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# IRATA MEMBERSHIP APPLICATION GUIDE



## IRATA Membership Application Guide

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# IRATA MEMBERSHIP APPLICATION GUIDE



## 1 INTRODUCTION

### 1.1 Scope and Purpose

This document provides guidance to companies applying for IRATA Membership and explains the application and audit process.

Applicants are required to comply with the 'IRATA Membership Requirements' [QP-300] for their selected membership category. The following annotations are used to denote the categories of IRATA membership:

**O – Operator** Member companies directly engaged in operations utilising industrial rope access techniques (other than training).

**T – Trainer** Member companies engaged in training personnel in accordance with the requirements of the IRATA 'Training, Assessment and Certification Scheme' [TC-101].

Applicants applying for dual Operator and Trainer membership are required to comply with the requirements for both types of membership.

IRATA ensures that all applications and membership certification activities are processed in accordance with IRATA governance policies and procedures.

IRATA reserves the right to act as necessary upon any information obtained during the course of membership application administration, and information that is found to be unrepresentative of fact, misleading, or against the objectives of the association. This may result in the rejection of applications or the withdrawal of IRATA membership.

### 1.2 Definitions

Audit	a systematic, independent and documented process for obtaining Audit Evidence, and the evaluation of such evidence to determine the extent to which pre-determined criteria are fulfilled
Applicant	the company whose management system is being audited for IRATA membership certification purposes
Audit Notification Letter	official notification from IRATA to an Applicant, providing the details and confirmation of a scheduled membership Audit of the company
Auditor	an IRATA appointed competent person conducting the Audit
Audit Evidence	records, statements of fact or other information, which are relevant to the audit criteria and verifiable
Audit Findings	results of the evaluation of the Audit Evidence against audit criteria
Auditor Recommendation	a recommended outcome of an Audit, provided by the Auditor(s) after consideration of the audit objectives and the Audit Findings
Audit Review Panel	a panel of IRATA representatives assigned to review the Audit Findings and the Auditor Recommendation and make the final decision on the certification
Audit Scope	extent and boundaries of an Audit

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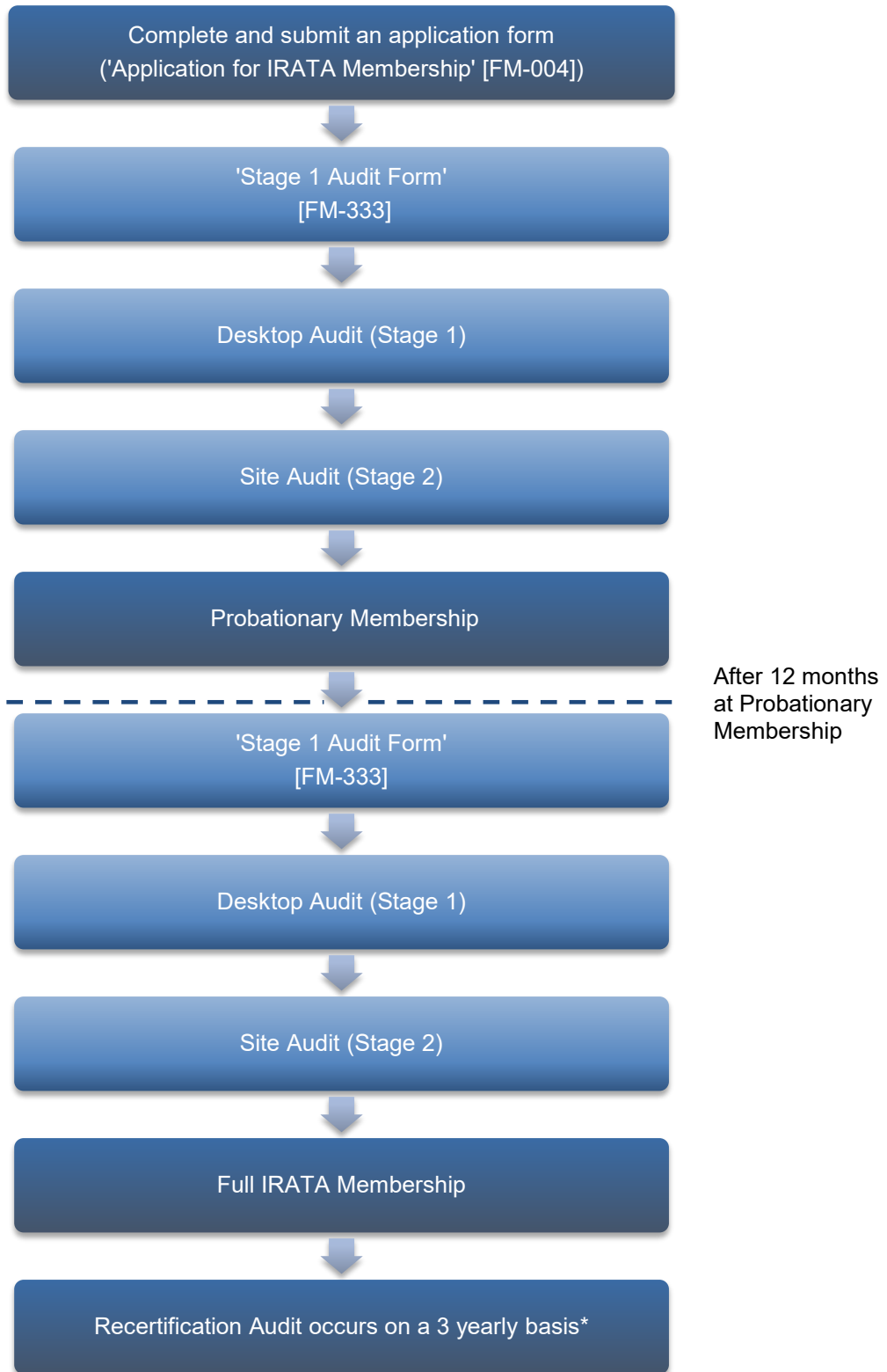


