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# IRATA MEMBERSHIP REQUIREMENTS AUDIT CHECKLIST



<b>Scope of Audit</b>			
<b>Audit Reference No.</b>		<b>Date of Audit</b>	
<b>Lead Auditor</b>		<b>Company IRATA No. (if applicable)</b>	
<b>Company Name</b>			
<b>Auditee/Main contact (include email address)</b>			
<b>Audit Location(s)</b>			

This audit checklist is provided as an audit tool to assist in the audit of the 'IRATA Membership Requirements' [QP-300], guidance to the requirements is provided in the 'Guidance to the IRATA Membership Requirements' [GU-301]. The checklist should be completed in compliance with the 'IRATA Membership Requirements' [QP-300], clause 8.1.2 'Internal auditing', and should include evidence of the effective implementation of procedures.

Audit finding classifications are limited to the use of:

- C** conforming activity, evidence is acceptable and meets requirements.
- N/A** Not Applicable. The activity to be audited was not applicable to the scope of the audit. Clauses 2.3, 3.4.1 and 8.2.1 are the only permissible exclusions at Probationary audit. No other exclusions are permissible.
- NC** Non-Conformance to a requirement, these may be further categorised into a Major Non-Conformance or Minor Non-Conformance.
- MNC** Major Non-Conformance is a non-compliance that affects the capability of the rope access management system to achieve the intended results or poses a significant risk to health and safety. All Major Non-Conformances will result in the immediate suspension of a current member's certification, until such a time that appropriate corrective action has been implemented.  
*Note: Multiple Minor Non-Conformances can be classified as a Major Non-Conformance where they are associated with the same requirement or issue and demonstrate a systemic failure.*
- mNC** minor Non-Conformance is one that does not restrict the capability of the rope access management system to achieve its intended results.  
*Note: An isolated loss of operational control that does not signify a risk to health and safety.*
- OFI** an Opportunity for Improvement (OFI) may also be referred to as an 'observation'. There will be no requirement for the Applicant to follow up or resolve any recorded OFIs. OFIs will not negatively affect the overall outcome of the Audit, however, these may indicate an area of weakness that may result in Non-Conformance if left unresolved or provide an opportunity to improve the system and should be given due consideration.

