



## **Procedures for IRATA Registrations and Direct Entry**

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## **SCOPE**

This document sets out in detail the procedures to be followed for expired IRATA technicians and direct entry applicants. It supersedes sections; 10.3, 10.4, 10.5 and 18 of the 'General Requirements for certification of personnel engaged in industrial rope access methods', in this respect. This document also offers additional requirements for standard applicants.

The 'General Requirements for certification of personnel engaged in industrial rope access methods' detail requirements, recommendations and guidance including the training and assessment syllabi and should be used in conjunction with this document.

These procedures are provided to promote safety in the Rope Access Industry and to assist in the personal development of IRATA technicians and managers. The IRATA Training Company submitting the application shall be responsible for the management, checking criteria and training of all applicants. The training company should levy appropriate fees to cover additional administration time, verifier costs and increased Assessors fees for non-standard applicants.

This document will be subject to regular review by the Executive Committee and members are asked to ensure that they retain each new issue when received and dispose of previous editions.

**IRATA TRAINING MEMBER COMPANIES AND IRATA APPOINTED ASSESSORS WHO FAIL TO WORK IN ACCORDANCE WITH THIS DOCUMENT WILL FACE DISCIPLINARY ACTION WHICH COULD INCLUDE EXPULSION**

## GENERAL ISSUES

### 1. Documentation required by trainer

Those technicians registered as current with IRATA **shall** provide originals of IRATA Certificate, ID card and Logbooks to the IRATA Training Company at the **start** of training programmes.

### 2. Language issues

Training companies shall ensure that language issues are provided for in the delivery of training, and that translations of technical manuals, assessment questions and other relevant documents are provided. Manuals and other course resources are essential training aids and also serve as reference material for technicians and should be provided in a suitable language. Training companies should liaise with the assessor regarding appropriate questions. **Training programmes can be severely affected by language problems and additional times should be allowed for both training and assessments.**

### 3. Minimum length of training programmes

Training Companies shall ensure that the training programmes are suitable for the trainee's abilities and be aware that the minimum requirements may not be sufficient.

### 4. Expiry

Re-assessment shall be completed before current certification expires. For the avoidance of doubt this means that certification must be valid on the day of assessment. There is no 'grace period'.

If re-training and successful assessment are completed in the 6 month period prior to the expiry of a current certificate, a new certificate will be issued with an expiry date 3 years from the date of expiry on the previous certificate.

### 5. IRATA Log book

Technicians who have lost a logbook shall arrange for this to be replaced before assessment. No assessment forms will be issued until completed and verified logs are provided to the assessor. The procedure detailed in 13.2.8 of the General Requirements should be followed.

### 6. Assessment failures

Candidates who fail the assessment shall only undertake re-assessment after training company and assessor recommendations have been completed. Normally, if the candidate fails whilst still holding current certification then that certificate is still valid. Where there are safety concerns the training company and/or assessor may consider issuing a lower level of certification or withdrawing certification altogether

### 7. Withdrawal of certification

Certification may be withdrawn in accordance with IRATA Bye-laws (appendix 5), if trainees or technicians:

- Demonstrate a clear inability to operate in a safe manner
- Demonstrate a lack of regard to safety issues
- Abuse their IRATA certification in anyway
- Falsify information relating to any aspect of their rope access work or training

### 8. Registration requirements

In addition to section 9.7 of the General Requirements the training company shall include a letter of endorsement with the candidates' registration. This shall detail the individual procedures and confirm to IRATA that all the necessary requirements have been followed. This may be subject to a random Training Committee appointed audit.

## 9. Audits

The Training Company shall ensure that all evidence used to meet the criteria is held for a minimum of 3 years, this may be subject to a random Training Committee appointed audit. Training companies will be required to make available within 7 days all information and evidence to show that these procedures have been followed.

This will include copies of:

Assessment forms

Records of Training

Written Papers

All Direct Entry supporting documentation

First Aid Certification

Evidence of addressing language issues in training

Evidence of providing appropriate (language) written information and manuals

## CATEGORIES OF APPLICANT

### LEVEL 1

#### 1. Level 1 with no experience

As detailed in the current General Requirements. Training courses provided by IRATA Member Training Companies should be sufficient for the abilities of trainees and shall be a minimum of 4 days with an additional assessment day.

An IRATA Level 1 certificate will be issued with an expiry date 3 years from the date of successful Level 1 assessment.

#### 2. In-date Level 1 to be re-assessed to Level 1

Technicians who have an in-date Level 1 certificate should arrange for refresher training with an IRATA Trainer Member Company.

