Guidance to the IRATA Membership Requirements

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1 INTRODUCTION

The IRATA membership requirements provide a standard which gives companies performing industrial rope access a framework on which to define, demonstrate, and develop the management of a rope access system. This guidance document is designed to help companies build a safe system of work, reduce workplace incidents and comply with IRATA's membership requirements.

1.1 The principles of membership and scope of requirements

1.1.1 Membership standard

The IRATA membership standards are based upon the principles and requirements described in the IRATA:

a) Training, Assessment and Certification Scheme (TACS) [TC-101ENG];
b) International Code of Practice for industrial rope access (ICOP) [TC-102ENG];
c) Bye-Laws [QP-103ENG].

Each clause contains a heading and one or more requirements. The heading summarises what the clause is about, or how it should be applied to an organisation's activities. Guidance on typical methods of conformity is provided for each clause within this document. The following annotations are used to denote which categories of membership each clause applies to:

O – Operator
T – Trainer
V – Training venue (secondary training venues)

Note: this standard does not apply to Associate IRATA Membership.

Clauses 2.3 and 3.4.1 are permissible exclusions at probationary audit.

1.1.2 Membership principles

Membership of IRATA as an Operator and/or Trainer requires adherence to the following principles:

a) a commitment to improving standards of safe work in rope access;
b) a commitment to sharing timely information on safety and work-related incidents with employees, IRATA and the membership for the purposes of education, development of best practices and prevention of incidents;
c) the meeting of obligations set out in the IRATA governance documents, policies and procedures;
d) that all rope access work is properly planned, managed and carried out safely in accordance with the ICOP and TACS.

1.1.3 Application of the standard

IRATA promotes the adoption of a process approach when developing, implementing and improving an effective rope access management system. Whilst the membership requirements do not include requirements specific to other standards for management systems, e.g. quality, occupational safety and health or environment, they are aligned, where practical, in order to permit integration with such standards.

A rope access management system is a formalised system that documents the processes, procedures and responsibilities for the planning and implementation of safe rope access activities.

1.1.4 Plan, Do, Check, Act

The 'Plan, Do, Check, Act' (PDCA) cycle can be applied to a rope access management system (Figure 1). It is an effective methodology for the design, implementation and improvement of a rope access management system.

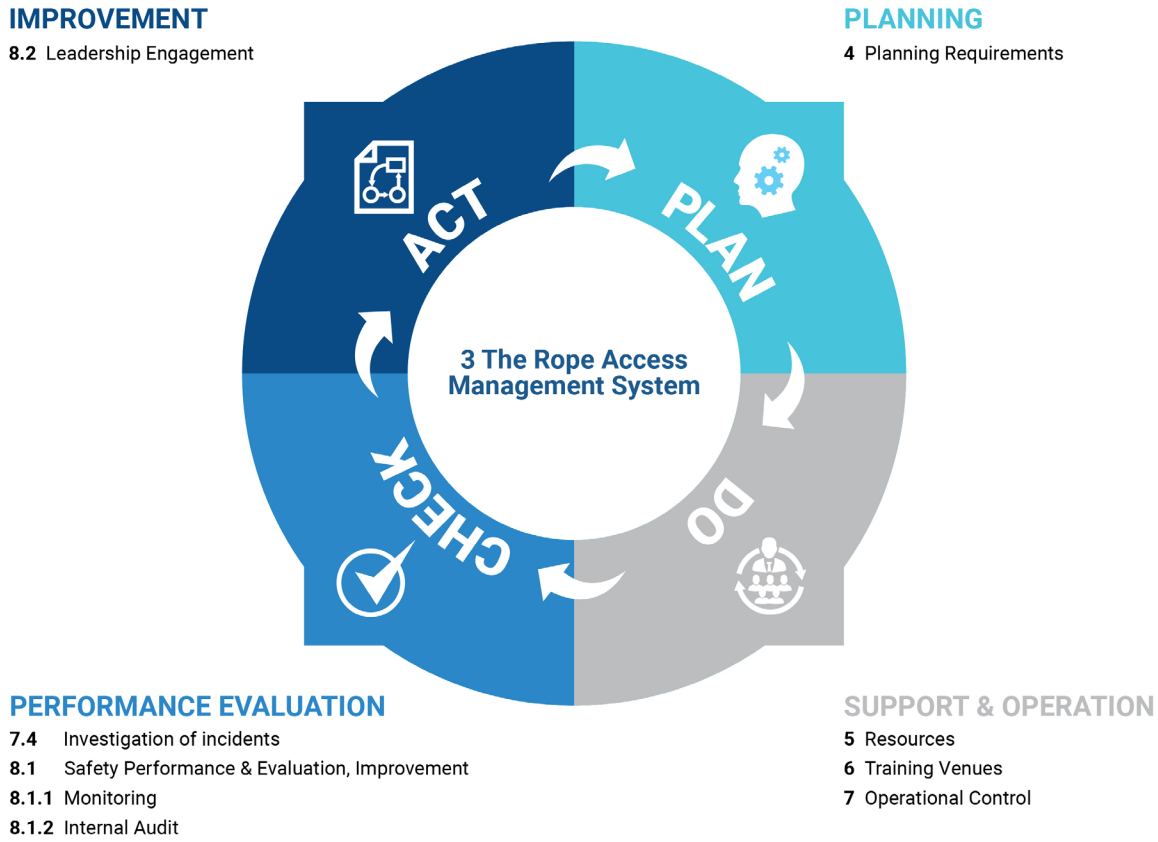

Figure 1 – PDCA: The rope access management system

1.1.5 Risk-based system design

When designing, implementing and improving a rope access management system, it is essential that control measures are developed and that they are appropriate to the activities of the organisation and reflect the practices prescribed by the management responsible for rope access tasks. The determination of these controls, including information describing equipment and techniques to be utilised, should be developed using a risk-based approach in order to ensure that they are suitable and focused on safe work.

