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# IRATA MEMBERSHIP REQUIREMENTS



## IRATA Membership Requirements

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# IRATA MEMBERSHIP REQUIREMENTS



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# IRATA MEMBERSHIP REQUIREMENTS



## 1 INTRODUCTION

The IRATA membership requirements provide a standard which gives companies performing industrial rope access a framework in which to define, demonstrate, and develop the management of a rope access system. The standards herein are mandatory and constitute IRATA's auditable membership requirements. Compliance to these standards is expected to be demonstrated at operational and/or training site locations. The auditee shall 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.

### 1.1 The principles of membership and scope of requirements

#### 1.1.1 Membership standard

This membership standard is based upon the principles and requirements described in the IRATA:

- a) Bye-Laws;
- b) International Code of Practice for industrial rope access (ICOP);
- c) Training, Assessment and Certification Scheme (TACS).

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. 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 this document does not include requirements specific to other standards for management systems, e.g. quality, occupational safety and health or environment, these membership requirements 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.

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## 1.2 Normative references

The following referenced documents are indispensable for the application of this document. The latest edition of the referenced document (including any amendment) applies.

TACS	Training, Assessment and Certification Scheme [TC-101ENG]
ICOP	IRATA International Code of Practice for industrial rope access [TC-102ENG]
IRATA Bye-Laws	an IRATA governing document [QP-103ENG]

## 1.3 Abbreviations, terms and definitions

For the purposes of this membership standard, the following abbreviations, terms and definitions apply.

Assessor	person who has been proved competent to assess the IRATA International qualifications of a rope access technician and has been certified as such by IRATA
Communication	announcement; statement; contact; interaction; exchange or records relevant to providing evidence of the same; communication method: how the information was or is to be exchanged or facilitated
Competence	a person who has, through a combination of training, education and experience acquired knowledge and skills enabling that person to correctly perform a specified task
Compliance	conformity; accordance
Control	handling; expertise; command; monitor; check; regulate; be in charge of; have power over; be in command of
Demonstrate	show evidence of
Detailed Inspection	a formal inspection procedure to ensure that equipment is thoroughly inspected by a competent person. Also known as 'thorough inspection' and 'detailed examination'
Disposition	the final stage of record management in which a record is either destroyed or is permanently retained
Employee	a person engaged by the company in employment
External	those entities or personnel outside the member company's organisation
ICOP	IRATA International Code of Practice for industrial rope access
Induction	introduce; educate; orientate; inform; a process or instrument(s) adopted to induct
Infrastructure	the system of facilities, equipment and services needed for the operation of the organisation
Inspection	an examination by means appropriate to provide opinion (see detailed inspection)
Instructor	a person who has met the requirements of Instructor status and has been certified as such by IRATA
IRATA	IRATA International
IRATA training	IRATA specific training provided by an approved and audited IRATA trainer member company with valid membership certification
Legal	enshrined in law; lawful; allowed; officially permitted
Manikin	a model of the human body for use as a rescue training aid; also known as a training dummy
Member	a member company of IRATA
Non-Conformity	not in compliance in part or whole

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Non-legal	an obligation not enshrined in law
Organisation	a group that has its own functions with responsibilities, authorities and relationships to achieve its objectives
Parties	personnel; companies or entities
Personnel	unless stated otherwise, persons engaged in activities of and for the company
Plan	a document, or several documents that, together, specify standards, practices, resources, specifications, and the sequence of activities relevant to a particular product, service, project, or contract
Policy	a course or principle of action adopted or proposed by the company
PPE	personal protective equipment
Procedure	a documented statement of process; working principles; methods or other information relating to the company
Records	evidence of activity related to company works or otherwise, completed or undertaken previously
Redundancy	end of life; of no further use; more than is needed redundant: having reached the end of its useful life
Regulation	a national or international instrument issued by government which sets forth requirements for conduct and practice of companies, persons and related other entities; in most regions a document of legal standing
Representative	delegate; agent
Security	safe-keeping; management; control
Shall	indicates a mandatory requirement
Should	indicates a recommendation
Standard	a national or international document of recommended minimum best practice as issued by an official standards committee or body
Sub-contract	an instrument of assignment relative to an activity to persons or entities not directly employed by the company
Sub-contractor	a person or persons or entities not directly employed by the company but whom are assigned tasks or responsibilities by and or on behalf of the company
TACS	IRATA Training, Assessment and Certification Scheme
Trainer	individual: a person engaged in the delivery of training; entity: a trainer member company
Training	organised programme developed to impart the knowledge and skills necessary for qualification