The training should be sufficient to refresh all previously assessed techniques and theory. Where changes to the General Requirements have occurred since the previous assessment then additional time should be allowed for, to ensure that these topics are trained.

- A minimum of 2 days refresher training shall be completed. 2 days are normally only sufficient for technicians who have regularly used a wide range of techniques in their work, and are generally insufficient to refresh less frequently used techniques and cover new techniques. IRATA recommend that technicians complete 4 days training.
- 1 day assessment by an independent IRATA Assessor.

If re-training and successful Level 1 assessment are completed in the 6 month period prior to the expiry of a current certificate, a new Level 1 certificate will be issued with an expiry date 3 years from the date of expiry of the previous certificate.

#### 3. Expired Level 1 to be re-assessed to Level 1

Technicians who have allowed their Level 1 certification to expire by 1 day or more should arrange for refresher training with an IRATA Trainer Member Company. Technician should not carry out rope access work with an expired certificate.

The training should be sufficient to refresh all previously assessed techniques and theory. Where changes to the General Requirements have occurred since the previous assessment then additional time should be allowed to ensure that these topics are trained.

- A minimum of 4 days training shall be completed.
- 1 day full assessment by an independent IRATA Assessor.

A new IRATA Level 1 certificate will be issued with an expiry date 3 years from the date of this successful assessment.

## LEVEL 2

### 4. In-date Level 1 up-grading to Level 2

As detailed in current General Requirements.

Technicians who have an in-date Level 1 certificate can arrange for Level 2 training with an IRATA Trainer Member Company. The training company shall ensure that the pre-training requirements as defined by the current General Requirements are satisfied.

Technicians should be competent in all Level 1 topics **before** attending a Level 2 course, and practice and or training should be completed in topics that are not used frequently prior to attending a L2 course.

The training shall be sufficient to cover all techniques and theory required by the current General Requirements.

- Rope access work experience shall be over a **minimum** of 12 months of active work since first registration at Level 1 including 1000 logged hours of rope access work.
- A minimum of 4 days Level 2 training shall be completed to cover Level 2 topics (in addition to any Level 1 refresher training).
- 1 day assessment by an independent IRATA Assessor.

An IRATA Level 2 certificate will be issued with an expiry date 3 years from the date of successful Level 2 assessment.

### 5. Expired (by up to 6 months) Level 1 wishing to be assessed to Level 2.

Technicians who have allowed their Level 1 certification to expire by up to 6 months should arrange to regain Level 1 certification with an IRATA Training Member Company.

- Minimum of 4 day Level 1 course.
- 1 day Full assessment by an independent IRATA Assessor to Level 1.

Once the technician has regained a Level 1 certificate they shall complete the following requirements (prior to attending a Level 2 training course):

- Obtain a reference from the recent Level 1 training company to confirm that they demonstrated a good attitude and competence during the Level 1 course.
- Attain a minimum of 'Good Standard' on the recent Level 1 assessment. This shall be registered by the IRATA Training Member Company within 60 days.
- Complete a minimum of 3 months work experience after regaining Level 1. This shall include a minimum of 150 hours of logged rope access work.
- Total logged rope access hours shall be in excess of 1150 hours.
- Rope access work experience shall be over a minimum of 12 months of active work since first registration at Level 1.
- A minimum of 4 days Level 2 training shall be completed with an IRATA Training Company to cover Level 2 topics.
- 1 day assessment by an independent IRATA Assessor.

An IRATA Level 2 certificate will be issued with an expiry date 3 years from the date of successful Level 2 assessment.



**6. Expired (by more than 6 months) Level 1 wishing to be assessed to Level 2.**

Up grading is **not available** to technicians who are out of date by more than 6 months and they shall need to revalidate at Level 1 and gain more experience over a 6-month period.

- Minimum of 4 day Level 1 course.
- 1 day Full assessment by an independent IRATA Assessor to Level 1.

Once the technician has regained a Level 1 certificate they shall complete the following requirements (prior to attending a Level 2 training course):

- Obtain a reference from the recent Level 1 training company to confirm that they demonstrated a good attitude and competence during the Level 1 course.
- Attain a minimum of 'Good Standard' on the recent Level 1 assessment. This shall be registered by the IRATA Training Member Company within 60 days.
- A further 6 months experience including a minimum of 300 logged hours since revalidation at Level 1 and in excess of 1300 logged hours since first registration.
- Minimum of 4 day Level 2 Course.
- 1 day assessment by an independent IRATA Assessor to Level 2.

