



Guidelines for applications for IRATA Registration

Association House, 99 West Street, Farnham, Surrey GU9 7EN, UK
tel: +44 (0)1252 73 9150 fax: +44 (0)1252 73 9140 www.irata.org

This guidance is 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 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. The training company should levy appropriate fees to cover additional administration time, moderator costs and increased Assessors fees for non-standard applicants.

Applications for registration that are not completed in accordance with these guidelines shall be returned to the submitting IRATA Training Company and a fee of £40.00 plus VAT. shall be levied.

The criteria for standard applicants are detailed in the current General Requirements and all technicians shall be checked against these.

These guidelines outline the pre-training requirements, training, assessment and registration of technicians including those who have (in-date) **or have previously** held IRATA certifications (expired) and "direct entry" applicants. It should be used in conjunction with the current General Requirements.

2 'Moderators' shall be appointed by the Training Committee, only 1 of which shall be required to moderate in the few situations that their assistance is required. IRATA will provide contact details of current Moderators to Training Companies. Electronic information will be the preferred method of communicating information and will greatly speed up decisions and processing matters. A £40.00 plus VAT. moderator fee will be applicable in ALL Direct Entry applications. Where insufficient information is provided by the Training Provider this charge may be applied each time information is submitted to the Moderator.

Moderators may require assistance from the Training Committee.

Training Companies involved in non-standard applications may be subject to a random audit of 1 or more non-standard applicants. Training companies will be required to make available within 7 days all information and evidence to show that these guidelines have been followed.

This will include copies of:

IRATA Logbooks

IRATA Previous Work Record

First Aid Certification

Evidence of addressing language issues in training

Evidence of providing appropriate (language) written information and manuals

CONTENT

| | |
|-----------------------------------------------------------------------------------------|-----------|
| General Pre-assessment issues | 4 |
| a. Documentation required by trainer..... | 4 |
| b. Language issues | 4 |
| c. Minimum length of training programmes | 4 |
| d. IRATA Log book/ IRATA Previous Work Log..... | 4 |
| e. Working without valid certification | 4 |
| f. Level 3 Assessment candidates with no First Aid | 4 |
| g. Withdrawal of certification | 4 |
| h. Expiry | 4 |
| Categories of Applicant | 5 |
| 1. Level 1 with no experience..... | 5 |
| 2. In-date Level 1 to be re-assessed to Level 1 | 5 |
| 3. Expired Level 1 to be re-assessed to Level 1 | 5 |
| 4. In-date Level 1 up-grading to Level 2 | 5 |
| 5. Expired (by up to 6 months) Level 1 wishing to be assessed to Level 2..... | 6 |
| 6. Expired (by more than 6 months) Level 1 wishing to be assessed to Level 2..... | 7 |
| 7. In-date Level 2 to be re-assessed to Level 2 | 7 |
| 8. Expired (by up to 6 months) Level 2 wishing to be re-assessed to Level 2..... | 7 |
| 9. Expired (by more than 6 months) Level 2 wishing to be re-assessed to Level 2 | 8 |
| 10. Expired (by more than 24 months) Level 2 wishing to be re-assessed to Level 2 | 8 |
| 11. In-date Level 2 up-grading to Level 3 | 9 |
| 12. Expired (by up to 6 months) Level 2 wishing to be assessed to Level 3 | 9 |
| 13. Expired (by more than 6 months) Level 2 wishing to be assessed to Level 3 | 10 |
| 14. In-date Level 3 to be re-assessed to Level 3 | 11 |
| 15. Expired (by up to 6 months) Level 3 to be re-assessed to Level 3..... | 11 |
| 16. Expired (by more than 6 months) Level 3 wishing to be re-assessed to Level 3 | 12 |
| 17. Expired (by more than 24 months) Level 3 wishing to be re-assessed to Level 3 | 12 |
| 18. Planned Expiry | 13 |
| 19. Circumstances relating to applicants with Expired Certification | 13 |
| Applicants with No IRATA certification - Direct Entry | 13 |
| 20. General Direct Entry guidance for Training Members | 13 |
| 21. IRATA Member Company Level 2 Direct Entry | 14 |
| 22. IRATA Member Company Level 3 Direct Entry | 14 |
| 23. Non Member Company Level 2 Direct Entry | 15 |
| 24. Non Member Company Level 3 Direct Entry | 15 |

GENERAL PRE-ASSESSMENT ISSUES

a. 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.

b. 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.**

c. 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.

d. IRATA Log book/ IRATA Previous Work Log

Log books shall be completed accurately and include details of:

- Date of works
- Employing Company
- Location of Works (e.g. UK, Swansea Sea cliff)
- Type of works (e.g. Rock Scaling and Meshing)
- Height of Works (e.g. 15 - 25m)
- Type of Access (e.g. Abseil & Hauling)
- Hours involved in rope access (not hours paid)

Technicians who have lost a logbook shall arrange for this to be replaced before assessment. No assessment forms will be issued until completed logs are provided to the assessor. Direct Entry candidates shall arrange with their trainer for an electronic version of the *IRATA previous works record* form (IRATA form 030) to be completed and a paper copy to be available to the assessor on the day of assessment. No assessment forms will be issued until a completed *IRATA previous works record* is provided to the assessor.

e. Working without valid certification

Technicians who have been working without valid certification will have to restart the procedure and attend a level 1 course

f. Level 3 Assessment candidates with no First Aid

If candidates for Level 3 do not present a valid in date First Aid certificate on the day of the assessment the assessment form shall be withheld. If Level 3 logbooks indicate that they have been working with expired First Aid certificates the training company shall inform the technician that this is not acceptable. The Training Company shall also document the details and send these to IRATA who shall inform the Audit Committee of this non-conformance.

g. Withdrawal of certification

Certification may be withdrawn by employing companies, training companies or assessors 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

h. Expiry

Re-assessment shall be completed before current certification expires. 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.