1.2 Abbreviations, terms and definitions

A list of the abbreviations, terms and definitions can be found in the IRATA Membership Requirements.

2 STRUCTURE OF THE ORGANISATION

2.1 Scope of the rope access management system

The company should identify the:
a) sector(s) that it works in, e.g. heavy industry, city buildings, oil and gas, training, etc.;
b) type of works that are undertaken using rope access, e.g. training, inspection, maintenance, Non-Destructive Testing (NDT), etc.;
c) range and type of locations that are typically encountered, e.g. training venues, onshore, offshore, cities, remote, etc.;
d) location of offices through which the works are administered.
[O, T]

2.2 Related companies

The company should identify, typically through a corporate group structure and an organisational chart, the links it has with other associated companies that conduct rope access or rope access related activities. Membership is awarded to a single legal entity and is not permitted to propagate to any parent or subsidiary companies. Clear demarcation must be made on all printed or electronic media platforms regarding who is the entity with IRATA membership.
[O, T]

2.3 Annual declaration

Records should be made available that confirm the annual declaration is submitted within the designated timeframes and where changes occur, IRATA Corporate Membership Services have been notified without undue delay.
[O, T]

2.4 Nominated personnel

The competence of these personnel should be demonstrated in line with the requirements in section 5 of the membership requirements. The same person may represent multiple roles.

Only Trainer Member companies are required to identify a training manager and a lead Instructor/Trainer.
[O, T, V]

2.4.1 Rope Access Management Representative

The Rope Access Management Representative may also be the Rope Access Manager, the Technical Authority, or in larger organisations, be the individual with overall responsibility for multiple Rope Access Managers and is the individual with the responsibility of overseeing the rope access management system.

The Rope Access Management Representative should have the:
a) competence and experience to adequately oversee the work being managed;
b) ability to communicate requirements to supervisors;
c) ability to create, implement and review control systems, and be able to assess which control measures are appropriate for each project;
d) ability to ensure the correct operation of the rope access management system.
[O, T]

2.4.2 Technical Authority

The role of a Technical Authority is to ensure that companies have sufficient technical competence to carry out rope access work. It is of importance that the person fulfilling this role is involved with the development of the systems and the review of the effectiveness of the controls implemented by the company for safe work. Examples of this taking place would be the:

a) review and involvement in approval of the company's documented information related to rope access and the related activities;
b) review and involvement in approval of the company's documented information relating to the delivery of training and the training information for candidates;
c) review of competency requirements for technicians taking part in rope access and rope access related activities;
d) determining risk assessment and work plans;
e) audit of project records, such as rescue plans and risk assessments;
f) inspections of worksites;
g) investigation of incidents and non-conformities;
h) selection of equipment;
i) implementation of equipment inspection schedules and defining test criteria.

The Technical Authority will be required to be physically present at audit to demonstrate their knowledge in, and control of, the rope access management system.
[O, T, V]

2.5 Liability

2.5.1 Status

The company should provide proof of registration as a company in the form of a Certificate of Corporation from its in-country registrar, or equivalent, e.g. Companies House (UK).
[O, T]

2.5.2 Insurance

Evidence of current insurance cover appropriate to the scope of activities is required and should specify rope access within the scope of cover. Additional regional requirements may apply.
[O, T, V]

2.6 Use of the IRATA logo and certification

2.6.1 Logo

The IRATA logo is a registered trademark. Each Member is issued with a unique logo which incorporates their membership number and must not be used by non-members. Full, probationary and associate Members should only use the IRATA logo bearing their unique membership number, as provided by IRATA. Further requirements regarding the use of the IRATA logo can be found in the IRATA Bye-Laws.
[O, T, V]

2.6.2 Validity of certification

The company should identify all areas of use of its IRATA certification and demonstrate adherence to the scope specified in its rope access activities. IRATA Corporate Membership Services (membership@irata.org) should be notified of any changes to the company structure or ownership as defined in the IRATA Bye-Laws, prior to any changes being implemented.

When working in partnership with a non-IRATA organisation, the company should ensure that all rope access activities carried out under the respective category of IRATA membership are controlled in accordance with IRATA requirements and the processes as defined in the Member company's rope access management system and records are kept. Trainer Member companies should not conduct operations without valid operator membership.
[O, T]

2.7 Develop the system for rope access management

The rope access management processes and documentation should be commensurate with the size, scope and sector(s) of activity. These should be relevant to the work undertaken. Examples of which are:

- planning;
- management and supervision;
- competence and training;
- equipment and infrastructure;
- work methods (relevant to the complexity of, and risks associated with, the nature of work, including but not limited to location, environmental setting and task);
- procedural implementation;
- emergency procedures;
- quality assurance;
- evaluation and review of controls.

As a minimum, the following procedures should actively form a part of the rope access management system:

- management and supervision of rope access operations;
- equipment management;
- training;
- rescue;
- emergencies (including accident and incident);
- safety policy;
- job site documentation.

These may be provided as standalone documents or consolidated.
[O, T]

2.8 Documents and records

2.8.1 Control of documents and records

The term ‘controlled document’ infers that the document cannot be changed without it undergoing a review, approval and implementation process.

The company should list those controlled documents that form the company’s operating procedures. These should be identifiable by a unique identification number, title or a combination of both. The document identification system should provide up-to-date information on the date of issue, version number and review status.
[O, T, V]

2.8.2 Control of documented information

Personnel involved with the preparation, editing, updating and/or approval of documented information should be competent in respect of the intended purpose of the information, e.g. a Technical Authority should be involved in the revision of any practice or process where technical competence is required.

The company’s relevant documentation should be available to personnel at their time of engagement and throughout their work in rope access related activities.