# IRATA MEMBERSHIP REQUIREMENTS



## 2 STRUCTURE OF THE ORGANISATION

### 2.1 Scope of the rope access management system

The company shall define and document the activities to which it applies rope access and expanded techniques, including representative work locations, training venues and operational centres from which the work is managed.

[O, T]

### 2.2 Related companies

The company shall:

- a) declare all of their national and international companies, branches and associates that conduct rope access or rope access related activities;
- b) provide their organisation's details and those of any affiliates which share rope access related company procedures, resources, training venues, management or insurance cover.

The company shall ensure that any information submitted to IRATA is current and accurate.

[O, T]

### 2.3 Annual declaration

The company shall complete an IRATA annual declaration each year within the renewal period.

The company shall ensure that information submitted to IRATA is current and accurate. The company shall notify IRATA immediately if any of the key personnel detailed on the IRATA annual declaration form no longer represents the Member and supply details of their replacement(s).

[O, T]

### 2.4 Nominated personnel

The company shall document the structure of its rope access activities and identify the personnel responsible for the following:

- a) Rope Access Management Representative;
- b) Technical Authority;
- c) primary company contact;
- d) selection of equipment;
- e) detailed inspection of rope access equipment;
- f) quarterly safety returns;

[O, T]

- g) training manager;
- h) lead Instructor/Trainer.

[T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 2.4.1 Rope Access Management Representative

Those in control of rope access work are responsible for defining, implementing and reviewing operational work scopes. The Rope Access Management Representative shall be responsible for ensuring that those in control of rope access work scopes are competent and are complying with IRATA requirements to ensure safe systems of work are in place.

The Rope Access Management Representative shall hold, or have previously obtained, an IRATA Level 1 qualification (although an IRATA Level 3 is not a requirement it is strongly recommended) and shall be an employee of the Member company or group Member company (or applicant for IRATA membership).

[O, T]

## 2.4.2 Technical Authority

The company shall establish processes to ensure that the Technical Authority is involved with the development, regular review, maintenance and implementation of the rope access management system and provide evidence of this.

The appointed Technical Authority shall:

- a) have the relevant knowledge and experience of rope access management systems, be competent and be physically present at audit to demonstrate:
  - (i) their technical knowledge in equipment assessment and rope access methodologies;
  - (ii) their competency in the identification and mitigation of safety risks to technicians and third parties;
  - (iii) the control of the company's rope access operational and training activities;
- b) have the ability to create, implement and control an appropriate rope access management system;
- c) demonstrate engagement with higher management, managers, supervisors and rope access technicians on the IRATA requirements;
- d) hold, or have previously held, an IRATA Level 3 certification;
- e) be an employee of, or demonstrate the active and effective engagement by, the Member or group Member company (or applicant for IRATA membership).

[O, T, V]

## 2.5 Liability

### 2.5.1 Status

The company shall be a legal corporate entity, such that it can be held legally responsible for its activities.

[O, T]

### 2.5.2 Insurance

The company shall hold valid and specific insurance that covers the full scope of their rope access activities.

[O, T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 2.6 Use of the IRATA logo and certification

### 2.6.1 Logo

The company shall ensure that the IRATA logo is used as stipulated in the IRATA Bye-Laws for the category of membership held.

[O, T, V]

### 2.6.2 Validity of certification

IRATA membership certification shall be limited to the company and scope of membership. IRATA membership cannot be transferred.