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
2		<b>Structure of the Organisation</b>		
2.1	O, T	<b>Scope of the rope access management system</b> The company shall define and document the activities to which it applies rope access and expanded techniques, including representative work locations, training venues and operational centres from which the work is managed.		
2.2	O, T	<b>Related companies</b> The company shall: a) declare all of their national and international companies, branches and associates that conduct rope access or rope access related activities; b) provide their organisation's details and those of any affiliates which share rope access related company procedures, resources, training venues, management or insurance cover.  The company shall ensure that any information submitted to IRATA is current and accurate.		
2.3	O, T	<b>Annual declaration</b> The company shall complete an IRATA annual declaration each year within the renewal period.  The company shall ensure that information submitted to IRATA is current and accurate. The company shall notify IRATA immediately if any of the key personnel detailed on the IRATA annual declaration form no longer represents the Member and supply details of their replacement(s).		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
2.4	O, T	<b>Nominated personnel</b> The company shall document the structure of its rope access activities and identify the personnel responsible for the following: a) Rope Access Management Representative; b) Technical Authority; c) primary company contact; d) selection of equipment; e) detailed inspection of rope access equipment; f) quarterly safety returns;		
	T, V	g) training manager; h) lead Instructor/Trainer.		
2.4.1	O, T	<b>Rope Access Management Representative</b> Those in control of rope access work are responsible for defining, implementing and reviewing operational work scopes. The Rope Access Management Representative shall be responsible for ensuring that those in control of rope access work scopes are competent and are complying with IRATA requirements to ensure safe systems of work are in place.  The Rope Access Management Representative shall hold, or have previously obtained, an IRATA Level 1 qualification (although an IRATA Level 3 is not a requirement it is strongly recommended) and shall be an employee of the Member company or group Member company (or applicant for IRATA membership).		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
2.4.2	O, T, V	<p><b>Technical Authority</b></p> <p>The company shall establish processes to ensure that the Technical Authority is involved with the development, regular review, maintenance and implementation of the rope access management system and provide evidence of this.</p> <p>The appointed Technical Authority shall:</p> <ul style="list-style-type: none"><li>a) have the relevant knowledge and experience of rope access management systems, be competent and be physically present at audit to demonstrate:<ul style="list-style-type: none"><li>(i) their technical knowledge in equipment assessment and rope access methodologies;</li><li>(ii) their competency in the identification and mitigation of safety risks to technicians and third parties;</li><li>(iii) the control of the company's rope access operational and training activities;</li></ul></li><li>b) have the ability to create, implement and control an appropriate rope access management system;</li><li>c) demonstrate engagement with higher management, managers, supervisors and rope access technicians on the IRATA requirements;</li><li>d) hold, or have previously held, an IRATA Level 3 certification;</li><li>e) be an employee of, or demonstrate the active and effective engagement by, the Member or group Member company (or applicant for IRATA membership).</li></ul>		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
2.5		<b>Liability</b>		
2.5.1	O, T	<b>Status</b> The company shall be a legal corporate entity, such that it can be held legally responsible for its activities.		
2.5.2	O, T, V	<b>Insurance</b> The company shall hold valid and specific insurance that covers the full scope of their rope access activities.		
2.6		<b>Use of the IRATA logo and certification</b>		
2.6.1	O, T, V	<b>Logo</b> The company shall ensure that the IRATA logo is used as stipulated in the IRATA Bye-Laws for the category of membership held.		
2.6.2	O, T	<b>Validity of certification</b> IRATA membership certification shall be limited to the company and scope of membership. IRATA membership cannot be transferred.  The company shall notify IRATA Corporate Membership Services ( <a href="mailto:membership@irata.org">membership@irata.org</a> ) prior to any changes being implemented, if: a) they wish to change their trading name; and/or b) their company is sold or amalgamated into another organisation.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
2.7	O, T	<b>Develop the system for rope access management</b> The company shall determine the management processes and the necessary documentation required to control its rope access activities.  This shall: a) reflect the size of the organisation and its type of activities, processes and scope of services; b) reflect the complexity of processes and their interactions; c) determine the competence of personnel required for rope access related activities; d) meet the requirements of the relevant IRATA membership category; e) meet the requirements of the TACS.		
2.8		<b>Documents and records</b>		
2.8.1	O, T, V	<b>Control of documents and records</b> The company shall identify the documents, information and records that require control(s) to ensure the effectiveness of the rope access management system.  When creating and updating documented information, the company shall ensure appropriate: a) identification and description (e.g. a title, date of issue, author, unique identification number); b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic); c) review and approval for suitability and adequacy.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
2.8.2	O, T, V	<p><b>Control of documented information</b></p> <p>Documented information required by the company shall be controlled to ensure:</p> <ul style="list-style-type: none"><li>a) it is available and suitable for use, where and when it is needed;</li><li>b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).</li></ul> <p>For the control of documented information, the company shall address the following activities:</p> <ul style="list-style-type: none"><li>c) distribution, access, retrieval and use;</li><li>d) storage and preservation, including preservation of legibility;</li><li>e) control of changes (e.g. version control);</li><li>f) retention and disposition.</li></ul> <p>Documented information from an external source, necessary for the planning and operation of the company's rope access management system shall be identified and controlled.</p>		
3		<b>The Rope Access Management System</b>		