All documentation should be subject to review and updated if required. These reviews should be recorded and retained as evidence. Rope access training and operational records should be retained for four (4) years.
[O, T, V]

3 THE ROPE ACCESS MANAGEMENT SYSTEM

3.1 Safety policy

A safety policy should be available that is consistent with the safety objectives of the company and relevant to its stated scope of activities. A working knowledge of this policy should be evident at top management level. Measurement of the efficacy of the methods should be undertaken at regularly (annually as a minimum) planned intervals, and records of these outcomes maintained. This can be typically demonstrated by management review meetings, safety committee meetings, internal audit records, etc.
[O, T]

3.2 Organisational structure

3.2.1 Rope Access Management Representative

Typically, the Rope Access Management Representative would be responsible for:
a) operational and technical controls in relation to rope access (typically designated as Operations Manager or Rope Access Manager, or Training Manager); and/or
b) specifying technical controls with the support of other persons in the operational activities of the company (e.g. typically designated as Technical Authority or Lead Instructor/Trainer).

The company should determine and document the competence required for those personnel undertaking rope access work, taking into account the nature of the work. This should include, but is not limited to, the following:
- equipment management processes;
- planning of work (selection of personnel and identification of equipment needs, risk assessment);
- the quality and safety systems of the organisation;
- incident management and review;
- IRATA compliance;
- appropriate standards and regulations;
- technical competence;
- delivery of IRATA training.

The nominated person need not have the same technical competence as the Technical Authority provided that they are skilled in the management of processes and personnel and have an understanding of IRATA rope access operating principals and methods.
[O, T]

3.2.2 Responsibilities

The company should have an organisational chart that specifies roles, appointed personnel and responsibilities relevant to rope access activities.

Each role should have a job description that identifies and communicates the requirements of the position.
[O, T]

3.2.3 Management commitment

Evidence should be available that demonstrates top management engagement. For example, this could include attendance at periodical meetings, safety tours, involvement with documentation, procurement, policy development, performance reviews and other relevant activities.
[O, T]

3.3 Safety information communications

3.3.1 Communication

The company should have a process for the communication of safety and related notices to all relevant management, supervisory, training centre and other site-based personnel. Records should be maintained that provide evidence of these occurrences and acknowledgement of communication of the same from the recipients.
[O, T, V]

3.3.2 IRATA and other external sources

The person appointed to complete and submit IRATA safety returns should be identified on the organisational chart. Companies should be able to provide evidence of dissemination of safety information to their staff and worksites and have records of its distribution and receipt.

Companies should be able to demonstrate to the auditor how they ensure the effective communication of IRATA safety publications, relevant to the rope access activities and work scope, to trainees and workers. The company should be able to provide justification for any IRATA safety publications that it chooses not to disseminate.

IRATA safety publications include safety bulletins, topic sheets, serious incident briefings and other relevant safety communications, the nature of which are summarised below:

a) Safety bulletins
Safety bulletins are prepared periodically based on the analysis of safety data and information submitted by IRATA Members.

b) Topic sheets
These are aimed at raising awareness of hazards in the rope access industry and focus on trends identified through the IRATA Work And Safety Analysis (WASA) reports. They are written in a less formal way than the ICOP and TACS and this series may be useful for toolbox talks.

c) Serious incident briefings
These briefings provide feedback on ‘serious incidents’ (i.e. a fatality, major injury or a reportable incident) and may include both IRATA Member and non-member incidents relevant to the rope access industry.

IRATA safety communications are available at http://www.irata.org/publications.
[O, T]

3.3.3 Internal safety information

Companies should be able to demonstrate a proactive approach to the collection of information relating to the above. Companies should also be able to provide evidence of dissemination of safety information to their staff and worksites. Equipment management should include similar controls in relation to defects, misuse, the dissemination of technical notices and other related and similar bulletins.
[O, T, V]

3.4 Incident reporting

3.4.1 Work and safety statistics

Safety statistics report submissions, including the reporting of hours, should be up to date and available for review. This should include the obligations within both legal and non-legal reporting frameworks. A user guide for the submission of work and safety statistics is available from www.irata.org.
[O, T]

3.4.2 Reporting of incidents

The company should maintain records and make information available to IRATA relating to all incidents in a manner and timeframe according to the requirements of the IRATA governance documents, policies and procedures.

IRATA's Serious Incident Procedure [MP-255ENG] is available to IRATA Members at www.irata.org.
[O, T, V]

4 PLANNING REQUIREMENTS

4.1 Risk management

4.1.1 Risk assessment

Hazard identification, risk assessment and control measure processes should be documented and specific to the environment of the tasks undertaken. There should be a defined process for risk management. The effectiveness of these processes in addressing the range of risks and working environments should be evidenced through records, i.e. risk assessment is to be specific to the site, task and all other relevant factors.
[O, T, V]

4.1.2 Working procedures

a) The company should establish and document procedures and provisions for carrying out rope access.

(i) Induction
Induction procedures should include familiarisation with company operating and training procedures and the ICOP. The roles and responsibilities of rope access technicians and/or Instructors should be defined and documented for full-time staff, sub-contractors, and trainees. Company requirements should be defined in job descriptions and/or induction procedure(s). The administrative responsibilities of Level 3 rope access technicians and/or Instructors should be documented; as well as those of the rope access management representative, where applicable. There should be checks that the rope access technicians and/or Instructors have been trained to operate the equipment supplied. Induction should include the undertaking of, or briefing in, the findings from risk assessment and the rescue plan.

(ii) Harness attachment
Procedures should identify the need for separate attachments from the harness to the working rope (anchor line) and back-up rope (back-up anchor line) or other anchor. Procedures should detail the correct set-up of both harnesses and work seats in use.

(iii) Pre-use checks
The company should demonstrate the implementation of suitable pre-use checks of all rigged and personal protective equipment (including the correct use of work seats), e.g. buddy checks. Checks should cover each aspect of functionality.

(iv) Anchors
Anchor systems should meet the minimum static strength requirements and provide independent security for both the working and back-up ropes. Suitable anchors should be defined in procedures.