An IRATA Level 2 certificate will be issued with an expiry date 3 years from the date of successful Level 2 assessment.

**7. In-date Level 2 to be re-assessed to Level 2**

Technicians who have an in-date Level 2 certificate should arrange for refresher training with an IRATA Trainer Member Company.

The training should be sufficient to refresh all previously assessed techniques and theory. Where a changes to the General Requirements have occurred since the previous assessment then additional time should be allowed for to ensure that these topics are trained.

- A minimum of 2 days Level 2 refresher training shall be completed. 2 days is normally only sufficient for technicians who have regularly used a wide range of techniques in their work, and is generally insufficient to refresh less frequently used techniques and cover new techniques. IRATA recommend that technicians complete 4 days training.
- 1 day assessment by an independent IRATA Assessor.

If re-training and successful Level 2 assessment are completed in the 6 month period prior to the expiry of a current certificate, a new Level 2 certificate will be issued with an expiry date 3 years from the date of expiry on the previous certificate.

**8. Expired (by up to 6 months) Level 2 wishing to be re-assessed to Level 2**

Technicians who have allowed their Level 2 certification to expire by between 1 day and 6 months should arrange for refresher training with an IRATA Trainer Member Company.

The training should be sufficient to refresh all previously assessed techniques and theory. Where changes to the General Requirements have occurred since the previous assessment then additional time should be allowed, to ensure that these topics are covered.

- A minimum of 4 days Level 2 training shall be completed.
- 1 day full assessment by an independent IRATA Assessor.

A new Level 2 certificate will be issued with an expiry date 3 years from the date of this assessment.

**9. Expired (by between 6 & 24 months) Level 2 wishing to be re-assessed to Level 2**

Technicians who have allowed their Level 2 certification to expire by between 6 and 24 months should arrange for refresher training with an IRATA Trainer Member Company.

The training should be sufficient to refresh all previously assessed techniques and theory. Where changes to the General Requirements have occurred since the previous assessment then additional time should be allowed, to ensure that these topics are covered.

- Complete a 1 day appraisal by an IRATA Training Member Company, and demonstrate competence in Level 1 & 2 topics. This shall be completed by an experienced trainer or assessor. This should be logged in the training section of the technician's logbook and authenticated by the training company stamp or assessor's signature and IRATA number. The Training Company will charge for this appraisal and authentication.
- A minimum of 4 days Level 2 training shall be completed.
- 1 day full assessment by an independent IRATA Assessor.

A new Level 2 certificate will be issued with an expiry date 3 years from the date of this assessment.

**10. Expired (by more than 24 months) Level 2 wishing to be re-assessed to Level 2**

Technicians who have allowed their Level 2 certification to expire by more than 24 months should arrange for re-qualification at Level 1.

- Minimum of 4 day Level 1 course.
- 1 day assessment by an independent IRATA Assessor to Level 1.

Once the technician has regained a Level 1 certificate they shall complete the following requirements (prior to attending a Level 2 training course):

- Obtain a reference from the recent Level 1 training company to confirm that they demonstrated a good attitude and competence during the Level 1 course.
- Attain a minimum of 'Good Standard' on the recent Level 1 assessment.
- Register this Level 1 assessment within 60 days of assessment date.
- Complete 3 months work experience after regaining Level 1. This shall include a minimum of 150 hours of logged rope access work. Guidance for this is detailed in the back of IRATA log books
- Total logged rope access hours shall be in excess of 1150 hours of logged rope access work.
- Rope access work experience shall be over a minimum of 12 months of active work since first registration at Level 1.
- A minimum of 4 days training Level 2 shall be completed with an IRATA Trainer Member Company to cover Level 2 topics.
- 1 day Level 2 full assessment by an independent IRATA Assessor.

An IRATA Level 2 certificate will be issued with an expiry date 3 years from the date of successful Level 2 assessment.

## LEVEL 3

### 11. In-date Level 2 up-grading to Level 3

As detailed in current General Requirements.

**Only** technicians who have an in-date Level 2 certificate can arrange for Level 3 training with an IRATA Trainer Member Company. The training company shall ensure that the pre-training requirements as defined by the current General Requirements are satisfied.

Technicians should be competent in all Level 1 & 2 topics **before** attending a Level 3 course, and practice and or training should be completed in topics that are not used frequently (prior to attending a L3 course).

The training shall be sufficient to cover all techniques and theory required by the current General Requirements.

- Rope access work experience shall be over a **minimum** of 12 months of active work since last registration at Level 2.
- Experience to include in excess of 1000 hours of logged rope access work as a level 2 (Total in excess of 2000 hours).
- A minimum of 4 days Level 3 training shall be completed.
- 1 day assessment by an independent IRATA Assessor.