Audit Plan	description of the activities and arrangements for an Audit
Audit Portal	secure communication, and document viewing/transfer platform
Primary Training Venue	the training venue that the Applicant elects as its central point of operational control (with regard to the provision of IRATA training), usually where central training records are held
Secondary Training Venue	training venue(s), other than the Primary Training Venue used, or intended to be used, by a full IRATA Trainer member company for the provision of IRATA training and assessment. Applicants and IRATA probationary members are not eligible for Secondary Training Venues
Stage 1 Audit Form [FM-333]	a form with the purpose of providing pre-audit planning information to be completed by the Applicant, prior to the Stage 1 Audit
Stage 1 Audit	a desktop review of documented information with the purpose of evaluating the Applicants readiness for a Stage 2 Audit (site Audit)
Stage 2 Audit	a systematic, independent, and documented process for obtaining Audit Evidence, and evaluating it objectively to determine the extent to which pre-determined criteria are fulfilled, and is conducted at the site(s) of operation and/or training
Rope Access Management Representative	refer to clause 6.1 (r) (iii) of the 'IRATA Bye-Laws' [QP-103]
Technical Authority	refer to clause 6.1 (r) (i) of the 'IRATA Bye-Laws' [QP-103]

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## 1.3 IRATA Membership Application Process



**Figure 1.** IRATA membership application process

*\*There may be instances where this period is shorter e.g. serious incident or surveillance Audits.*

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## 2 THE PURPOSE OF AN IRATA AUDIT

IRATA Audits are performed as part of the IRATA membership certification process and are conducted to evaluate an Applicant's or IRATA member company's safe systems of work and its compliance with the 'IRATA Membership Requirements' [QP-300].

The 'ICOP' [TC-102], the 'TACS' [TC-101] and the 'IRATA Bye-Laws' [QP-103] form the normative basis for the 'IRATA Membership Requirements' [QP-300].

The IRATA application process is summarised in Figure 1. The Applicant is required to use their best endeavours to provide or assist the Auditor with access to operational and training sites. Such provision and/or assistance shall not be unreasonably withheld. Audits may be conducted over multiple days depending on the size and scope of the Applicant's rope access activities.

## 3 GUIDE TO IRATA AUDIT DOCUMENTS

The following documents are important to the IRATA application process:

### 3.1 IRATA Membership Requirements [QP-300]

This document provides the standards that Applicants (and current members) are required to comply with, and will be audited against, in order to become an IRATA Operator and/or Trainer member company. The standards required for IRATA training venue(s) are also stated within this document, further information regarding training venue approval can be found in the 'Training Venue Approval Policy' [QP-314]. Applicants are required to demonstrate compliance to these standards to attain and hold IRATA membership.