3.1	O, T	<p><b>Safety policy</b></p> <p>The top management of the company shall establish and document a safety policy that is:</p> <ul style="list-style-type: none"><li>a) appropriate to the rope access activities of the organisation;</li><li>b) reviewed periodically to ensure its suitability for the organisation and category of membership.</li></ul>		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
3.2		<b>Organisational structure</b>		
3.2.1	O, T	<b>Rope Access Management Representative</b> The company shall appoint a Rope Access Management Representative with the appropriate knowledge, experience, training and authority to manage and monitor the company's rope access system on a day-to-day basis to the extent required by current IRATA requirements. The company shall ensure that this position is maintained at all times.		
3.2.2	O, T	<b>Responsibilities</b> The company shall define and document responsibilities of management and workers in relation to its rope access activities.		
3.2.3	O, T	<b>Management commitment</b> The company shall provide evidence of the commitment of top management to the safe and proper control of rope access activities within the company.		
3.3		<b>Safety information communications</b>		
3.3.1	O, T, V	<b>Communication</b> The company shall ensure effective communication of safety information to workers and trainees.		
3.3.2	O, T	<b>IRATA and other external sources</b> The company shall appoint a person to complete and submit IRATA safety returns, circulate IRATA safety publications and other safety communications identified by the organisation as pertinent to its rope access activities.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
3.3.3	O, T, V	<b>Internal safety information</b> The company shall establish a process for the communication of internal safety information, including information from sources such as: a) incidents; b) defective work equipment; c) manufacturer notices and instructions; d) non-conformities; e) changes to working practices.		
3.4		<b>Incident reporting</b>		
3.4.1	O, T	<b>Work and safety statistics</b> The company shall submit work and safety statistics to IRATA on a quarterly basis.		
3.4.2	O, T, V	<b>Reporting of incidents</b> The company shall: a) report factual information to IRATA regarding all incidents at the soonest possible occurrence and in any case, within 7 days; b) comply with requests from IRATA for further information regarding an incident, where provision of such information does not interfere or compromise investigation by other legal or law enforcement agencies.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
4		<b>Planning Requirements</b>		
4.1		<b>Risk management</b>		
4.1.1	O, T, V	<b>Risk assessment</b> The company shall establish and implement a documented process for identifying hazards, assessment of risk, and determining the necessary controls for the rope access related activities of the organisation.		
4.1.2	O, T, V	<b>Working procedures</b> The company shall establish and document procedures that make provision for: a) carrying out rope access; b) rope work activities that require further controls to manage risks, such as specific training and equipment; c) access to IRATA's training information, such as safety bulletins, topic sheets, serious incident briefings, training videos etc.; d) the management and delivery of IRATA training (where applicable).		
4.1.3	O, T	<b>Incidents and non-conformities</b> The company shall establish a process for the: a) investigation of incidents and taking preventive and corrective action; b) control of non-conformities and taking preventive and corrective action.		
4.1.4	O, T, V	<b>Working with third party technicians</b> The company shall establish a process to agree on the controls for risk management when working with personnel from another company or any other parties directly involved with rope access tasks and ensure that all rope access technicians shall have valid IRATA rope access certification.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
4.1.5	O	<b>Assessment for rope access</b> The company shall ensure potential work is assessed as suitable for rope access and that appropriate methods are determined.		
4.1.6	O, T	<b>Health and fitness for rope access activities</b> The company shall: a) identify requirements for the physical capability of rope access personnel, taking into account any relevant local legislation; b) implement a process to establish worker's health and fitness for planned rope access activities; to include training and the maintenance of records.		
4.1.7	O, T, V	<b>Evaluation of rope access equipment</b> The company shall ensure the selection, use and maintenance of suitable equipment for work is undertaken by a competent person.		
4.2		<b>Emergency response planning</b>		
4.2.1	O, T, V	<b>Resources</b> There shall be evidence of planning for emergencies through a documented procedure. The company shall identify and provide the resources required for an emergency response.		
4.2.2	O, T, V	<b>Rescue planning</b> The company shall establish a process for specific rescue planning and maintain records.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
4.3		<b>Compliance</b>		
4.3.1	O, T, V	<b>Legal</b> The company shall identify legal requirements, such as legislation and regulations that apply to its rope access activities, which shall be: a) available to its management; b) reviewed periodically; c) effectively communicated to workers.		
4.3.2	O, T, V	<b>Confidentiality and security of information</b> The company shall: a) establish and implement procedures for confidentiality and security of information and comply with any privacy legislation relevant to the region(s) in which they operate and have contractual obligations with IRATA; b) establish documented policies and procedures for the maintenance and release of information; c) ensure that all confidential information is held securely and take measures to ensure that information cannot be accessed except for the purpose that the information was originally intended; d) keep confidential all information obtained during the certification of rope access technicians; e) ensure that personal and sensitive information is not disclosed to an unauthorised party without the documented consent of the individual (e.g. applicant, candidate or certified person), except where the law requires such information to be disclosed; f) ensure that the activities of related bodies do not compromise confidentiality.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
4.3.3	O, T, V	<b>Non-legal</b> The company shall identify any adopted non-legal requirements that apply to its rope access activities. These may take the form of international and/or national standards, industry codes of practice or guidance (and shall include information from IRATA).  These requirements shall be: a) made available to management; b) reviewed periodically; c) communicated effectively to workers.		
4.4		<b>Communication of the work plan</b>		
4.4.1	O, T, V	<b>Management and supervision</b> The company shall provide evidence that rope access supervisors have received adequate briefing on work scope and planning prior to work commencing.		