The company shall notify IRATA Corporate Membership Services ([membership@irata.org](mailto:membership@irata.org)) prior to any changes being implemented, if:

- a) they wish to change their trading name; and/or
- b) their company is sold or amalgamated into another organisation.

[O, T]

*Note: This may result in a re-audit. Failure to notify IRATA of any changes may result in suspension or withdrawal of membership.*

## 2.7 Develop the system for rope access management

The company shall determine the management processes and the necessary documentation required to control its rope access activities.

This shall:

- a) reflect the size of the organisation and its type of activities, processes and scope of services;
- b) reflect the complexity of processes and their interactions;
- c) determine the competence of personnel required for rope access related activities;
- d) meet the requirements of the relevant IRATA membership category;
- e) meet the requirements of the TACS.

[O, T]



# IRATA MEMBERSHIP REQUIREMENTS



## 2.8 Documents and records

### 2.8.1 Control of documents and records

The company shall identify the documents, information and records that require control(s) to ensure the effectiveness of the rope access management system.

When creating and updating documented information, the company shall ensure appropriate:

- a) identification and description (e.g. a title, date of issue, author, unique identification number);
- b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- c) review and approval for suitability and adequacy.

[O, T, V]

### 2.8.2 Control of documented information

Documented information required by the company shall be controlled to ensure:

- a) it is available and suitable for use, where and when it is needed;
- b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

For the control of documented information, the company shall address the following activities:

- c) distribution, access, retrieval and use;
- d) storage and preservation, including preservation of legibility;
- e) control of changes (e.g. version control);
- f) retention and disposition.

Documented information from an external source, necessary for the planning and operation of the company's rope access management system shall be identified and controlled.

[O, T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 3 THE ROPE ACCESS MANAGEMENT SYSTEM

### 3.1 Safety policy

The top management of the company shall establish and document a safety policy that is:

- a) appropriate to the rope access activities of the organisation;
- b) reviewed periodically to ensure its suitability for the organisation and category of membership.

[O, T]

### 3.2 Organisational structure

#### 3.2.1 Rope Access Management Representative

The company shall appoint a Rope Access Management Representative with the appropriate knowledge, experience, training and authority to manage and monitor the company's rope access system on a day-to-day basis to the extent required by current IRATA requirements. The company shall ensure that this position is maintained at all times.

[O, T]

#### 3.2.2 Responsibilities

The company shall define and document responsibilities of management and workers in relation to its rope access activities.

[O, T]

#### 3.2.3 Management commitment

The company shall provide evidence of the commitment of top management to the safe and proper control of rope access activities within the company.

[O, T]

### 3.3 Safety information communications

#### 3.3.1 Communication

The company shall ensure effective communication of safety information to workers and trainees.

[O, T, V]

#### 3.3.2 IRATA and other external sources

The company shall appoint a person to complete and submit IRATA safety returns, circulate IRATA safety publications and other safety communications identified by the organisation as pertinent to its rope access activities.

[O, T]

# IRATA MEMBERSHIP REQUIREMENTS



### 3.3.3 Internal safety information

The company shall establish a process for the communication of internal safety information, including information from sources such as:

- a) incidents;
- b) defective work equipment;
- c) manufacturer notices and instructions;
- d) non-conformities;
- e) changes to working practices.

[O, T, V]

### 3.4 Incident reporting

#### 3.4.1 Work and safety statistics

The company shall submit work and safety statistics to IRATA on a quarterly basis.

[O, T]

#### 3.4.2 Reporting of incidents

The company shall:

- a) report factual information to IRATA regarding all incidents at the soonest possible occurrence and in any case, within 7 days;
- b) comply with requests from IRATA for further information regarding an incident, where provision of such information does not interfere or compromise investigation by other legal or law enforcement agencies.