An IRATA Level 3 certificate will be issued with an expiry date 3 years from the date of successful Level 3 assessment.

### 12. Expired (by up to 6 months) Level 2 wishing to be assessed to Level 3

Technicians who have allowed their Level 2 certification to expire by up to 6 months should arrange to regain Level 2 certification with an IRATA Trainer Member Company.

- Minimum of 4 day Level 2 course.
- 1 day assessment by an independent IRATA Assessor to Level 2.

Once the technician has regained a Level 2 certificate they shall complete the following requirements (prior to attending a Level 3 training course):

- Obtain a reference from the recent Level 2 training company to confirm that they demonstrated a good attitude and competence during the Level 2 course.
- Attain a minimum of 'Good Standard' on the recent Level 2 assessment.
- A further 3 months experience including a minimum of 150 logged hours since revalidation.
- Total logged rope access hours shall be in excess of 1150 hours of logged rope access work as a Level 2 (Total in excess of 2150 hours).
- A minimum of 4 days Level 3 training shall be completed.
- 1 day assessment by an independent IRATA Assessor to Level 3.

An IRATA Level 3 certificate will be issued with an expiry date 3 years from the date of successful Level 3 assessment.

### 13. Expired (by more than 6 months) Level 2 wishing to be assessed to Level 3

Upgrading is **not available** to technicians who are out of date by more than 6 months and they shall need to revalidate at Level 2 and gain more experience over a 6-month period.

- Minimum of 4 day Level 2 course.
- 1 day assessment by an independent IRATA Assessor to Level 2.

Once the technician has regained a Level 2 certificate they shall complete the following requirements (prior to attending a Level 3 training course):

- A further 6 months experience including a minimum of 300 logged hours since revalidation.
- Total logged rope access hours shall be in excess of 1300 hours as a Level 2 (Total in excess of 2300 hours).
- A minimum of 4 days Level 3 training shall be completed.
- 1 day assessment by an independent IRATA Assessor to Level 3.

An IRATA Level 3 certificate will be issued with an expiry date 3 years from the date of successful Level 3 assessment.

**14. In-date Level 3 to be re-assessed to Level 3**

Technicians who have an in-date Level 3 certificate should arrange for refresher training with an IRATA Trainer Member Company.

The training should be sufficient to refresh all previously assessed techniques and theory. Where a change to the General Requirements has occurred since the previous assessment then additional time should be allowed to ensure that these topics are trained.

- A minimum of 2 days Level 3 refresher training shall be completed. 2 days is normally only sufficient for technicians who have regularly used a wide range of techniques in their work, and is generally insufficient to refresh less frequently used techniques and cover new techniques. IRATA recommend that technicians complete 4 days training.
- 1 day assessment by an independent IRATA Assessor.

If re-training and successful Level 3 assessment are completed in the 6 month period prior to the expiry of a current certificate, a new Level 3 certificate will be issued with an expiry date 3 years from the date of expiry on the previous certificate.

**15. Expired (by up to 6 months) Level 3 to be re-assessed to Level 3**

Technicians who have allowed their Level 3 certification to expire by between 1 day and 6 months should arrange for refresher training with an IRATA Trainer Member Company.

The training should be sufficient to refresh all previously assessed techniques and theory. Where a change to the syllabus has occurred since the previous assessment then additional time should be allowed for, to ensure that these topics are trained.

- A minimum of 4 days Level 3 training shall be completed.
- 1 day full assessment by an independent IRATA Assessor.

An IRATA Level 3 certificate will be issued with an expiry date 3 years from the date of successful Level 3 assessment.

**16. Expired (by between 6 & 24 months) Level 3 wishing to be re-assessed to Level 3**

Technicians who have allowed their Level 3 certification to expire by between 6 and 24 months should arrange for refresher training with an IRATA Trainer Member Company.

The training should be sufficient to refresh all previously assessed techniques and theory. Where a change to the syllabus has occurred since the previous assessment then additional time should be allowed, to ensure that these topics are trained.

- Complete a 1 day appraisal by an IRATA Training Member Company, and demonstrate competence in Level 1, 2 & 3 topics. This shall be completed by an experienced trainer or assessor. This should be logged in the training section of the technician's logbook and authenticated by the training company stamp or assessor's signature and IRATA number. The Training Company will charge for this appraisal and authentication.
- Complete a minimum of 4 days Level 3 training to cover Level 3 topics.
- 1 day assessment by an independent IRATA Assessor.