(v) Rigging
Rigging angles, the angle of the re-direction of ropes and potential pendulum effects should be specified. There should be a procedure for the use of deviations, either for protection or positioning purposes. There should be a statement and/or diagrams demonstrating loading and the consequences of any out-of-control swing or damage to ropes. Deviations for protection should require a double anchor system with PPE-rated equipment.

(vi) Tools and equipment
Procedures should define the selection, use and maintenance of small tools, including equipment security and the independent suspension of heavy equipment (as defined in the ICOP) and work platforms. Containers, e.g. bags, and their attachment points should be suitable, of sufficient strength and rated. Control measures should be identified in the risk assessment and method statement. Ropes used for the suspension of heavy equipment should be anchored and independent of the technician's rigging. Work methods should consider the hazards of overhead lifting and entanglement. Procedures should be implemented.

(vii) Edge management
There should be a procedure detailing the edge management hierarchy, as well as the selection criteria for identifying the equipment required (based on any specific operational requirements). Procedures should dictate the hierarchy of control with respect to contact with edges/heat and any control measures should be reflected in the method statement(s). Procedures and method statements should include assessment following the hierarchy. The procedure may contain diagrams. Rope protection devices, where required, should adequately address any hazards, e.g. heat, abrasion, sharp edges. Procedures should deal with the protection of each rope.

(viii) Exclusion zones
Procedures should identify the need for exclusion zones and/or measures to protect third parties together with measures to protect the anchor area from interference, as appropriate. This includes the prevention of falling objects, signage, barriers, hard-hat areas and policing (as necessary). The need for any control measures should be reflected in the risk assessment and method statement.

(ix) Communication
Arrangements for 'communication' - whether visual, verbal or otherwise - should be appropriate for operational and/or training location. The system(s) should allow direct and uninterrupted communication between the rope access safety supervisor and their work team. It is preferable to have direct sight of the work team.

b) The company should establish and document procedures and provisions for rope work activities that require further controls to manage risks, such as specific training and equipment.

(i) Procedures
There should be procedures appropriate to the types of work being undertaken, e.g. hot work, electrical and powered tools, burning, welding, blasting, heavy lifting, painting inspection, cleaning, work carried out over water, etc. Control measures should be identified in the risk assessment and method statement and demonstrated (as appropriate). Specific risks to both the rope access technician and PPE should be considered.

(ii) Expanded techniques
In cases where these techniques are used, procedures, risk assessment(s) and method statements should define when and how lead climbing or other expanded techniques are implemented. These requirements apply also to other harness-based techniques, e.g. fall arrest.

c) The company should establish and document procedures and provisions for access to IRATA's web-based training information, such as safety bulletins, topic sheets, serious incident briefings, training videos, etc. This information can be electronically accessed from the Member's area of www.irata.org.

d) The company should establish and document procedures and provisions for the management and delivery of IRATA training;

(i) Availability
The procedure for the management of training should be available at the training venue(s) and should include course content and methods of delivery. There should be access to the www.irata.org training documents, safety bulletins, topic sheets, serious incident briefings and training videos should be available as teaching aids.

Note: This refers to procedures for the management of training and not the training syllabus.

(ii) Contents
It should include:

- verification of candidate pre-requisites;
- learning objectives;
- lesson plans;
- course/assessment booking and registration;
- the method of training delivery;
- training and assessment checklists;
- candidate disclaimer and liability release;
- the use of qualified and up to date Instructors/Trainers;
- the Instructor's/Trainer's responsibilities;
- the implementation of safety controls;
- the assessment and certification process;
- data security and confidentiality measures;
- audit and review;
- maintenance of facilities;
- equipment and training records.

[O, T, V]

4.1.3 Incidents and non-conformities

The company should have established processes for the management of incidents and non-conformities (including accidents) and, when required, provide evidence of implementing its procedures within the workplace.

Investigations should be structured in order to identify underlying root causes. The records should identify those parties responsible for carrying out the investigation, as well as those employee(s) responsible for corrective action and the management of change (as required). The investigation procedure should include the following:

- the gathering of information;
- analysis of information;
- identification of suitable risk control measures;
- preparing an action plan and implementation;
- follow up.

[O, T]

4.1.4 Working with third party technicians

Evidence of planning for working with others should be available through the company's policies and procedures. The company should provide records of implementing controls where these circumstances have arisen. The policies and procedures should include the control of communication, coordination, cooperation and competence.

If Instructors/Trainers, other than directly-employed Instructors/Trainers, e.g. sub-contractors, are used for the delivery and or support of training activities, records of their IRATA certification should be recorded.
[O, T, V]

4.1.5 Assessment for rope access

Before undertaking any work, companies should undertake a risk assessment of each potential worksite to determine that rope access methods are suitable for the task and can be safely carried out.

Note: In some countries, particular legislative requirements may apply, e.g. hierarchy of controls.

Companies should provide evidence of a risk assessment appropriate to each site and task undertaken. An assessment of the hierarchy of controls, a site safety checklist, and/or other similar documents, undertaken by a competent person, such as a Level 3 with experience of the work task would be typical evidence of compliant practices in this regard.
[O]

4.1.6 Health and fitness of rope access activities

Technicians should be physically fit and unaffected by any medical condition that may prevent them from undertaking industrial rope access activities or performing manoeuvres required during operations or training.

Where a company identifies an activity with sustained or additional physical requirements (for example, working in full breathing apparatus, entry and extraction from areas requiring extended climbing such as flare structures or utility shafts) then further training and verification may be required.

