



IRATA International code of practice for industrial rope access

Part 3: Informative annexes

Annex N: Recommended list of information to be kept on site

September 2013

The first edition of Annex N was published in January 2010.
This edition was published in March 2013.

Amendments issued since publication in March 2013

Amd. No	Date	Text affected
1	2013-Sep-01	Front cover: <i>September 2013</i> replaces <i>2013 edition</i> . This page: change of IRATA address and telephone number. Date in footer updated. All the changes are classed as editorial.

Published by:

IRATA International
First Floor, Unit 3
Eurogate Business Park
Ashford
Kent
TN24 8XW
England

Tel: +44 (0)1233 754600

www.irata.org

Copyright © IRATA International 2013

ISBN: 978-0-9544993-5-8

Annex N (informative)

Recommended list of information to be kept on site

Introduction

Annex N gives advice and other information that could be relevant to users of rope access methods and is one of a number of informative annexes in Part 3 of this code of practice. This informative annex should be read in conjunction with other parts of this code of practice, should not be used in isolation and is not intended to be exhaustive. For further advice, readers should refer to relevant specialist publications.

N.1 List of information

The following list gives details of information recommended to be kept on site. While some of this information would need to be hard copy (i.e. paper), other information could be in an electronic format:

- a) a copy of the employer's employment liability insurance;
- b) a copy of a letter from the insurance company acknowledging that they will give third party cover for the method of work (i.e. rope access);
- c) an equipment log, (e.g. a manifest or other suitable record) which lists all the equipment on site with sufficient identification to enable cross reference to inspection records or certificates of conformity, together with recommended safe working load, working load limit or maximum or minimum rated load, as and where appropriate. (On projects of short duration, under about eight weeks, these logs may be kept at the head office.);
- d) the location of and access to the information supplied by the manufacturer for the equipment on site, as listed in the equipment log;
- e) information about the use and care of any chemicals that may be used on site;
- f) a safety method statement including typical work details and standard practices;
- g) personal log books, to be carried by all persons who are working using rope access techniques;
- h) under certain jurisdictions, a construction phase health and safety plan;
- i) under certain jurisdictions, notification of the work, to be displayed on site.