An IRATA Level 3 certificate will be issued with an expiry date 3 years from the date of successful Level 3 assessment.

### 17. Expired (by more than 24 months) Level 3 wishing to be re-assessed to Level 3

Technicians who have allowed their Level 3 certification to expire by more than 24 months should arrange for re-qualification at Level 2.

- Successfully complete a 4-day Level 2 training course.
- 1 day assessment by an independent IRATA Assessor to Level 2.
- Obtain a reference from the recent Level 2 training company to confirm that they demonstrated a good attitude and competence during the Level 2 course.
- Attain a minimum of 'Good Standard' on the recent Level 2 assessment.
- Register this Level 2 assessment within 60 days of assessment date.

Once the technician has regained a Level 2 certificate they shall complete the following requirements:

- Complete 3 months work experience after regaining Level 2. This shall include a minimum of 300 hours of logged rope access work. Guidance for this is detailed in the back of IRATA log books
- A minimum of 4 days training shall be completed with an IRATA Trainer Member Company to cover Level 3 topics.
- 1 day assessment by an independent IRATA Assessor to Level 3.

An IRATA Level 3 certificate will be issued with an expiry date 3 years from the date of successful Level 3 assessment.

### 18. Planned Expiry

Technicians wishing to re-validate or upgrade who anticipate expiry of their certification due to medical or personal reasons can, **prior to expiry**, register with an IRATA Member Training Company. The training company shall document the reasons for the planned expiry and ensure there are suitable grounds for in date certification to be delayed. When the candidate is ready to proceed with training the training company shall contact an IRATA verifier. The verifier shall satisfy himself that the case is genuine and determine the best course of action considering the situation and elapsed expiry period. The verifier fee may be charged.

### 19. Appeals

In all circumstances relating to the above categories, technicians may appeal their position. They should at first contact an IRATA Member Training Company who should offer advice. If the training company considers the technician may have a case then a written appeal should be submitted to an IRATA verifier in the first instance. The verifier may consult with a second verifier and the Training Committee Chairman before reaching a decision. The verifier fee may be charged.

## PROCEDURES FOR DIRECT ENTRY

### 1. Introduction

Direct entry applicants should carefully consider this document. They should be in no doubt as to the strict requirements. Candidates will be expected to undertake intense technical training, two days independent assessment and be prepared to assemble detailed supporting evidence of previous experience. Candidates who are not fully confident should consider entering the IRATA system at level 1 and progress through the certification scheme as normal.

It is the duty of IRATA member Training Companies and Assessors to ensure that candidates are suitable for direct entry and have followed all the requirements of this document. **They should contact a verifier prior to making any training commitments.**

Primarily the direct entry system is intended to assist IRATA member operating companies expand their activities into areas where very few local IRATA technicians exist. Under careful controls it may also have a purpose in recruiting aspirant member companies. It is not intended to promote a lower or double standard and those who use this system should ensure that candidates can be entrusted with protecting the safe record and good reputation of IRATA.

### 2. Summary of direct entry procedure

The IRATA Executive Committee shall maintain a Direct Entry Register which shall identify within which areas and under what conditions direct entries may take place.

The Direct Entry Register shall be publicised to the membership and it shall be the duty of the Training Companies to ensure they hold the most recent copy.

Each applicant shall have a full or probationary IRATA member company as a sponsor who shall assume overall responsibility for the candidate.

Those wishing to apply for direct entry level 2 & 3 within these parameters shall contact a full or probationary member training company.

The training company shall be responsible for checking that the applicant complies with the direct entry requirements and can provide all necessary documentation of previous experience to support the application.

The training company shall arrange suitable and sufficient training and assessment.

On successful completion of training and assessment, the training company shall forward all documentation to an IRATA verifier for final approval prior to registration.

### 3. Executive Committee authorisation

In the interest of the association the IRATA Executive Committee shall identify IRATA development areas and IRATA established areas.

The IRATA Executive Committee shall define these areas within a Direct Entry Register which shall be reviewed at each executive meeting.

The Register shall contain an unambiguous Direct Entry Statement defining the nature of direct entry to be permitted within these areas. Example;

The IRATA Executive Committee shall take steps to ensure that the register is promptly updated and made widely available to the membership, in particular, Training Companies, Verifiers and Assessors.

The IRATA Executive Committee shall consider the effect direct entries may have on other IRATA members within the area. The executive shall consult with any Regional Advisory Committee or other group of members who may be affected.