The company should provide documented evidence that they have procedures for establishing 'health and fitness for work' and that they have implemented these processes. Companies should maintain appropriate records, in a secure and confidential manner.
[O, T]

4.1.7 Evaluation of rope access equipment

The company should identify those personnel authorised to select equipment appropriate to its intended use and work environment. The selection of equipment should be determined through risk assessment. The risk assessment should be documented, applicable to all equipment in use, be kept up-to-date and address the potential for foreseeable misuse.
[O, T, V]

4.2 Emergency response planning

4.2.1 Resources

The company should consider the personnel, equipment, budget and timescales required to plan for an emergency response.
[O, T, V]

4.2.2 Rescue planning

A site or task-specific rescue plan should accompany each job. Evidence of amendment should be provided as and when the conditions on site change. Rescue plans should consider a hierarchical approach, using 'rig for rescue' as the preferred method. Plans should contain evidence of a process for determining a suitable rescue, taking into account the technical and physical requirements, potential risks, the team size and competencies available. A space for providing a visual depiction of the rescue method is highly recommended. Rescue plans should be discussed, and acknowledged as having been discussed, by all team members.
[O, T, V]

4.3 Compliance

4.3.1 Legal

The company should provide evidence of documents held that contain or refer to national and/or regional legislation in respect to any relevant work environments, as appropriate. This includes, but is not limited to, workplace safety and health regulations, work at height codes of practice and other related legal documents. Evidence of these being made available and/or communicated to workers of all levels is required. Evidence of a system of review to determine compliance against held documents is to be demonstrated.
[O, T, V]

4.3.2 Confidentiality and security of information

Training and assessment records must be held securely (i.e. a locked system) for the retention period and then be disposed by suitable means that ensure that confidentiality is not breached (e.g. shredding). Password access, firewalls, anti-malware or other means of security should be installed on computers.

The company should demonstrate an understanding of the provisions for privacy. IRATA contractual data protection requirements must be adhered to, see the IRATA Data Sharing Terms [QP-338], which are available to Members on the login area of the IRATA website (www.irata.org). Evidence of how these requirements are being met should be provided, particularly in respect of training candidates.

The IRATA Privacy Notice is available on www.irata.org.
[O, T, V]

4.3.3 Non-legal

Management should demonstrate a clear understanding of any non-legal requirements relevant to the operating landscape of its activities. There should be a sound working knowledge of IRATA's requirements. As a minimum, both management and workers should have access to current standards and guidelines that are consistent with the region of operations and/or training.
[O, T, V]

4.4 Communication of the work plan

4.4.1 Management and supervision

There should be documented acknowledgement from supervisors that they have received a pre-mobilisation briefing outlining the operational conditions to be expected on site. This should include the findings of the risk assessment and method statement. Examples of having sufficient knowledge of the conditions on site prior to mobilisation can include the undertaking of a risk assessment and method statement, or delivery of a safety briefing.

Training providers should provide evidence by way of induction records or in-house training for staff or sub-contractors used in training activities.
[O, T, V]

4.4.2 Workforce consultation

The company should demonstrate how it consults with its workforce (including sub-contractors) on the controls for the rope access activities and how comments, concerns or complaints are taken into account.

Examples of consulting its workforce (including sub-contractors) on the controls for the rope access activities include:

- participation in the review of the rope access management system;
- inspecting the workplace;
- health and safety committee meetings;
- task assessment briefings;
- site induction.

[O, T, V]

4.4.3 Work packs

The company should provide evidence that planning for operational activities includes, as a minimum, the following information in the job packs:

- work plan;
- risk assessment and method statement;
- personnel competence required for activity;
- awareness of IRATA safety communications;
- rescue and emergency plans;
- equipment use;
- supporting documents for activities such as daily safety briefings (as determined by the company's rope access management system for the execution of safe work);
- incident report forms.

Training providers should provide evidence of the following documents, as a minimum, to be held at the training venue(s):

- ICOP;
- TACS;
- national and/or local standards, codes of practice and industry guidelines;
- IRATA safety bulletins and topic sheets;
- IRATA course training manual;
- equipment manufacturer's user instructions;
- rescue and emergency plans;
- access to the IRATA training documents.

[O, T, V]

5 RESOURCES

5.1 Personnel competence

5.1.1 Competence management

The company should demonstrate that its personnel have the knowledge, experience and skills for the activities assigned to them and identify how and when it may need to provide additional supervision and/or control measures, e.g. trainees. This should include first aid training, the use of tools and equipment, health and safety training, equipment familiarisation, etc.

Companies should have defined competencies including any training, certification and assessment required for:

- rope access tasks;
- typical on-rope tasks that may impact on health and safety;
- the delivery of IRATA training;
- allied activities such as equipment inspection, management, supervision and trainees.

Records should be maintained and should allow for the management of competence to be an ongoing process that includes the identification of expiry dates and re-training requirements.

The review and confirmation of staff and/or sub-contractor competence should be supported by evidence of an evaluation mechanism (such as a verification of competency).

Training providers should maintain records of personnel with qualifications and competencies appropriate to the work environment.

The company should have a demonstrable method for identifying where additional training is required and records of having provided, or procured, training and/or education to meet these needs.

The company should provide evidence of induction that informs staff and sub-contractors of its policies and procedures. This should include orientation and/or training in the completion of worksite documentation. Records should also include evidence of the distribution of IRATA documents, e.g. the ICOP and TACS, and acknowledgement by the inductee of receipt of these and the aforementioned company documents at the time of induction. It is acceptable that company policies and procedures be communicated through presentations and/or other media provided that evidence of the same is made available.