[O, T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 4 PLANNING REQUIREMENTS

### 4.1 Risk management

#### 4.1.1 Risk assessment

The company shall establish and implement a documented process for identifying hazards, assessment of risk, and determining the necessary controls for the rope access related activities of the organisation.  
[O, T, V]

#### 4.1.2 Working procedures

The company shall establish and document procedures that make provision for:

- a) carrying out rope access;
- b) rope work activities that require further controls to manage risks, such as specific training and equipment;
- c) access to IRATA's training information, such as safety bulletins, topic sheets, serious incident briefings, training videos etc.;
- d) the management and delivery of IRATA training (where applicable).

[O, T, V]

#### 4.1.3 Incidents and non-conformities

The company shall establish a process for the:

- a) investigation of incidents and taking preventive and corrective action;
- b) control of non-conformities and taking preventive and corrective action.

[O, T]

#### 4.1.4 Working with third party technicians

The company shall establish a process to agree on the controls for risk management when working with personnel from another company or any other parties directly involved with rope access tasks and ensure that all rope access technicians shall have valid IRATA rope access certification.

[O, T, V]

#### 4.1.5 Assessment for rope access

The company shall ensure potential work is assessed as suitable for rope access and that appropriate methods are determined.

[O]

#### 4.1.6 Health and fitness for rope access activities

The company shall:

- a) identify requirements for the physical capability of rope access personnel, taking into account any relevant local legislation;
- b) implement a process to establish worker's health and fitness for planned rope access activities; to include training and the maintenance of records.

[O, T]

# IRATA MEMBERSHIP REQUIREMENTS



## 4.1.7 Evaluation of rope access equipment

The company shall ensure the selection, use and maintenance of suitable equipment for work is undertaken by a competent person.

[O, T, V]

## 4.2 Emergency response planning

### 4.2.1 Resources

There shall be evidence of planning for emergencies through a documented procedure. The company shall identify and provide the resources required for an emergency response.

[O, T, V]

### 4.2.2 Rescue planning

The company shall establish a process for specific rescue planning and maintain records.

[O, T, V]

## 4.3 Compliance

### 4.3.1 Legal

The company shall identify legal requirements, such as legislation and regulations that apply to its rope access activities, which shall be:

- a) available to its management;
- b) reviewed periodically;
- c) effectively communicated to workers.

[O, T, V]

### 4.3.2 Confidentiality and security of information

The company shall:

- a) establish and implement procedures for confidentiality and security of information and comply with any privacy legislation relevant to the region(s) in which they operate and have contractual obligations with IRATA;
- b) establish documented policies and procedures for the maintenance and release of information;
- c) ensure that all confidential information is held securely and take measures to ensure that information cannot be accessed except for the purpose that the information was originally intended;
- d) keep confidential all information obtained during the certification of rope access technicians;
- e) ensure that personal and sensitive information is not disclosed to an unauthorised party without the documented consent of the individual (e.g. applicant, candidate or certified person), except where the law requires such information to be disclosed;
- f) ensure that the activities of related bodies do not compromise confidentiality.

[O, T, V]

# IRATA MEMBERSHIP REQUIREMENTS



### 4.3.3 Non-legal

The company shall identify any adopted non-legal requirements that apply to its rope access activities. These may take the form of international and/or national standards, industry codes of practice or guidance (and shall include information from IRATA).

These requirements shall be:

- a) made available to management;
- b) reviewed periodically;
- c) communicated effectively to workers.

[O, T, V]

## 4.4 Communication of the work plan

### 4.4.1 Management and supervision

The company shall provide evidence that rope access supervisors have received adequate briefing on work scope and planning prior to work commencing.

[O, T, V]

### 4.4.2 Workforce consultation

The company shall establish a process for involving employees/other workforce in the planning and implementation of the controls for the rope access activities.

[O, T, V]

### 4.4.3 Work packs

The company shall identify and provide adequate and sufficient information to workers so that they can safely carry out rope access activities in accordance with the ICOP and TACS.