The executive shall appoint a recorder to maintain records of all direct entries. This shall normally be the IRATA office. The recorder shall compile reports for the executive on reasonable request.

#### 4. Executive Committee appointments

The IRATA Executive Committee shall appoint a minimum of two verifiers.

A Verifier shall;

- be an IRATA assessor
- have full knowledge of the direct entry procedure

The role of the verifier is to ensure procedure has been followed, offer advice to training companies, be consistent and ultimately approve or reject the application.

The verifiers shall maintain records of direct entry applications and make those available to the Executive on reasonable request.

A verifier fee shall be charged for each application (£100 plus VAT). At the discretion of the verifier, this fee may be increased up to 100% where non-compliance has increased the workload. The verifier shall invoice IRATA for this fee.

#### 5. Previous work experience

In general, direct entry applicants shall have at least the same level of experience as an equivalent IRATA technician. Where candidates have obvious comparable experience and quality references then a 'fast track' approach may be taken. Where the candidates' experience is fundamentally different to the IRATA system i.e. single rope use, then greater consideration of the candidates suitability should be given and the IRATA verifier consulted.

##### 5.1 Direct Entry Level 2

Total logged industrial rope access hours shall exceed **1500**.

Acceptable hours are those where the applicant has been involved in industrial rope access work using a double rope system comparable to the IRATA system of work.

Acceptable hours may include: working from double ropes, working from double aid climb, rigging double rope systems, inspecting rope access equipment, training people in the use of an industrial double rope access systems.

Hours that are normally unacceptable include: both professional and sporting caving, climbing, mountaineering, canyoning; professional and voluntary rescue services including mountain rescue, emergency services, international rescue organisations; military training; other categories of work at height including, fall arrest, cradles, scaffold, work restraint, single rope systems, tree work, training other forms of work at height.

Where an applicant does not conform to the above criteria of acceptable logged hours approval should be sought from the verifier **prior** to any training or assessment taking place. The verifier will need to see all available work experience documentation. He may consult with a second verifier and the Training Committee Chairman before reaching a decision. The increased verifier fee will normally be charged in these cases.

Industrial rope access experience shall have been gained over a period exceeding 18 months. This should consist of a regular working pattern during this time period. It is not acceptable to claim a few intense working periods with long dormant periods in between. Where this is the case a longer period of experience is required.

Note: 20 logged hours every week for 18 months equals 1560 hours (78 weeks)

40 logged hours every week for 9 months equal 1560 hours (39 weeks)

60 logged hours every week for 6 months equals 1560 hours (26 weeks)

The latter case would not normally be credible

## 5.2 Direct Entry Level 3

Total logged industrial rope access hours shall exceed **2500**.

Acceptable hours are those where the applicant has been involved in industrial rope access work using a double rope system comparable to the IRATA system of work.

Acceptable hours may include: working from double ropes, working from double aid climb, rigging double rope systems, inspecting rope access equipment, training people in the use of an industrial double rope access systems.

Hours that are normally unacceptable include: both professional and sporting caving, climbing, mountaineering, canyoning; professional and voluntary rescue services including mountain rescue, emergency services, international rescue organisations; military training; other categories of work at height including, fall arrest, cradles, scaffold, work restraint, single rope systems, tree work, training other forms of work at height.

Where an applicant does not conform to the above criteria of acceptable logged hours approval should be sought from the verifier **prior** to any training or assessment taking place. The verifier will need to see all available work experience documentation. He should consult with a second verifier and the Training Committee Chairman before reaching a decision. The increased verifier fee will normally be charged in these cases.

Industrial rope access experience shall have been gained over a period exceeding 24 months. This should consist of a regular working pattern during this time period. It is not acceptable to claim a few intense working periods with long dormant periods in between. Where this is the case a longer period of experience is required.

Whilst it is not necessary to have previous supervisory experience, a direct entry level 3 shall provide two references from present or previous employers recommending his/her ability as a work team supervisor (see reference section).

Note: 25 logged hours every week for 24 months equals 2600 hours (104 weeks)

40 logged hours every week for 15 months equals 2600 hours (65 weeks)

60 logged hours every week for 9 months equals 2340 hours (39 weeks)

The latter case is short on hours and would not normally be credible anyway

## 6. Documentation required to support a direct entry application.

All documentation shall be provided in English or with written English translation.