4.4.2	O, T, V	<b>Workforce consultation</b> The company shall establish a process for involving employees/other workforce in the planning and implementation of the controls for the rope access activities.		
4.4.3	O, T, V	<b>Work packs</b> The company shall identify and provide adequate and sufficient information to workers so that they can safely carry out rope access activities in accordance with the ICOP and TACS.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
5		<b>Resources</b>		
5.1		<b>Personal competence</b>		
5.1.1	O, T, V	<b>Competence management</b> The company shall: a) identify and document the necessary competencies of personnel that manage or perform: (i) rope access activities; (ii) on-rope activities, and the associated rope access activities that could have an impact upon the health and safety of workers and other persons; (iii) inspections of rope access equipment; b) ensure that those engaged in rope access activities receive the necessary training, inductions and relevant information (including ICOP and TACS) and maintain the associated records; c) document the process used to ensure the continual competency of personnel engaged in rope access activities, including the measures in place to identify and implement new requirements for rope access activities (e.g. response to incidents, health and safety requirements, legal requirements etc.); d) ensure that adequate resources and documented information is available to overcome literacy and language barriers to ensure safety is maintained (e.g. company induction, procedures, etc.) throughout all rope access activities; e) conduct verification of competency where appropriate, including verification of the rope access logbook entries; f) ensure, and regularly review, the validity of IRATA rope access technician certification where it is a competency requirement to perform their role.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
5.1.2	O, T, V	<b>Rope access certification</b> Except for the provisions within ICOP 2.6.3.2, only valid IRATA-certified technicians shall be used for on-rope activities and the supervision of the company's technicians' rope access activities.		
5.1.3	O, T, V	<b>Supervisors</b> The undertaking of operational rope access work shall be directly supervised by an IRATA Level 3 on-site safety supervisor, competent for the intended task. There shall be a statement in the company procedures as such. This shall be validated by evidence of current IRATA certification being held within the company records; this includes both staff and sub-contractors. IRATA training shall be supervised in accordance with the ICOP and TACS.		
5.1.4	T, V	<b>Instructors and training personnel</b> The company shall ensure that a program is implemented for the continual professional development of Trainers and Instructors. The company shall ensure that training and assessment activities are undertaken by personnel with the competencies as set out in TACS. This includes having thorough knowledge of the TACS, the ICOP, company training procedures, task-specific risk assessments, rescue planning and the IRATA Instructor framework.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
5.2		<b>Equipment management</b>		
5.2.1	O, T, V	<b>Purchasing</b> The selection and purchase of equipment shall be carried out, or approved, by a competent person, who has sufficient knowledge of the technical specifications required. When selecting equipment, it is essential that the probability of equipment foreseeable misuse (i.e. any deviation of use from the manufacturer's instructions), and the consequences of such misuse is assessed. This shall be documented and made available to all equipment users, including candidates, and Assessors.		
5.2.2	O, T, V	<b>Inspection and maintenance</b> The company shall establish and implement a documented procedure for the inspection and maintenance of rope access equipment. The type and frequency of inspections shall be determined. The company shall establish and document the inspection criteria and the methods used to ensure, in between detailed inspections, that equipment unfit for use is removed from service.  The company shall ensure that detailed and interim inspections are carried out by a competent person with access to relevant inspection information and shall maintain traceability of equipment to inspection records. As a minimum, detailed inspections shall be undertaken at 6 monthly intervals. Interim inspections shall be carried out between the scheduled detailed inspections as required.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
5.3		<b>Infrastructure</b>		
5.3.1	O, T, V	<p><b>Tools and equipment storage and quarantine</b></p> <p>The company shall provide a suitable, secure area for the storage of rope access equipment, tools and equipment for activities that may have an impact on the health and safety of others. This shall include a controlled quarantine area for holding equipment designated as not fit for use, or not ready for use.</p>		
6	T, V	<p><b>Training Venues</b></p> <p>Training and assessment shall take place in suitable venues, with appropriate facilities and structures. The training area shall be controlled to minimise risk to trainees. IRATA Trainer Members shall use only IRATA audited facilities approved for use. These requirements shall apply to all venues where an IRATA training course or assessment is being conducted.</p>		
6.1	T, V	<p><b>Training facilities</b></p> <p>The training venue shall:</p> <ul style="list-style-type: none"> <li>a) have appropriate facilities for classroom theory and examination;</li> <li>b) have a pre-course risk assessment, inclusive of any mandated IRATA material, which shall be completed accurately and up to date. This shall be displayed at all training facilities;</li> <li>c) have appropriate welfare facilities available;</li> <li>d) have a suitable training and assessment area and have adequate lighting levels;</li> <li>e) have controlled environments and not restrict the training or assessment activities;</li> <li>f) enable the delivery of courses, examination, and assessment away from conflicting, disruptive or disturbing activities.</li> </ul>		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
6.1.1	T, V	<b>Structural provisions</b> The training venue shall provide for: a) an area to ascend or descend in free hanging space. A working height of at least 7 metres is recommended, but it shall not be less than a working height of 6 metres; b) an area to ascend/descend at least 6 metres against a flat wall or surface; c) display of signage on structures used to support persons, indicating their loading capacity and loading direction capabilities.		
6.1.2	T, V	<b>Training areas</b> There shall be (a) location(s): a) to undertake ascent, descent, passing and rigging small and large re-anchors and performing rope-to-rope transfers rigged at least 3.5 metres above the ground; b) that allow deviations to redirect ropes for both protection and positioning purposes rigged at least 3.5 metres above the ground; c) to ascend and descend past mid-rope obstructions using suitable rope protection devices.		