### 3.2 Guidance to the IRATA Membership Requirements [GU-301]

This document is designed to provide user friendly guidance and further information on the 'IRATA Membership Requirements' [QP-300]. The information is set out 'clause by clause', for example, the guidance for clause 2.3 of the standard will relate to clause 2.3 of the guidance document.

This guidance document is intended to provide additional information, but it is not intended to define or instruct users on methodology, processes, practices or documentation preparation.

Compliance with the guidance is not a requirement. Applicants may choose to comply with the standards in a way other than suggested in the guidance. Ultimately, compliance must be achieved and there may be alternative ways to achieve this. Applicants will not be audited to the guidance document.

### 3.3 Membership Requirements Cross Reference to IRATA Governance Documents [GU-311]

IRATA governance and policy documents such as the 'ICOP' [TC-102], 'TACS' [TC-101] and the 'IRATA Bye-Laws' [QP-103] form the basis of the 'IRATA Membership Requirements' [QP-300]. These are known as 'normative references' i.e. they provide the grounds upon which the standards are based. This document can be used to cross-reference the 'IRATA Membership Requirements' [QP-300] with the IRATA governance documents.

### 3.4 Application for IRATA Membership [FM-004]

If an Applicant is applying for IRATA Operator and/or Trainer membership, an 'Application for IRATA Membership' [FM-004] can be downloaded from the IRATA website ([www.irata.org](http://www.irata.org)). This should be

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completed and submitted to IRATA ([membership@irata.org](mailto:membership@irata.org)), alongside the supporting documentation listed on the form.

## 3.5 Stage 1 Audit Form [FM-333]

The 'Stage 1 Audit Form' [FM-333] is completed by the Applicant prior to the Stage 1 Audit. The information provided by the Applicant will be used by the Auditor to determine the Audit Scope, for example to establish the scope of its rope access activities, the types of industries in which the Applicant operates, the rope access related procedures that the company has in place and potential audit locations. This information assists the Auditor to determine the audit duration, audit location(s) and to make logistical arrangements. Therefore, it is important that accurate and up to date information is supplied at all times. This information will be relied upon to perform your Stage 2 Audit. See Section 6 for guidance on completing this form.

## 3.6 IRATA Membership Requirements Audit Checklist [FM-312]

This document provides a basic audit checklist against which Applicants can gauge their compliance to the 'IRATA Membership Requirements' [QP-300] and can be used for conducting internal Audits.

## 4 PRE-APPLICATION INFORMATION

### 4.1 Minimum Requirements to Apply for Membership

It is important to check that the 'IRATA Membership Requirements' [QP-300] can be met by the Applicant prior to applying for Operator and/or Trainer membership.

As a minimum the Applicant is required to:

- be a legally incorporated entity (e.g. a registered company), as per the 'IRATA Bye-Laws' [QP-103], clause 6.1 (a);
- have documented rope access operating and/or training procedures that are specific to the Applicant's rope access activities and demonstrate compliance with the 'IRATA Membership Requirements' [QP-300];
- to have a nominated Technical Authority that meets with the requirements stipulated in clause 6.1 (r) (i) of the 'IRATA Bye-Laws' [QP-103].

### 4.2 Compulsory Requirements for Members

In addition to the minimum requirements above, IRATA member companies are required to continuously adhere with the following (this list is not exhaustive):

- work in accordance with the 'ICOP' [TC-102] and 'TACS' [TC-101];
- abide by the 'IRATA Bye-Laws' [QP-103];
- comply with the 'IRATA Membership Requirements' [QP-300];
- ensure all rope access technicians employed or sub-contracted by the company have valid IRATA qualifications;
- Trainer member companies are required to have a training venue in accordance with the 'Training Venue Approval Policy' [QP-314], which complies with the 'IRATA Membership Requirements' [QP-300];
- be subject to Audit in accordance with the membership audit cycle.