Direct entry applicants shall provide suitable and sufficient documented evidence to support their application. Where possible this should be supplied in electronic format. The following list details the minimum requirement:

- Work at height CV
- Previous Work Log
- References
- Standard Operating Procedures
- Employing company details
- First aid certificate (level 3 only)

Validation of hours - summary	Level 2	Level 3
Previous work log hours	1500	2500
Of which references must support	1000	2000
Of which operating procedures must cover	500	1000

### 6.1 Work at height CV

The applicant shall briefly detail his/her work at height history. This may include background employment history, sporting interests (caving/climbing etc), military training and any other aspect the candidate thinks is relevant.



## 6.2 Previous Work Log

This should be submitted in Microsoft Word/Excel or hand drawn format so that the boxes may be expanded to allow room for more detail [example Appendix 1]

### Date

This shall contain individual days of work or consecutive days, without breaks, of work periods. This shall clearly demonstrate to the verifier the number of hours per day being claimed. Entries such as – June 150 hours-will not be considered appropriate.

### Location

Give details of the geographical location of the work site including country.

### Type of site

Briefly describe the site i.e. residential 1960's tower block, oil tanker at sea, un-manned offshore platform, football stadium under construction, concrete water tower etc

### Height

Approximate maximum height worked at, given in metres.

### Position

Describe your working role i.e. Supervisor, technician, trainer etc

### Access method

Describe the technical method of access, for example; double rope abseil, aid climb on wire strops, retractable fall arrest, work restraint latchway etc. Reference shall also be made to standard operating procedure as detailed separately.

### Works

Give details of the type of work i.e. ultra-sonic inspection to riser pipe welds, painting roof truss, removing loose concrete, re-instate mastic, installing rock fall defence mesh, cleaning windows, training fall arrest course etc

### Employing company

Give full contact details of employing company including a web site address. Where the employing company maybe unknown to either the training company and/or the verifier details of the company's core business and how rope access is used within that business shall also be explained. This should be provided on a separate sheet of paper.

### Hours

Hours shall be given for each individual date or run of unbroken dates as indicated in the first column. Hours shall reflect only those hours spent directly involved in rope access duties, i.e. working on ropes, rigging, inspecting, training others etc. They shall not include total hours on site or total hours paid. It is generally accepted within the IRATA system that hours on rope will not exceed two thirds to three quarters of the hours spent on site, often less.

### Validation

Ideally hours should be validated by an IRATA level 3. Where this is not possible the name of the supervisor or manager should be given, including his/her position in the company and contact details. This person may be contacted by the training company or verifier.

## 6.3 References

The applicant shall provide work at height references from present and/or previous employers. The references shall give details of the time period engaged in work at height, validation of any rope hours, details of the rope access system of work (confirming double rope system for example), contact details and position in company of signatory.

The applicant shall provide references confirming 1000 hours for level 2 and 2000 hours for level 3. This recognises the difficulty candidates may have in obtaining references for the whole 1500 (level 2) or 2500 (level 3) hours required in total.

A direct entry level 3 shall provide, as part of his/her other references, two statements recommending him/her for a work team supervisory position.

#### 6.4 Standard Operating Procedures

The applicant shall provide evidence of working with a double rope system (double aid climbing system included) comparable to the IRATA system of work. This detailed evidence shall be supplied for a minimum of 500 hours at level 2, and 1000 hours at level 3. One of the two following methods shall be considered suitable evidence;

1. Relevant sections of Company Operating Procedures may be presented provided they are clearly authorised by the company and the company is one of those supplying a reference.
2. Where this is not possible a self certified Standard Operating Procedure may be used. The applicant shall describe, in his own words, the operating procedures used in relation to the references detailed in the section above. The technical work method (may include risk assessment and method statement if available), equipment used, team structure, inspection regime, any prior training and rescue provision should all be described. The document shall be signed by the applicant as a true reflection of the working procedure. Photographs showing work method should be included if available.

#### 6.5 Employing Company details

Where the employing company is unknown to the training company and/or the verifier the applicant shall supply further details. This shall include full contact details, including company web site and/or company brochure. Details of the company's core business and how rope access is used within that business should also be explained. This information is essential to provide the verifier with an overview of the candidate's work experience.

### 7. Training and Assessment.

Direct entry training, as with all other IRATA training, shall only be undertaken by full or probationary training member companies (See General Requirements 8.1, 9.1 & 9.7.10)

The applicant shall be sponsored by a full or probationary IRATA member company who shall assume overall responsibility for the direct entry candidate. In the absence of any other specified sponsor, this responsibility shall be assumed by the training company.

The training company shall be responsible for checking that the applicant complies with the direct entry requirements and can provide all necessary documentation of previous experience to support the application. If there is any doubt as to the candidates eligibility then an IRATA verifier should be contacted for advice and possible pre-vetting.