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6.1.3	T, V	<b>Training provisions</b> There shall be: a) training area(s) with platform(s) where the ropes pass through 90° between the anchors and ground; b) an area or areas that allow aid climbing using fixed and moveable anchors over a continuous distance of no less than 5 metres horizontally, with a minimum of 1 obstruction requiring removal of mobile anchorage points; c) an area that allows vertical aid climbing over a continuous distance of no less than 3 metres; d) an area where fall arrest climbing can be conducted over a distance of no less than 5 metres of vertical height; e) suitable anchors to allow horizontal, diagonal and three-dimensional exercises for Level 3 rigging and rescue. Consideration shall be given to any loading directions and increased loadings; f) an area for the provision of specific training on the use of edge and rope protection equipment and the associated hazards; g) a range of edge management and rope protection equipment available; h) Manikins of at least 70kg shall be available for rescue exercises; i) mandatory training support tools provided by IRATA and applied as directed. Records of this training shall be kept.		
6.1.4	T, V	<b>Rescue training</b> If a live 'casualty' is used for rescue training and assessment, control measure(s) shall be included in the risk assessment that mitigate the risks associated with being suspended for extended periods of time.		

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6.1.5	T, V	<p><b>Provisions for theory examinations</b></p> <p>IRATA Trainer Members shall have appropriate facilities to host theory examinations and the theory examination shall be invigilated by an IRATA Assessor.</p> <p>The following provisions shall be available:</p> <ul style="list-style-type: none"><li>a) an adequate number of computer(s) within a controlled examination room;</li><li>b) an up-to-date web browser installed on each computer with the minimum requirements to support the online theory examinations platform;</li><li>c) computers positioned to enable the Assessor space to navigate the examination room, and so that the candidates cannot see each other's screens;</li><li>d) computers shall have:<ul style="list-style-type: none"><li>(i) a keyboard and a mouse;</li><li>(ii) a minimum physical screen size (13 inches/33 cms) and resolution (1024 x 768 px);</li><li>(iii) a stable and secure broadband internet connection with a minimum speed (2Mbps);</li></ul></li><li>e) an adequate number of translators (where applicable). Where translators are used, the IRATA translator declaration shall be completed prior to the provision of translation services to candidates and this record shall be retained for 4 years.</li></ul>		
6.2	T, V	<p><b>Anchors</b></p> <p>The following provisions for anchors shall be made available:</p> <ul style="list-style-type: none"><li>a) anchorages shall be protected from unauthorised access;</li><li>b) anchors shall meet a minimum static strength requirement (15kN);</li><li>c) anchors, scaffolds, ladders and structures shall be periodically inspected;</li><li>d) working ropes and back-up ropes shall have their own separate anchors.</li></ul>		