Where IRATA rope access technician certification is identified as a competency requirement, the validity of the certification should be checked using the IRATA technician validation function on the IRATA website at www.irata.org/verify. To prevent fraudulent activity the company should not rely solely on the production of an ID card, Logbook or certificate.
[O, T, V]

5.1.2 Rope access certification

There should be a statement in company procedures that only IRATA-certified personnel should be used for on-rope access and supervisory activities. This should be supported by evidence of current IRATA certification being held within company records; this includes both staff and sub-contractors.
[O, T, V]

5.1.3 Supervisors

The company should evaluate the competency of the supervisor and their ability to adequately manage the conditions of the worksite. The supervisor should be proficient at implementing appropriate risk management controls. As a minimum this includes people, plant, task and the operating environment. This should be reflected in the documented personnel competency records.
[O, T, V]

5.1.4 Instructors and training personnel

Training providers should maintain records of personnel with qualifications and competencies appropriate to the training environment. This should be demonstrated by the nominated lead Trainer working towards gaining Instructor status.
[T, V]

5.2 Equipment management

5.2.1 Purchasing

There should be a procedure for the purchasing and selection of rope access equipment and tools and those used in the rope access tasks undertaken. This should include an application specific assessment of equipment. Evidence of purchase (relevant to rope access equipment and rope access related equipment) through a manufacturer or authorised distributor/reseller (or verifiable by other means) should establish that the source of equipment is traceable to the manufacturer. The consequences of equipment misuse should be considered, documented, mitigated where possible and be made available to all equipment users.
[O, T, V]

5.2.2 Inspection and maintenance

Inspection and ‘pass/fail’ criteria may be defined by the manufacturer in their user instructions. The company should determine whether this information is adequate, taking into account the environment in which the equipment is to be used. Those undertaking inspections should be competent to inspect the equipment being inspected and records kept to show this.

The company should demonstrate that detailed and interim inspections have been carried out, ensuring that sufficient resources are provided and appropriate measures are in place to isolate items that fall outside of the defined periods between inspection. Company records should demonstrate adherence to inspection timelines. The company should proactively inform the personnel involved with inspection of equipment of any mandatory redundancy dates, if applicable. Evidence should be provided of corrective action where the process has broken down, e.g. quarantined items.

It is essential that the personnel carrying out a detailed or interim inspection has the authority to decommission equipment and is sufficiently competent, independent and impartial to allow objective decisions to be made.

Rope access equipment should be marked and traceable.
[O, T, V]

5.3 Infrastructure

5.3.1 Tools and equipment storage and quarantine

The suitability and security of equipment storage areas can be demonstrated by, for example:

- orderly storage;
- signage, where required;
- a storage infrastructure that protects the integrity of equipment and maintains environmental controls e.g. temperature control;
- defined, secure liquid and chemical storage areas;
- appropriate security;
- secure and signposted quarantine areas;
- defined and segregated areas, e.g. ‘ready for use’ and ‘not ready for use’ and/or ‘awaiting inspection’ areas, if applicable;
- separation of rope access equipment from non-rope access equipment.

Where sub-contractor’s equipment is used, copies of records should be made available to show compliance with the above requirements.

The designated equipment storage area should be clean, dry, cool and secure from unauthorised access, interference or contamination.
[O, T, V]

6 TRAINING VENUES

6.1 Training facilities

Training areas should be controlled environments both in terms of exposure to risk and conflicting activities. For example, activities that may cause distraction or reduce a candidate's ability to perform the required actions. Where outdoor facilities are used, resources should be available that limit the adverse effects of weather on the facilities, its users, and their activities. All potential hazards should be considered and mitigation controls should be listed in the risk assessment.
[T, V]

6.1.1 Structural provisions

a) Working height means an area which is functional for training as opposed to the maximum height of the building.
b) This implies an area to ascend or descend on ropes.
c) For example, the number of persons per beam (or platform), the direction of loading on structures, etc.

[T, V]

6.1.2 Training areas

Rigging for both re-anchors and deviations should replicate, as much as reasonably practical, normal working conditions including methods of rigging common to work environments and should include simulated hazards.
[T, V]

6.1.3 Training provisions

Platform(s) that result in the rope passing over a 90° angle between the anchors and ground can also be used to demonstrate the use of suitable rope protection measures. A variety of edges should be included that simulate various work environments, e.g. handrail, parapet etc.

The structure used to provide anchorages for aid climbing over a continuous distance of at least 5 metres horizontally using moveable anchors should include sections where the trainee is fully and/or partially supported by the structure and where foot loops are required. Exercises should be designed with obstructions in place (e.g. a steelwork connection or intersection) so that the trainee has to remove their mobile anchors.

A structure of no less than 5 metres high to enable climbing using y-shaped or twin-tailed energy-absorbing fall arrest lanyards and a structure that enables vertical aid climbing over a continuous distance of 3 metres are required.

There should be a procedure detailing the application of the IRATA edge management hierarchy, as well as the selection criteria for identifying the equipment required (based on any specific operational requirements). Rope protection devices, where required, should adequately address any hazards, e.g. heat, abrasion, sharp edges. Procedures should deal with the protection for each rope. Evidence of this training will be required.

Manikins are particularly useful for rescue exercises, as they give the trainee rescuer experience of casualty handling without the risk of injuring a live 'casualty'. Manikins (or rescue dummies) should resemble the human form. In addition to the required manikin of 70 kgs, lifting bags or other secure

masses should be available for hauling exercises. To reduce the risks associated with repetitive strain injuries, these may have a lesser mass than 70kg.
[T, V]

6.1.4 Rescue training

A seat is recommended for all 'live' casualties. Priority should be given to the use of manikins/dummies as rescue loads.
[T, V]

6.1.5 Provisions for theory examinations

At audit, the examination room should replicate exam conditions and demonstrate a controlled environment. The examination room should not have any visible aids or learning material on display e.g. training posters.

Trainer Members should make adequate computers available to enable all candidates to undertake the exam without having a negative impact on the practical assessment duration. Candidates must not use their own computers.

Trainer companies should use the 'IRATA Online Examination Platform System Test' to confirm their computer operating systems can run the online theory exam and meet the minimum specifications. Access to the test is provided via a link obtained from the IRATA Training and Assessment Department.

The theory examination must not be attempted on a tablet or mobile phone device, and a trackpad (such as those found on laptop-style devices) is not acceptable as a replacement mouse. The physical computer screen must measure diagonally a minimum of 13 inches/33cms.