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## 5 APPLYING FOR IRATA MEMBERSHIP

- a) The Applicant should determine which membership category they will be applying for, Operator [O], Trainer [T], or both.
- b) The Applicant should complete an 'Application for IRATA Membership' [FM-004], which can be downloaded from the IRATA website ([www.irata.org](http://www.irata.org)). The application form is required to be in a digital format and not handwritten.
- c) The Applicant should check that all the details provided on the application form are correct before signing the declaration. The declaration is required to be signed by an authorised representative of the applying company.
- d) The Applicant should ensure that all supporting documents, to be submitted with the completed application form, are ready for Audit and written in the English language. The supporting documents that are required are dependent on the type of membership the Applicant is applying for i.e. Operator [O], Trainer [T], or both.

The following supporting documents are required:

- A copy of the company registration certificate, as issued by the national registrar of companies or equivalent (e.g. Companies House in the UK) [O, T]
  - An organisational chart depicting the management structure of the company, which clearly indicates the following roles as a minimum:
    - Technical Authority [O, T]
    - Rope Access Management Representative [O, T]
    - Lead Trainer [T]
  - If the Applicant belongs to a group of companies, or has subsidiary or associate companies, the Applicant will be required to provide a 'group' structure chart depicting the relationship between all of these entities. All companies undertaking (or intending to undertake) rope access activities must be clearly indicated [O, T]
- e) Once completed, the application form should be submitted, with the supporting documents to IRATA ([membership@irata.org](mailto:membership@irata.org)).
  - f) It is important to note that the application for membership is limited to one company, or a group of companies (group membership).
  - g) IRATA aims to process the application as soon as possible, however, delays may occur if the information provided is not legible, is incomplete, incorrect or for other reasons beyond the control of IRATA.
  - h) IRATA reserves the right to act as necessary upon any information obtained during the course of membership application administration, and information that is found to be unrepresentative of fact, misleading, or against the objectives of the association. This may result in the rejection of applications or the withdrawal of IRATA membership.
  - i) A determination will be made about the Applicant's eligibility for IRATA membership. If it is deemed that the Applicant does not satisfy the requirements for IRATA membership, they shall be notified of the reason(s) in writing.
  - j) If deemed eligible to apply for IRATA membership, the Applicant will receive an invoice for their IRATA membership application fee, in line with the current 'IRATA Price List' [FM- 200], which is payable upon receipt, is non-refundable and non-transferable. Following payment, IRATA will

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perform a review of the submitted application and, if necessary, may request further information or supporting documents.

- k) The Applicant will then be invited to complete and submit a 'Stage 1 Audit Form' [FM-333].

## 6 COMPLETING THE STAGE 1 AUDIT FORM

This section provides guidance on completing the 'Stage 1 Audit Form' [FM-333], which is a prerequisite to the Stage 1 Audit. An authorised representative of the Applicant is required to complete this form electronically (handwritten copies of this form will not be accepted) and upload it along with the referenced supporting documentation listed within Section 5 of the 'Stage 1 Audit Form' [FM-333], to the Audit Portal that has been provided by IRATA.

The Applicant is required to complete the sections of the form that are relevant to the scope of the Membership [O, T] applied for.

**Omission of, or inaccurate, information may result in delay which could incur additional costs to complete the Stage 1 Audit. Such costs will be chargeable to the Applicant.**

### 6.1 Section 1: Company Details

The Applicant is required to complete the company details section and provide the total number of employed and/or subcontracted rope access technicians in the last 12 months, from the completion date of the 'Stage 1 Audit Form' [FM-333], with a breakdown of their IRATA certification levels.

1 Company details			
Company name	<input type="text"/>		
IRATA number (if applicable)	<input type="text"/>		
Registered company address	<input type="text"/>		
Operating address	<input type="text"/>		
Website address	<input type="text"/>		
Telephone (including country code)	<input type="text"/>		
Contact e-mail address	<input type="text"/>		
Total number of employed rope access personnel (last 12 months)	<input type="text"/>	Total number of rope access personnel at each level: (to include sub-contractors)	
		Level 1	Level 2
Total number of sub-contracted rope access personnel (last 12 months)	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## 6.2 Section 2: Scope of the Audit

The Applicant is required to confirm the type of membership that is being applied for [O, T].

Applicants may be eligible for Operator [O], Trainer [T] or dual membership. IRATA probationary members are permitted to have only one Primary Training Venue. The Secondary Training Venue [V] scope is only available once full IRATA membership has been attained. Following 12 months at probationary membership, the member company is eligible to apply for full membership.

Therefore, applicants can only apply for 'Probationary' membership.