Language issues shall be addressed when designing training programmes. Where necessary this shall include providing an interpreter for the delivery of training, and written translations of technical (training) manuals, assessment questions and other relevant documents

The training company should levy appropriate fees to cover additional administration time, verifier fees and increased assessor costs.

It is essential that an experienced trainer, preferably a level 3T, delivers direct entry training. For the avoidance of doubt, this shall be the trainer who delivers (hands on) the training for the duration of the course.

The candidate shall complete sufficient training to include all aspects of the syllabus relevant to the level to which he/she shall be assessed. (Refer to General Requirements). Where there are language issues, large candidate numbers, varied candidate levels or limitations of the venue then increased training and assessment times must be considered.

<b>Minimum training times</b>	<b>Training</b>	<b>Assessment</b>
Level 2	4 days	2 days
Level 3	4 days	2 days

During the course trainers shall explicitly deliver a lecture on the 'IRATA Guidelines on the use of rope access methods for industrial purposes'. The lecture shall cover all the principal contents of the document. The trainer shall emphasise to the candidates the responsibility that they have to maintain IRATA standards of safety and quality.

This is a minimum training requirement and more time may be necessary.

Trainers and assessors should be highly confident that candidates can be entrusted to undertake safe working and protect the safety of individual technicians under his/her supervision. **Training companies shall not present below standard technicians for assessment.** The Trainer shall sign the assessment form, this shall act as confirmation of the completion of the training programme.

The assessor shall be independent of the candidate, the candidate's employer and the company providing the training. The candidate shall be assessed on all aspects of the syllabus, including **all** grey boxes on the assessment form up to the relevant level. For example; a direct entry level three candidate shall be assessed on each and every aspect of level 1, each and every aspect of level 2, each and every aspect of level 3 except where there is exact duplication, i.e. a candidate must pass a knot or reelay as a level 1 manoeuvre as well as during a casualty rescue as a level 3.

During the assessment the assessor shall conduct an interview with the candidate with the aim of exploring the candidate's knowledge of the IRATA system of work. The assessor shall focus on the differences between the candidate's previous rope access experience and the IRATA safe system of work in order to ensure the candidate understands any changes he/she will have to make in his/her personal working practices. Areas such as training, supervision, team structure, relevant legislation, equipment, certification, traceability, inspection, risk assessment, safe working methods, tools, communications and rescue should all be discussed.

## **8. Responsibilities.**

### **8.1 IRATA Executive Committee**

It is the responsibility of the IRATA Executive Committee to

- Determine direct entry strategy
- Maintain a Direct Entry Register
- Appoint verifiers
- Disseminate relevant Direct Entry information to the membership in a formal manner.

### **8.2 IRATA Sponsor member**

It is the responsibility of the candidate's sponsor to

- Assume overall responsibility for the candidate

### **8.3 IRATA member Training Company**

It is the responsibility of the IRATA member training company to

- Ensure that the candidate is suitable
- Ensure the procedures in these guidelines are followed
- Check compliance with the Direct Entry Register
- Collate and check supporting documentation
- Liaise with the verifier
- Maintain records

### **8.4 Verifier**

It is the responsibility of the Verifier to

- Check that the direct entry procedure has been followed
- Check that the requirements have been met
- Check the documentation adequately supports the application
- Offer advice to the training company
- Approve or reject the direct entry application in writing
- Maintain records

### **8.5 Direct entry candidate.**

It is the responsibility of the direct entry candidate to

- Provide suitable and sufficient documentation in support of his/her application.

## Direct Entry Register

**Established areas:** (including offshore territorial waters of established areas)

UK  
Australia  
South Africa  
Benelux countries (Belgium, Netherlands, Luxemburg)  
Singapore  
Brunei  
Sarawak (& Sabah)  
Brazil  
Lithuania  
Republic of Ireland

Within the IRATA established areas **no** direct entries shall be permitted for nationals, residents and for those working within these areas.

Training companies based in the Established areas may run direct entry training programmes of applicants from the Development areas providing the applicant is intending to return to work in the Development area. For the avoidance of doubt direct entry is **not permitted** for nationals and/or residents of a Development area with the intention of working in an Established area.

### Development areas:

In all other countries the following shall apply;

- Individual level 2 direct entries shall be permitted provided all the requirements of the 'Procedures for Registration and Direct Entry' are met.
- Individual level 3 direct entries shall not be permitted. Direct Entry Level 3 application will be accepted for verification if the candidate has a written offer of employment from a Member Company or Company applying to become a Member.

Revised - 1 Dec 2009