Internet connections should be protected from unauthorised access using secure routers and closed networks that require passwords. Public, open wireless networks that do not require passwords are not acceptable.

Translators should be provided for online theory examinations where the exam is not available in a language the candidate understands. Where possible, translators should be non-technical. The Assessor invigilating the exam cannot also be used as the translator.

Enough translators should be provided to enable all candidates requiring translation to complete the exam within the required time.

Translators are required to read and sign a 'Translator Declaration' [FM-294ENG] and this record should be retained for a minimum of 4 years.
[T, V]

6.2 Anchors

All anchors should have records of inspection and comply with strength requirements. Records should be made available at audit.
[T, V]

6.3 Information for candidates

Evidence of theoretical information should include the provision of a 'training manual' that is appropriate in language and content to the skill and literacy levels of the intended candidates. Documents may be provided in hard or electronic copies.

Trainers should provide all candidates with copies of the:

- ICOP and TACS;
- 'Candidate's Guide to IRATA Assessments' [GU-381ENG];
- 'IRATA Technician Code of Conduct' [QP-192ENG];

And for Level 3 candidates, also provide:

- a link to the online theory examination demo (https://discover.irata.org/);
- the 'Level 3 Theory Examination References' [FM-412ENG].

Trainers should provide evidence that the pre-requisite training and assessment information has been provided to candidates prior to the candidate's attendance on the first day of training. This should include information about the need to produce Logbooks prior to commencement of training for those candidates undergoing revalidation or upgrading. Trainers should ensure that the candidate has met the pre-requisite requirements for the training and assessment they seek prior to commencing training activities. All personal and sensitive information should be held confidentially and securely for the retention period and disposed in a manner that maintains confidentiality (see 4.3.2).
[T, V]

6.4 Provisions for assessors

This should include review of the pre-training risk assessment and Assessor familiarisation of the facility.
[T, V]

6.5 Emergency planning

6.5.1 Rescue plans

Consideration should be given to the equipment and techniques used, including two-person loading and the safety of all those involved. The rescue plan should reflect the number and competency of personnel and any site-specific plant available to assist in retrievals e.g. mobile elevated work platforms.
[T, V]

6.5.2 Emergency provisions

The first aid regulations and requirements may vary by region. The emergency arrangements, telephone(s) and any telephone number(s), should be readily accessible to employees and candidates.
[T, V]

7 OPERATIONAL CONTROL

7.1 Supervision and experience

7.1.1 Monitoring of technicians

There should be a process for the supervision of newly-qualified and inexperienced rope access technicians at all levels, with evidence of the implementation of appropriate controls at worksites and for training activities. This should include:

- guidance for supervisors (or evidence of the implementation of specific processes for the supervision of newly-qualified and inexperienced rope access technicians);
- records of daily safety briefings or risk assessments that ensure the experience of workers is considered;
- monitoring of personnel conducting training activities.

[O, T]

7.1.2 Levels of supervision

Job records from sites should be available to substantiate that Level 3 IRATA technicians have been supervising all rope access tasks. The records should also reflect team size and the levels of technicians under the Level 3 supervisor's control. Ratios should be commensurate with the complexity of the work environment.

Training course records should be available that show the quantity of candidates on each course and number of Instructor/Trainer(s) available to train them. Records should confirm that the Instructor/Trainer(s) to candidate ratios are in accordance with the requirements stipulated in TACS.
[O, T, V]

7.1.3 Safety briefing

This may include information from safety notices, incident investigations, etc. Daily safety briefing records should indicate and confirm attendance, topics, tasks required of the team that day and other essential safety information as required by the dynamic nature of worksites. Attendees should acknowledge attendance and understanding by way of signature each day. Topics covered as a minimum should include rope protection, hazard avoidance, buddy checks, anchorages and rigging, changes to the worksite from the previous day, rescue provisions, changes to work methods, specific supervision requirements, exclusion zones, agreed communications methods and dropped objects hazards and prevention measures.
[O, T, V]

7.2 Use of rope access equipment

7.2.1 Provision of rope access equipment

Operating Members should risk assess the equipment, tools and other PPE in use for the rope access task and take into account the competence of personnel, the site conditions, the quantity required and the task undertaken.

Trainer Members should provide equipment appropriate to the skill level of participants, demonstrable through the equipment selection procedure. Sufficient equipment should be made available to appropriately equip the number of candidates being trained. Level 2 and 3 training requires additional equipment for some rigging exercises.

Where comfort seats are not provided, reasonable grounds for their omission should be evidenced in a task-specific risk assessment.

Control measures to prevent dropped objects should be adequately risk assessed and implemented.
[O, T, V]

7.2.2 Logistics

The storage infrastructure and methods, including those when in transit, should reflect standards and controls appropriate to maintaining the integrity and security of rope access equipment.
[O, T, V]

7.3 Procedural controls

7.3.1 Implementation of work procedures

Records should be maintained that evidence the implementation of the work plan, for example:

- completed pre-work planning documentation;
- handover to/or induction acknowledgements from supervisors, technicians and sub-contractors;
- daily toolbox talk records;
- documented and specific risk assessments and rescue plans that reflect the dynamic nature of worksites.

Trainer companies should provide evidence of course planning. The trainer company should endeavour to provide translations of teaching materials in local languages.

The auditee will be required to demonstrate the implementation of their company specific methods of training during full and recertification audits. This should include the delivery of both theoretical and practical training to candidates. The trainer company is expected to make arrangements with their IRATA auditor to ensure that the IRATA audit date is planned to fall within IRATA training dates. Exclusion of this requirement may be granted by IRATA head office under exceptional circumstances. IRATA must be notified of exclusion requests as soon as it becomes known that observation of training cannot be facilitated at audit. The auditee should do this by submitting a Training Observation Exclusion Request [FM-348] by email to IRATA Corporate Membership Services (membership@irata.org).