The Applicant is required to select the industry sector(s) (or the intended industry sectors) that apply to the rope access activities that the company performs (or intends to perform).

<b>2</b>	<b>Scope of audit</b>
<b>Please select all that apply to the membership scope relating to this audit</b> <i>(please select Trainer [T] for a transfer of primary venue audit):</i>	
Operator [O]	<input type="checkbox"/>
Trainer [T]	<input type="checkbox"/>
Secondary Training Venue [V]	<input type="checkbox"/>
<b>Please select all that apply to the scope of this audit:</b>	
Probationary	<input type="checkbox"/>
Full Membership	<input type="checkbox"/>
Recertification	<input type="checkbox"/>
Surveillance	<input type="checkbox"/>
Serious Incident	<input type="checkbox"/>
Other <i>(please specify):</i>	<input type="text"/>
If you have group membership, please state the name of the IRATA certified group parent entity:	
<input type="text"/>	
<b>Please select the industry sector(s) that your organisation operates in:</b>	
Oil & Gas (Onshore)	<input type="checkbox"/>
Oil & Gas (Offshore)	<input type="checkbox"/>
Training	<input type="checkbox"/>
Construction	<input type="checkbox"/>
Inspection & Assessment	<input type="checkbox"/>
Renewable Energy	<input type="checkbox"/>
Cleaning & Painting	<input type="checkbox"/>
Pest Control	<input type="checkbox"/>
Geotechnical	<input type="checkbox"/>
Maintenance & Repair	<input type="checkbox"/>
Equipment Supply	<input type="checkbox"/>
Non-Destructive Testing	<input type="checkbox"/>
Other <i>(please specify):</i>	<input type="text"/>

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## 6.3 Section 3: Audit Planning Information

The information provided in this section will be used by your appointed Auditor for audit planning purposes. The Applicant will be required to identify the audit participants. It should be noted that the Technical Authority is required to be present at the Stage 2 Audit.

### 3 Audit planning information

To add additional rows to the tables in this section, right click the last row in the table, click 'Insert', followed by 'Insert Rows Below'.

#### Audit participants

Note: The Technical Authority must be present at audit.

Technical Authority name  Technical Authority IRATA number

Other audit participants (including translator where required):

Name	Job Role/Title
<input type="text"/>	<input type="text"/>

Audit address:

If the equipment stores are **not** located at the primary audit address, please provide the address(es) below:

Address(es)
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Will the IRATA Auditor require a site specific induction? Yes  No

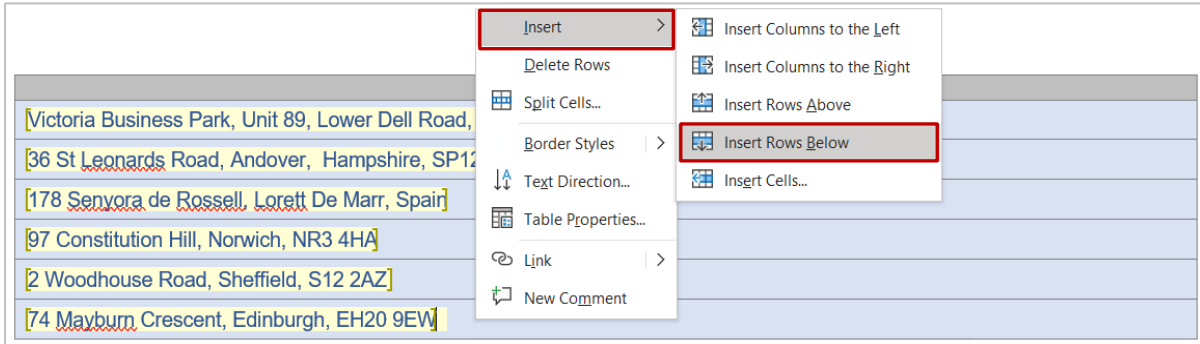
Will the IRATA Auditor require any specific Personal Protective Equipment (PPE) or be at risk of exposure to substances that could potentially cause injury or pose a risk to health and wellbeing? Yes  No

If 'Yes', please provide details and what PPE you will provide to the Auditor:

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Note: To add additional rows to any of the tables in Section 4 of the 'Stage 1 Audit Form' [FM-333], right click the last row in the table, click 'Insert', followed by 'Insert Rows Below', as per the following example:



For Operator membership, the Auditor will expect to visit a work site to sample the implementation of rope access procedures and controls at the work site. The details of operational project that will be accessible for Audit should be provided in the following table:

**(For Operator audits):**  
Please list at least 3 rope access operational projects that are accessible for a site audit, leading up to your audit due by date (if less than 3 operational projects are accessible, please list them below):

General Project Type <small>(e.g. industry sector – Oil &amp; Gas (onshore), Oil &amp; Gas (offshore), Cleaning &amp; Painting, Construction etc.)</small>	Location <small>(Town/Country)</small>	Estimated Completion Date <small>(DD/MM/YYYY)</small>
I	I	I
I	I	I
I	I	I

Note: If the Applicant does not have operational projects that are accessible for Audit, they are required to state this on the form.

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For Trainer membership, the Auditor will expect to visit a Primary Training Venue to Audit the implementation of rope access procedures and controls at the venue. Applicants are required to ensure that training venues are pre-rigged prior to the Audit and that equipment stores must be accessible.

**The following questions are applicable to current IRATA members only and can be marked as 'Not Applicable' by Applicants:**

Have there been any significant changes since your last audit (e.g. change in management structure, personnel or company name change etc.), if yes, please provide details below *(applicable to existing members only)*:

I

**(For Trainer or Training venue audits):**

How many approved IRATA training venues do you currently have? *(applicable to existing members only)*

Note: Training venues must be pre-rigged for the Stage 2 audit.

I

Please list your IRATA rope access training courses that are scheduled to commence, leading up to your audit due by date *(applicable to existing members only)*:

Training Course Location	Date Range (DD/MM/YYYY)
I	I
I	I
I	I

## 6.4 Section 4: Rope Access Management System References

The Applicant is required to provide relevant and specific references to the documentation that specifies or supports their rope access activities (sometimes known as the 'Rope Access Management System' or 'RAMS') and their compliance to the 'IRATA Membership Requirement' [QP-300] clauses. This will assist the Auditor to readily locate references to Audit related information.

The Applicant is not expected to provide document references for every clause listed in Section 4, only those that are associated with the Applicant's membership type (Operator [O], Trainer [T] or both). To identify which clauses apply to each membership type, refer to the 'Membership Clause' column. The Applicant should reference their specific documentation that addresses each clause in Section 4 by providing the document title and ID number, along with the page number and section reference.

Clause	Membership Clause	Clause Scope	Auditee Document Reference		
			Doc Title and Unique ID Number	Page Number	Section Reference
2	<b>Structure of the Organisation</b>				
2.1	O, T	Scope of the rope access management system	I	I	I

The Applicant is not expected to upload these documents to their Audit Portal (unless they relate to the documents specified in Section 5), however, the documents should be accessible at the Stage 2 Audit.

If a clause is not referenced to a supporting document, the clause may be marked accordingly e.g. 'Not Documented' or 'Not Applicable'. If inadequate or incorrect information has been received from the Applicant, the Auditor may notify the Applicant that the application process cannot proceed until the correct information has been provided.

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## 6.5 Section 5: Applicant Supporting Information Checklist

This section lists the supporting documents that are required to be uploaded alongside the completed 'Stage 1 Audit Form' [FM-333], to the Applicant's Audit Portal. The documents are indicated according to the scope of membership; e.g. Operator [O], Trainer [T] or Secondary Training Venue [V] and the Audit Scope e.g. Probationary, Full Membership etc.

Supporting Documents	Audit Scope				
	Probationary	Full Membership	Recertification	Surveillance	Serious Incident/Other
Corporate group structure chart (if applicable) [O, T]	I	I	I	I	I

The Applicant is required to reference the documents that will be uploaded to their Audit Portal, by stating the document title (this must match the file name uploaded to the Audit Portal against the 'Probationary' column). Referenced 'Supporting Documents' are required to be provided in the English language.

Additional documents that will be uploaded to the Audit Portal can be listed in the last row of the table.

## 6.6 Section 6: Declaration

The declaration is required to be signed by an authorised representative of the company. By signing the declaration, the representative is confirming, that to the best of their knowledge, the information provided is correct and complete.