[O, T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 5 RESOURCES

### 5.1 Personnel competence

#### 5.1.1 Competence management

The company shall:

- a) identify and document the necessary competencies of personnel that manage or perform:
  - (i) rope access activities;
  - (ii) on-rope activities, and the associated rope access activities that could have an impact upon the health and safety of workers and other persons;
  - (iii) inspections of rope access equipment;
- b) ensure that those engaged in rope access activities receive the necessary training, inductions and relevant information (including ICOP and TACS) and maintain the associated records;
- c) document the process used to ensure the continual competency of personnel engaged in rope access activities, including the measures in place to identify and implement new requirements for rope access activities (e.g. response to incidents, health and safety requirements, legal requirements etc.);
- d) ensure that adequate resources and documented information is available to overcome literacy and language barriers to ensure safety is maintained (e.g. company induction, procedures, etc.) throughout all rope access activities;
- e) conduct verification of competency where appropriate, including verification of the rope access logbook entries;
- f) ensure, and regularly review, the validity of IRATA rope access technician certification where it is a competency requirement to perform their role.

[O, T, V]

#### 5.1.2 Rope access certification

Except for the provisions within ICOP 2.6.3.2, only valid IRATA-certified technicians shall be used for on-rope activities and the supervision of the company's technicians' rope access activities.

[O, T, V]

#### 5.1.3 Supervisors

The undertaking of operational rope access work shall be directly supervised by an IRATA Level 3 on-site safety supervisor, competent for the intended task. There shall be a statement in the company procedures as such. This shall be validated by evidence of current IRATA certification being held within the company records; this includes both staff and sub-contractors. IRATA training shall be supervised in accordance with the ICOP and TACS.

[O, T, V]

#### 5.1.4 Instructors and training personnel

The company shall ensure that a program is implemented for the continual professional development of Trainers and Instructors. The company shall ensure that training and assessment activities are undertaken by personnel with the competencies as set out in TACS. This includes having thorough knowledge of the TACS, the ICOP, company training procedures, task-specific risk assessments, rescue planning and the IRATA Instructor framework.

[T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 5.2 Equipment management

### 5.2.1 Purchasing

The company shall establish a process to manage the procurement of tools and equipment for the rope access activities of the company and provide evidence of the origin of rope access equipment provided to personnel.

The selection and purchase of equipment shall be carried out, or approved, by a competent person, who has sufficient knowledge of the technical specifications required. When selecting equipment, it is essential that the probability of equipment foreseeable misuse (i.e. any deviation of use from the manufacturer's instructions), and the consequences of such misuse is assessed. This shall be documented and made available to all equipment users, including candidates, and Assessors.

[O, T, V]

### 5.2.2 Inspection and maintenance

The company shall establish and implement a documented procedure for the inspection and maintenance of rope access equipment. The type and frequency of inspections shall be determined. The company shall establish and document the inspection criteria and the methods used to ensure, in between detailed inspections, that equipment unfit for use is removed from service.

The company shall ensure that detailed and interim inspections are carried out by a competent person with access to relevant inspection information and shall maintain traceability of equipment to inspection records. As a minimum, detailed inspections shall be undertaken at 6 monthly intervals. Interim inspections shall be carried out between the scheduled detailed inspections as required.

[O, T, V]

## 5.3 Infrastructure

### 5.3.1 Tools and equipment storage and quarantine

The company shall provide a suitable, secure area for the storage of rope access equipment, tools and equipment for activities that may have an impact on the health and safety of others. This shall include a controlled quarantine area for holding equipment designated as not fit for use, or not ready for use.

[O, T, V]



# IRATA MEMBERSHIP REQUIREMENTS



## 6 TRAINING VENUES

Training and assessment shall take place in suitable venues, with appropriate facilities and structures. The training area shall be controlled to minimise risk to trainees. IRATA Trainer Members shall use only IRATA audited facilities approved for use. These requirements shall apply to all venues where an IRATA training course or assessment is being conducted.

[T, V]

### 6.1 Training facilities

The training venue shall:

- a) have appropriate facilities for classroom theory and examination;
- b) have a pre-training risk assessment, inclusive of any mandated IRATA material, which shall be completed accurately and up to date. This shall be displayed at all training facilities;
- c) have appropriate welfare facilities available;
- d) have a suitable training and assessment area and have adequate lighting levels;
- e) have controlled environments and not restrict the training or assessment activities;
- f) enable the delivery of courses, examination and assessment away from conflicting, disruptive or disturbing activities.