Note: A membership audit cannot be performed during IRATA assessment activities.

Trainer companies should be able to demonstrate that the requirements of the TACS and relevant critical information found in the ICOP, IRATA safety communications and manufacturer's equipment user instructions have been incorporated into IRATA training courses.
[O, T, V]

7.3.2 Task risk assessment

Operating companies should demonstrate a risk-based review of worksites and tasks. Hazards and the associated risks should be shown to be reduced by the application of acceptable control measures. Evidence should be provided of the engagement of managers, supervisors and site staff in these processes. Jobs that have changing conditions due to external influences, task/location changes, or other factors may require further review, assessment and subsequent communication of any adverse findings to technicians and sub-contractors (and should be demonstrable by supporting records).
[O, T, V]

7.4 Investigation of incidents and non-conformities

The implemented process should state a method to determine the root cause, the subsequent implementation of actions to mitigate against further occurrences and a review of the effectiveness of those actions.
[O, T, V]

8 SAFETY PERFORMANCE

8.1 Safety performance, evaluation and improvement

8.1.1 Monitoring

The company should collect customer feedback on safety performance and maintain records. Feedback should be investigated where appropriate.

Safety inspections of worksites should be carried out to establish the suitability of the company's work procedures and effectiveness of the processes in supporting safe work. Records of these inspections should be communicated to management.
[O, T, V]

8.1.2 Internal auditing

The company should undertake internal auditing of its processes, covering all IRATA membership requirements that are relevant to the membership scope on an annual basis. These intervals may be more frequent than annually as determined by undertaking a risk-based approach and may be changed based upon the frequency of non-conformities identified and the robustness of the control measures. There should be an annual review involving top management, making sure the company's processes meet IRATA's requirements set out herein and should include the procedures for the investigation of incidents and non-conformities (see 7.4). Evidence of these activities should be available and commitment to the continual improvement of safety performance demonstrated.
[O, T, V]

8.2 Leadership engagement

8.2.1 Management review

The company's safety policy and its effective implementation should be regularly reviewed by top management. The company should have statistics or a metrics system in place that reflects the safety policy and the degree to which it has performed. Typically, this data is captured or recorded by hours worked, number of incidents and accidents, non-conformities, work time lost, adverse impact and other variables. The safety and risk analysis provided in the latest IRATA Work and Safety Analysis (WASA) report should be taken into account. The review periods should be determined using a risk-based approach.

At Probationary audit, if a management review is yet to be conducted, the auditee must be able to demonstrate which statistics or metrics they intend to review, these should tie in with their safety policy. There should be a planned date for the review.
[O, T, V]

9 APPENDICES

9.1 Documented information

Documented Information	Common Terminology	Typical Format	Purpose	Typical Users
Rope access work scope	• Rope access procedure • Method statement	Descriptive document	Describes the manner in which the company carries out rope access and the responsibilities of personnel.	• Persons planning rope access work • Persons carrying out rope access work
IRATA Training	Training Procedure	• Descriptive document/lesson plans & learning objectives • Flow chart • IT system used for planning work and storing records	Documents which describe the way IRATA training is managed and delivered and makes reference to the syllabus defined in TACS.	• Rope access Instructor/Trainer • Persons involved with coordinating rope access courses and registering candidates
Training information for candidates	• Training Manual • IRATA Technician Code of Conduct • Candidate's Guide to IRATA Assessment • IRATA Level 3 Theory Examination References	• Paper handout • Electronic file • Power point presentation	Information relevant to the IRATA training scheme and preparation of candidates for assessment.	Trainees/candidates
Inspection of rope access equipment	• Equipment inspection procedure • Equipment management procedure	• Descriptive document • IT system used for planning work and storing records • Information from manufacturers • Information from external standards or guidelines • Training materials from an inspection course	Define pass/fail criteria for detailed and routine inspections and methods of identification.	Persons carrying out detailed and routine inspections
Incident investigation	• Accident investigation • Control of preventive and corrective action	• Descriptive document • Form designed for use by multiple users, to include approval of actions, review of effectiveness and root cause analysis • IT system used for planning work and storing records	Support a structured investigation into an incident to identify underlying and root causes.	• Persons tasked with carrying out investigation • Persons responsible for corrective action and management of change
Risk management	Risk assessment	• Descriptive document • Form designed for use by multiple users, to include approval of actions and review of effectiveness	Identification of hazards and suitable control measures.	• Persons planning the work • All personnel involved with the execution of the work

9.2 Records for audit

Records of:	Typical format of evidence:
Daily safety briefing/Toolbox talk	• A record of having completed a daily pre-start talk
Safety communications	• Emails • Inductions • Safety briefings, notices and alerts • Company intranet • Notice board
Equipment inspection	• Equipment register • Database with access controls
Site records showing • Persons carrying out work • Equipment available for work • Rescue planning • Risk assessment • Method statement	• Timesheet or work sign off • Paper or electronic records • A completed risk assessment • A site-specific rescue plan • Work pack • Work instructions
Briefing of supervisor on work scope	• Induction information • Email and other correspondence • Information in work pack • Project briefing record
Incident investigation	• A documented analysis of an incident, accident or non-conformities detailing cause and preventive measures
Personnel competence • IRATA qualification • First aid • Medical liability waiver • Training • Task specific	• Certificates, identification card and Logbook • Certificates • Statement of medical condition • Training certificates and attendance records • Assessment records
Inductions	• Record of attendance/acknowledgement • Emails and other notices circulated to employees
IRATA training • Pre-training requirements • Assessment records	• Medical declaration • Technician assessment form • Internal venue audit • Assessment day form • Assessment question papers • Venue specific risk assessment & rescue plan • Evidence of addressing language issues in training • Conversion process supporting documentation • Instructor's/Trainer's first aid certificate • Translator declaration

Note: The summary lists are intended as a guide and are not exhaustive.