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## 7 STAGE 1 AUDIT

The Stage 1 Audit is a desktop review of the documentation submitted by the Applicant and is performed by an IRATA appointed Auditor. It is used to determine the Applicant's readiness to proceed to a Stage 2 Audit (site Audit), or otherwise.

- a) Once the Applicant has uploaded the requested files to their Audit Portal, they will be sent an Audit Notification Letter, which provides details about their Stage 1 Audit and the Auditor that has been appointed to perform it.
- b) If the Applicant requests to veto an Auditor, there must be clear and direct grounds to demonstrate a conflict of interest. To request a veto, the Applicant should complete an 'Auditor Veto Request Form' [FM-077] and submit it to IRATA ([membership@irata.org](mailto:membership@irata.org)). Requests will be considered on a case-by-case basis. If a veto request is approved, an alternative Auditor will be appointed. Any additional costs that are incurred as a result of the appointment of an alternative Auditor shall be borne by the Applicant.
- c) Upon completion of the Stage 1 Audit, IRATA will send the Applicant their Stage 1 Audit Summary. The Auditor may identify areas that require further action or information, prior to proceeding to the Stage 2 Audit. The membership audit process will not proceed further until these items have been addressed.
- d) There may be other areas indicated where the Auditor has raised issues that must be addressed by the Applicant, however, these will not delay progression to the site Audit. It is important that the Applicant addresses these points prior to the Stage 2 Audit to avoid incurring Non-Conformance findings.
- e) The appointed Auditor may require more time to complete the Stage 1 Audit if the Applicant's procedures do not meet the requirements of the standard. Additional audit time is chargeable to the Applicant, therefore, Applicants should endeavour to provide complete and accurate information at all times. IRATA will notify the Applicant of any additional cost(s) incurred due to the additional audit time required.

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## 8 STAGE 2 AUDIT

The Stage 2 Audit will be performed by an IRATA appointed Auditor, to evaluate the Applicant's compliance to the 'IRATA Membership Requirements' [QP-300].

- a) Upon successful completion of the Stage 1 Audit the Applicant will be sent an Audit Notification Letter, which provides information to initiate the Stage 2 Audit and the details of the appointed Auditor.

*Note: IRATA reserves the right to apply a supplementary fee in cases where the application fees charged are less than the cost to service the application.*

- b) The Applicant will be provided with the contact details of the appointed Auditor and will be required to arrange a mutually agreeable date, or dates, with them for the Audit to take place. The Stage 2 Audit is required to be performed within 180 days of the Stage 1 Audit. Failure to do so will result in the requirement to repeat their Stage 1 Audit or the requirement to reapply for IRATA membership and pay the applicable fees.
- c) Upon agreeing the audit date(s), the Applicant will receive an Audit Confirmation Letter and Audit Plan, which should be read carefully. These document the arrangements that have been made for the site Audit, stating the locations, duration, and states important audit information and is required to be signed by a representative of the company and returned to IRATA ([membership@irata.org](mailto:membership@irata.org)) prior to the Stage 2 Audit.
- d) The specified equipment stores are required to be accessible in accordance with the Stage 2 Audit Plan. If the equipment store(s) is located at a previously undisclosed or alternative location(s), or inaccessible on the date(s) of Audit, additional Audit days may be required, the cost of which will be chargeable to the Applicant and may cause a delay in certification activities.
- e) Compliance with the 'IRATA Membership Requirements' [QP-300] is expected to be demonstrated at operational and/or training site locations. The Applicant is required to use their best endeavours to provide or assist the Auditor with access to operational and training sites. Such provision and/or assistance must not be unreasonably withheld.
- f) The Technical Authority is required to be available during the Stage 2 Audit and will be required to demonstrate their competence to perform their role and demonstrate control of the rope access management system in accordance with the 'IRATA Membership Requirements' [QP-300].
- g) Training venues are required to be pre-rigged for the Stage 2 Audit.
- h) A suitable meeting room will be required for the duration of the Audit. The Auditor will commence with an opening meeting that the Applicant's rope access related management personnel are expected to attend.
- i) The Auditor will Audit the Applicant's compliance with the clauses as stipulated in the 'IRATA Membership Requirements' [QP-300], and each clause will be evaluated for conformance, or otherwise, and classified as described in Section 9.
- j) The Audit will end with a closing meeting and the Audit Findings will be summarised. The Applicant's rope access related management personnel are expected to attend this meeting. The Auditor will explain the Audit Findings and the process and timeframes required for the Applicant to provide any corrective actions.
- k) If Non-Conformances are identified during the Stage 2 Audit, the Auditor will provide the Applicant with a Corrective Action Record (CAR) for each Non-Conformance. The Applicant is required to identify the root cause of the Non-Conformance, detail the containment actions that have been

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taken to address the Non-Conformance, and the actions intended to prevent reoccurrence and implement monitoring to assure that there has been effective resolution.