[T, V]

#### 6.1.1 Structural provisions

The training venue shall provide for:

- a) an area to ascend or descend in free hanging space. A working height of at least 7 metres is recommended, but it shall not be less than a working height of 6 metres;
- b) an area to ascend/descend at least 6 metres against a flat wall or surface;
- c) display of signage on structures used to support persons, indicating their loading capacity and loading direction capabilities.

[T, V]

#### 6.1.2 Training areas

There shall be (a) location(s):

- a) to undertake ascent, descent, passing and rigging small and large re-anchors and performing rope-to-rope transfers rigged at least 3.5 metres above the ground;
- b) that allow deviations to redirect ropes for both protection and positioning purposes rigged at least 3.5 metres above the ground;
- c) to ascend and descend past mid-rope obstructions using suitable rope protection devices.

[T, V]

#### 6.1.3 Training provisions

There shall be:

- a) training area(s) with platform(s) where the ropes pass through 90° between the anchors and ground;
- b) an area or areas that allow aid climbing using fixed and moveable anchors over a continuous distance of no less than 5 metres horizontally, with a minimum of 1 obstruction requiring removal of mobile anchorage points;
- c) an area that allows vertical aid climbing over a continuous distance of no less than 3 metres;
- d) an area where fall arrest climbing can be conducted over a distance of no less than 5 metres of vertical height;

# IRATA MEMBERSHIP REQUIREMENTS



- e) suitable anchors to allow horizontal, diagonal and three-dimensional exercises for Level 3 rigging and rescue. Consideration shall be given to any loading directions and increased loadings;
- f) an area for the provision of specific training on the use of edge and rope protection equipment and the associated hazards;
- g) a range of edge management and rope protection equipment available;
- h) Manikins of at least 70kg shall be available for rescue exercises;
- i) mandatory training support tools provided by IRATA and applied as directed. Records of this training shall be kept.

[T, V]

## 6.1.4 Rescue training

If a live 'casualty' is used for rescue training and assessment, control measure(s) shall be included in the risk assessment that mitigate the risks associated with being suspended for extended periods of time.

[T, V]

## 6.1.5 Provisions for theory examinations

IRATA Trainer Members shall have appropriate facilities to host theory examinations and the theory examination shall be invigilated by an IRATA Assessor.

The following provisions shall be available:

- a) an adequate number of computer(s) within a controlled examination room;
- b) an up-to-date web browser installed on each computer with the minimum requirements to support the online theory examinations platform;
- c) computers positioned to enable the Assessor space to navigate the examination room, and so that the candidates cannot see each other's screens;
- d) computers shall have:
  - (i) a keyboard and a mouse;
  - (ii) a minimum physical screen size (13 inches/33cms) and resolution (1024 x 768 px);
  - (iii) a stable and secure broadband internet connection with a minimum speed (2Mbps);
- e) an adequate number of translators (where applicable). Where translators are used, the IRATA translator declaration shall be completed prior to the provision of translation services to candidates and the records shall be retained for 4 years.

[T, V]

## 6.2 Anchors

The following provisions for anchors shall be made available:

- a) anchorages shall be protected from unauthorised access;
- b) anchors shall meet a minimum static strength requirement (15kN);
- c) anchors, scaffolds, ladders and structures shall be periodically inspected;
- d) working ropes and back-up ropes shall have their own separate anchors.

[T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 6.3 Information for candidates

The company shall ensure that candidates are advised in advance of the pre-requisites for IRATA training and assessment, which shall include:

- a) requirements for certification, upgrading, recertifying and converting;
- b) information that supports the assessment criteria, including copies of the ICOP and TACS;
- c) contraindications of fitness for rope access;
- d) the IRATA Technician Code of Conduct.

