or Viking Synthetic Roofing Underlay is required. The upper sheets must be lapped by at least 50 mm over the lower sheets.
- 17.8 Only sufficient fasteners to temporarily hold the underlay in place need be used.



#### **Fixing Shingles**

- 17.9 The number and location of fasteners required for each shingle type and roof slope is given in the Technical Literature. Care must be taken to ensure the fasteners are driven in straight and are flush with the shingle surface.
- 17.10 Viking Roofing Sealant must be laid in spots on top of all 'drip edges' or eaves where present. The spots of sealant should be approximately 20 mm from the edge of the roof. Where required, Viking Roofing Sealant must also be used to seal under or hold down shingles at ridges, hips, upstands and around penetrations.
- 17.11 When installing the shingles in all Wind Zones, shingle tabs can be bonded with a dab of Viking Roof Sealant, whenever unusually cold or windy conditions occur.
- 17.12 In High, Very High and Extra High Wind Zones, Viking Roofing Sealant may be used when installing the shingles at times of the year when conditions warrant it.
- 17.13 Dabs of Viking Roofing Sealant must be about 20 mm in diameter, and placed in front of the sealing strips in a manner which does not interfere with the self-bonding process.

#### Inspection

18.1 The Technical Literature must be referred to during the inspection of Viking Certainteed Asphalt Roofing Shingles installations.

# Health and Safety

19.1 Safe use and handling procedures for Viking CertainTeed Asphalt Roofing Shingles are provided in the manufacturer's Technical Literature.

# **Basis of Appraisal**

The following is a summary of the technical investigations carried out:

### Tests

20.1 The following tests have been carried out by overseas laboratories by, or on behalf of, Underwriters Laboratories Inc. in order to show compliance with ASTM D3462: behaviour on heating; tear strength; wind resistance; penetration of asphalt; asphalt softening point; compatibility; minimum net mass and average net mass; and mass of glass mat-asphalt, and mineral matter.

# **Other Investigations**

- 21.1 Weathertightness, structural and durability opinions have been provided by BRANZ technical experts.
- 21.2 The manufacturer's Technical Literature has been examined by BRANZ and found to be satisfactory.
- 21.3 Site inspections have been undertaken by BRANZ to assess the practicability of installation.
- 21.4 The long-term performance of properly installed mastic-bonded and self-adhesive roofing shingles in New Zealand and many countries overseas, along with durability and non-hazardous nature of the materials used, has been noted. The overseas and New Zealand experience of asphalt roofing shingles forms the basis of the durability opinion.



# Quality

- 22.1 The manufacture of Viking CertainTeed Asphalt Roofing Shingles has not been examined by BRANZ, but details regarding the quality and composition of the materials used were obtained by BRANZ and found to be satisfactory.
- 22.2 The quality of the materials and accessories supplied by Viking Roofspec is the responsibility of Viking Roofspec.
- 22.3 Quality on site is the responsibility of the Viking Roofspec trained and Approved Installer.
- 22.4 Designers are responsible for the building design, and the building contractor is responsible for the quality of installation of the roof framing and plywood or Strandsarking sheathing in accordance with Viking Roofspec's instructions.
- 22.5 Building owners are responsible for the maintenance of Viking CertainTeed Asphalt Roofing Shingles in accordance with the instructions of Viking Roofspec.

# Sources of Information

- AS/NZS 1170: 2002 Structural design actions.
- AS/NZS 2269: 2012 Plywood Structural.
- AS/NZS 4680: 2006 Hot-dip galvanised (zinc) coatings on fabricated ferrous articles.
- AS/NZS 4020: 2005 Testing of products for use in contact with drinking water.
- ASTM D3462-92 Standard Specification for asphalt shingles made from glass felt and surfaced with mineral granules.
- NZS 3602: 2003 Timber and wood-based products for use in building.
- NZS 3603: 1993 Timber structures standard.
- NZS 3604: 2011 Timber-framed buildings.
- Acceptable Solutions and Verification Methods for New Zealand Building Code External Moisture Clause E2, Ministry of Business, Innovation and Employment, Third Edition July 2005 (Amendment 7, 01 January 2017).
- Ministry of Business, Innovation and Employment Record of amendments Acceptable Solutions, Verification Methods and handbooks.
- The Building Regulations 1992.





In the opinion of BRANZ, Viking CertainTeed Asphalt Roofing Shingles are fit for purpose and will comply with the Building Code to the extent specified in this Appraisal provided they are used, designed, installed and maintained as set out in this Appraisal.

The Appraisal is issued only to Viking Roofspec, and is valid until further notice, subject to the Conditions of Appraisal.

# **Conditions of Appraisal**

- 1. This Appraisal:
  - a) relates only to the product as described herein;
  - b) must be read, considered and used in full together with the Technical Literature;
  - c) does not address any Legislation, Regulations, Codes or Standards, not specifically named herein;
  - d) is copyright of BRANZ.
- 2. Viking Roofspec:
  - a) continues to have the product reviewed by BRANZ;
  - b) shall notify BRANZ of any changes in product specification or quality assurance measures prior to the product being marketed;
  - c) abides by the BRANZ Appraisals Services Terms and Conditions;
  - d) warrants that the product and the manufacturing process for the product are maintained at or above the standards, levels and quality assessed and found satisfactory by BRANZ pursuant to BRANZ's Appraisal of the product.
- 3. BRANZ makes no representation or warranty as to:
  - a) the nature of individual examples of, batches of, or individual installations of the product, including methods and workmanship;
  - b) the presence or absence of any patent or similar rights subsisting in the product or any other product;
  - c) any guarantee or warranty offered by Viking Roofspec.
- 4. Any reference in this Appraisal to any other publication shall be read as a reference to the version of the publication specified in this Appraisal.
- 5. BRANZ provides no certification, guarantee, indemnity or warranty, to Viking Roofspec or any third party.

For BRANZ

**Chelydra Percy** Chief Executive Date of Issue: 5 December 2018