- l) The Applicant is required to detail the implemented containment and corrective actions on the CAR(s) and submit the record to the Auditor, who will review and notify the Applicant regarding acceptance of the CAR, or otherwise. Each Non-Conformance will be re-visited at the next Audit to ensure long term effective resolution.
- m) Following the completion of the Stage 2 Audit, the Applicant will be provided with an audit summary documenting the Audit Findings and the Auditor's Audit Recommendation(s).
- n) Applicants have 90 days to correct any Non-Conformances identified during their Audit. Failure to do so will result in the requirement for an additional Stage 2 Audit and after 180 days the requirement to reapply for IRATA membership and pay the applicable fees. Approval for certification will not be considered until satisfactory resolution of the Non-Conformance(s) has been achieved.
- o) Once all Non-Conformances are effectively resolved, the audit report and Audit Recommendation(s), will be circulated to an independent IRATA Audit Review Panel for approval of certification, or otherwise.

## 9 AUDIT FINDINGS

The following Audit Finding classifications result from Audit:

- C** conforming activity, evidence is acceptable and meets requirements
- 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 it's 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

# IRATA MEMBERSHIP APPLICATION GUIDE



## 10 CERTIFICATION DECISION

If the Applicant has been granted IRATA probationary membership:

- a) The Applicant will receive a letter of appointment with instructions and guidance regarding membership benefits and duties.
- b) An invoice will be issued to the Applicant for their annual membership fee, in line with the current 'IRATA Price List' [FM-200], which is payable upon receipt and non-refundable.
- c) The Applicant will be required to complete and submit an 'Annual Membership Declaration' [FM-015] to IRATA ([membership@irata.org](mailto:membership@irata.org)). Upon receipt of the declaration and settlement of the annual membership fee, the Applicant will be provided with an IRATA probationary member certificate.
- d) After a period of 12 months as a IRATA probationary member, the Applicant will be required to progress to become an IRATA full member, by undergoing a full Audit. IRATA will send the Applicant a notification letter providing details of their appointed Auditor, 6 months in advance of the audit due date. The Audit will follow the same format as the Stage 1 and Stage 2 Audits and will be chargeable to the Applicant. The Audit is required to be performed within 60 days following the first anniversary of the Applicant's probationary membership appointment date. Failure to do so will result in termination of the Applicant's probationary membership and the requirement to reapply for IRATA membership and pay the applicable fees.
- e) Guidance regarding the recertification activities for IRATA membership are provided in the 'Audit Guide for IRATA Members' [GU-354].

If the Applicant has not been granted IRATA probationary membership, IRATA will notify the Applicant of the reason(s) in writing.

## 11 TERMINATION OF IRATA MEMBERSHIP APPLICATIONS

The membership application process will be terminated if:

- a) A Stage 1 Audit has not been completed within 12 months of the application fee payment.
- b) IRATA membership has not been achieved within 3 years from the submission date of the membership application.
- c) The Applicant formally notifies IRATA of their intention to withdraw their application.

IRATA reserves the right to act upon information, obtained during the course of the Audit, that is found to be unrepresentative of fact or against the objectives of the association.

The termination of membership applications is considered final. If the Applicant intends to pursue membership, they are required to reapply for IRATA membership and pay the applicable fees.

In accordance with IRATA's data protection policy, supporting documents relating to terminated applications will be permanently removed.

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## 12 INFORMATION AND SUPPORT

Further information, supporting documents and Frequently Asked Questions (FAQs) regarding the IRATA membership application process and prices for membership can be found on the IRATA website ([www.irata.org](http://www.irata.org)).

Complaints may be submitted in accordance with the 'IRATA Complaint and Appeal Procedure' [MP-256], available at [www.irata.org](http://www.irata.org).

If further assistance is required, please contact IRATA ([membership@irata.org](mailto:membership@irata.org)).