[T, V]

## 6.4 Provisions for assessors

There shall be a process to ensure that an IRATA Assessor is briefed on the findings of the venue risk assessment and rescue plan prior to commencing any IRATA assessment, and relevant records shall be retained. The brief shall reflect any changes since the venue was last audited by IRATA, and include safe working loads of training structures and directional loading capacities of anchors and training structures.

[T, V]

## 6.5 Emergency planning

### 6.5.1 Rescue plans

Rescue plans with appropriate rescue equipment shall be provided. These shall be included in any risk assessment(s) and/or method statement(s).

[T, V]

### 6.5.2 Emergency provisions

The following provisions shall be made available:

- a) appropriate and adequate first aid supplies;
- b) fire evacuation;
- c) ready access to telephone(s) for contacting the emergency services.

[T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 7 OPERATIONAL CONTROL

### 7.1 Supervision and experience

#### 7.1.1 Monitoring of technicians

The company shall provide a process for, and evidence of, monitoring newly-qualified rope access technicians to provide reasonable reassurance that they are competent to perform their rope access duties. Where necessary, additional measures to mitigate adverse risks to the technician or third parties shall be implemented.

[O, T]

#### 7.1.2 Levels of supervision

The company shall maintain records showing:

- a) the levels of supervision appropriate to its rope access activities;
- b) the Instructor/Trainer-to-candidate ratios in accordance with TACS.

[O, T, V]

#### 7.1.3 Safety briefing

The company shall provide evidence of candidates or technicians receiving a daily pre-start safety briefing relevant to the activities.

[O, T, V]

### 7.2 Use of rope access equipment

#### 7.2.1 Provision of rope access equipment

The company shall ensure and provide evidence that rope access equipment:

- a) is risk assessed and suitable for use in rope access and the specific work task; this shall include consideration of foreseeable misuse and the competence of personnel using such equipment;
- b) is available in sufficient quantity at the point-of-use;
- c) users have appropriate user training;
- d) has the related user instructions available at the point-of-use.

[O, T, V]

#### 7.2.2 Logistics

The company shall ensure suitable logistical arrangements for equipment, which shall include provision for on-site storage.

[O, T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 7.3 Procedural controls

### 7.3.1 Implementation of work procedures

The company shall implement procedures for the undertaking of rope access work. These shall:

- a) be commensurate with the scope of the work, the scale and structure of the company;
- b) cover the management and delivery of IRATA training and maintenance of training records, which should be demonstrated during full and recertification membership audits;
- c) be accessible at point-of-use, together with all required supporting information.

[O, T, V]

### 7.3.2 Task risk assessment

The company shall implement a process to ensure risk management controls are task-specific, recorded, reviewed regularly and effectively communicated to workers, trainees and relevant third parties.

[O, T, V]

## 7.4 Investigation of incidents and non-conformities

The company shall:

- a) implement processes for the investigation of incidents and taking preventive and corrective action;
- b) implement processes for the control of non-conformities and taking preventive and corrective action;
- c) provide evidence of an investigative process being followed where an accident, incident or non-conformity has occurred.

[O, T, V]

# IRATA MEMBERSHIP REQUIREMENTS



## 8 SAFETY PERFORMANCE

### 8.1 Safety performance, evaluation and improvement

#### 8.1.1 Monitoring

The company shall establish a process for collecting data on:

- a) customer feedback on safety performance in relation to the company's rope access activities;
- b) the effective implementation of planning and procedural controls for rope access work.

[O, T, V]

#### 8.1.2 Internal auditing

The company shall establish a process for reviewing the effectiveness of the rope access management system, to include:

- a) internal audit, covering the full scope of the membership requirements, undertaken annually as a minimum, or more frequently as required, to confirm compliance with the membership requirements of IRATA;
- b) the effective implementation of procedures;
- c) corrective and preventive actions;
- d) its conformity with IRATA requirements.

[O, T, V]

### 8.2 Leadership engagement

#### 8.2.1 Management review

The company's top management shall carry out a review of the safety performance of its rope access activities and provide evidence that this has been undertaken. This review shall be at planned intervals and include the implementation and effectiveness of identified actions.

[O, T, V]