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6.3	T, V	<b>Information for candidates</b> The company shall ensure that candidates are advised in advance of the pre-requisites for IRATA training and assessment, which shall include: a) requirements for certification, upgrading, recertifying, and converting; b) information that supports the assessment criteria, including copies of the ICOP and TACS; c) contraindications of fitness for rope access; d) the IRATA Technician Code of Conduct.		
6.4	T, V	<b>Provisions for assessors</b> There shall be a process to ensure that an IRATA Assessor is briefed on the findings of the venue risk assessment and rescue plan prior to commencing any IRATA assessment, and records shall be retained. The brief shall reflect any changes since the venue was last audited by IRATA, and include safe working loads and directional loading capacities of anchors and training structures.		
6.5		<b>Emergency planning</b>		
6.5.1	T, V	<b>Rescue plans</b> Rescue plans with appropriate rescue equipment shall be provided. These shall be included in any risk assessment(s) and/or method statement(s).		
6.5.2	T, V	<b>Emergency provisions</b> The following provisions shall be made available: a) appropriate and adequate first aid supplies; b) fire evacuation; c) ready access to telephone(s) for contacting the emergency services.		

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Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
7		<b>Operational Control</b>		
7.1		<b>Supervision and experience</b>		
7.1.1	O, T	<b>Monitoring of technicians</b> The company shall provide a process for, and evidence of, monitoring newly-qualified rope access technicians to provide reasonable reassurance that they are competent to perform their rope access duties. Where necessary, additional measures to mitigate adverse risks to the technician or third parties shall be implemented.		
7.1.2	O, T, V	<b>Levels of supervision</b> The company shall maintain records showing: a) the levels of supervision appropriate to its rope access activities; b) the Instructor/Trainer-to-candidate ratios in accordance with TACS.		
7.1.3	O, T, V	<b>Safety briefing</b> The company shall provide evidence of candidates or technicians receiving a daily pre-start safety briefing relevant to the activities.		

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# IRATA MEMBERSHIP REQUIREMENTS AUDIT CHECKLIST



Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
7.2		<b>Use of rope access equipment</b>		
7.2.1	O, T, V	<b>Provision of rope access equipment</b> The company shall ensure and provide evidence that rope access equipment: a) is risk assessed and suitable for use in rope access and the specific work task; this shall include consideration of foreseeable misuse and the competence of personnel using such equipment; b) is available in sufficient quantity at the point-of-use; c) users have appropriate user training; d) has the related user instructions available at the point-of-use.		
7.2.2	O, T, V	<b>Logistics</b> The company shall ensure suitable logistical arrangements for equipment, which shall include provision for on-site storage.		
7.3		<b>Procedural controls</b>		
7.3.1	O, T, V	<b>Implementation of work procedures</b> The company shall implement procedures for the undertaking of rope access work. These shall: a) be commensurate with the scope of the work, the scale and structure of the company; b) cover the management and delivery of IRATA training and maintenance of training records, which should be demonstrated during full and recertification membership audits; c) be accessible at the point of use, together with all required supporting information.		

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# IRATA MEMBERSHIP REQUIREMENTS AUDIT CHECKLIST



Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
7.3.2	O, T, V	<b>Task risk assessment</b> The company shall implement a process to ensure risk management controls are task-specific, recorded, reviewed regularly and effectively communicated to workers, trainees and relevant third parties.		
7.4	O, T, V	<b>Investigation of incidents and non-conformities</b> The company shall: a) implement processes for the investigation of incidents and taking preventive and corrective action; b) implement processes for the control of non-conformities and taking preventive and corrective action; c) provide evidence of an investigative process being followed where an accident, incident or non-conformity has occurred.		
8		<b>Safety Performance</b>		
8.1		<b>Safety performance, evaluation and improvement</b>		
8.1.1	O, T, V	<b>Monitoring</b> The company shall establish a process for collecting data on: a) customer feedback on safety performance in relation to the company's rope access activities; b) the effective implementation of planning and procedural controls for rope access work.		

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# IRATA MEMBERSHIP REQUIREMENTS AUDIT CHECKLIST



Clause	Scope	Requirement	Supporting evidence & comment (Document references and records of implementation where applicable)	Finding
8.1.2	O, T, V	<b>Internal auditing</b> The company shall establish a process for reviewing the effectiveness of the rope access management system, to include: a) internal audit, covering the full scope of the membership requirement, undertaken annually as a minimum, or more frequently as required, to confirm compliance with the membership requirements of IRATA; b) the effective implementation of procedures; c) corrective and preventive actions; d) its conformity with IRATA requirements.		
8.2		<b>Leadership engagement</b>		
8.2.1	O, T, V	<b>Management review</b> The company's top management shall carry out a review of safety performance that covers its rope access activities and provide evidence that this has been undertaken. This review shall be at planned intervals and include the implementation and effectiveness of identified actions.		