CRN client use guide

Use this guide with the CRN playbook, summary and national compliance workbook. Together they explain commercial-roofing readiness and organize evidence for the exact company, project and decision stage. Confirm your agreed service scope, authorized users, designated CRN contact and qualified reviewer before project reliance.

File	How to use it
Summary and outline PDF	Start here for the brief explanation and diagram of the playbook.
Transition playbook PDF	Read the relevant reference sections and use the final go/no-go standard. The DOCX is the matching editable reference.
National compliance workbook	Use a client working copy for intake, readiness actions, project facts, credentials and evidence. Keep the master unchanged.

Build the project record

1. Define the intended work. Complete the relevant Contractor Intake and Local AHJ Profile fields, including the correct entity, address, jurisdiction, contracting role, scope, funding and project value. AHJ means the authority having jurisdiction. Resolve local requirements with the actual issuing or procurement authority.

2. Gather evidence and assign actions. Use the Readiness Checklist to record applicability, supporting records and unresolved items. In the Credential Wallet, identify the credential, holder, issuer, exact scope and dates. A training record, company authorization and project warranty are separate records.

3. Obtain a recorded human decision. The qualified reviewer assesses requirements due for the stated stage and records the decision, evidence, approval date, recheck date and any later conditions with owners and deadlines. Missing requirements due now prevent that action.

4. Preserve each stage. Retain a separate dated record for bid, contract and mobilization. Archive each decision and its evidence before starting the next stage; do not overwrite the only record. A prior-stage approval does not authorize the next stage.

5. Recheck and act on changes. Reopen the review when the project, scope, rules, evidence or credential status changes, or the recheck date arrives. A worksheet formula is not a delivered notification; agree who will monitor and follow up on open items.

Read the results in context

The Dashboard reports preparation progress and record status. It does not grant a license, manufacturer authorization or permission to perform work. CRN status is private. Source-check dates vary, and blank human-review fields mean publication review remains open for those records. Section 18 describes proposed platform functions; available services are those in your agreed scope.

Use current files and report corrections

Use the current release identified in the package README. Send a suspected error to your designated CRN contact with the file/version, page or cell, project/stage and supporting evidence. Pause reliance on the affected conclusion pending review. Keep the superseded record and the corrected version together. Share confidential materials only through the agreed channel with authorized users, and retain the separate service terms governing access, support and record return.