CATEGORIES OF APPLICANT

1. Level 1 with no experience

As detailed in current General Requirement. 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.

Training Companies shall advise unsuccessful technicians of further minimum training and/or experience requirements. A further full assessment will normally be required.

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.

Unsuccessful technicians who fail due to minor discrepancies will be allowed to use their current Level 1 certificate until expiry. They will be allowed to be re-assessed at Level 1 at any time following completion of additional training as recommended by the IRATA Training Company. A further full assessment will normally be required.

Unsuccessful technicians who fail due to Major Discrepancies shall have their current Level 1 certificate withdrawn on the day of the assessment. They will be allowed to be re-assessed at Level 1 at any time following completion of additional training as recommended by the IRATA Training Company. A further full re-assessment **will** be required.

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.

Unsuccessful technicians who fail due Minor Discrepancies maybe re-assessed at any time following completion of additional training as recommended by the IRATA Training Company. A further full assessment will normally be required (assessor to specify where full assessments are not required).

Unsuccessful technicians who fail due to Major Discrepancies maybe re-assessed at any time following completion of additional training as recommended by the IRATA Training Company (minimum 2 days). A further full assessment **will** be required.

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.

Unsuccessful technicians who fail due Minor Discrepancies will be allowed to use their current Level 1 certificate until expiry. Training Companies shall advise of further minimum training and/or experience requirements. A further full assessment will be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 1, may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 tasks shall have their Level 1 certificate withdrawn and will be required to undergo further training as recommended by the IRATA Training Company (minimum 2 days). Additional experience may not be required. A further full assessment to Level 1 **will** be required.

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 including 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.

Unsuccessful technicians who fail to due to Minor Discrepancies will be allowed to use their current Level 1 certificate until expiry. Training Companies shall advise of further minimum Level 2 training and experience requirements. A further full assessment will be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 or 2 tasks shall have their Level 1 certificate withdrawn and will be required to undergo further training as recommended by the IRATA Training Company (minimum 2 days). Additional experience may not be required. A further full assessment to Level 1 **will** be required.

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 12-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.

Unsuccessful technicians who fail due to Minor Discrepancies will be allowed to use their current Level 1 certificate until expiry. Training Companies shall advise of further minimum Level 2 training and experience requirements. A further full assessment will be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 or Level 2 tasks shall have their Level 1 certificate withdrawn and will be required to undergo further training as recommended by the IRATA Training Company (minimum 2 days). Additional experience may not be required. A further full assessment to Level 1 **will** be required.

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.

Unsuccessful technicians who fail due to Minor Discrepancies will be allowed to use their current Level 2 certificate until expiry. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 2 assessment will normally be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 or Level 2 tasks shall have their certificate withdrawn and will be required to undergo further training as recommended by the IRATA Training Company (minimum 2 days). A further full Level 1 assessment **will** be required; this can be done at anytime. Before attending a further Level 2 course they shall complete a minimum of 3 months work experience after regaining Level 1, including a minimum of an additional 150 hours of logged rope access work.

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 a 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 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.

Unsuccessful technicians who fail due to minor discrepancies in Level 2 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 1, may choose to be awarded a Level 1. If this option is taken the technician may complete an appropriate training programme prior to a full Level 2 assessment at any time. Additional experience may not be required

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 or Level 2 tasks will be required to undergo further training as recommended by the IRATA Training Company (minimum 2 days). Additional experience may not be required. A further full Level 1 assessment **will** be required. Before attending a further Level 2 course they shall 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.

9. Expired (by more than 6 months) Level 2 wishing to be re-assessed to Level 2

Technicians who have allowed their Level 2 certification to expire by over 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 trained.

- 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.

Unsuccessful technicians who fail due to minor discrepancies in Level 2 tasks, yet have demonstrated sufficient skills to the assessors to achieve Level 1, may choose to be awarded a Level 1. If this option is taken the technician may complete an appropriate training programme prior to a full Level 2 assessment at any time. Additional experience may not be required

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 or Level 2 tasks will be required to undergo a full Level 1 assessment. Training companies shall advise of an appropriate training programme prior to a Level 2 assessment. Before attending a further Level 2 course they shall 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.

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.

Unsuccessful technicians who fail due to Minor Discrepancies will be allowed to use their current Level 1 certificate until expiry. Training Companies shall advise of further minimum training and/or experience requirements. A further full assessment will be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks yet have demonstrated sufficient skills to the assessor to achieve Level 1 may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 or Level 2 tasks shall have their IRATA certificate withdrawn and will be required to undergo further training as recommended by the IRATA Training Company (minimum 2 days). A further full assessment to Level 1 **will** be required. Before attending a further Level 2 course they shall 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.

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.

Unsuccessful technicians who fail due to Minor Discrepancies will be allowed to use their current Level 2 certificate until expiry. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 3 assessment will normally be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 3 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 2, may choose to be awarded a Level 2 with an expiry date 3 years from the date of this re-assessment. Training Companies shall advise of further minimum Level 3 training and/or experience requirements. A further full Level 3 assessment will be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 1, may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment. A full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 tasks shall have their IRATA certificate withdrawn. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 1 assessment will be required. Having regained Level 1 a full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

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 1 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.

Unsuccessful technicians who fail due to Minor Discrepancies will be allowed to use their current Level 2 certificate until expiry. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 3 assessment will normally be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 3 tasks yet have demonstrated sufficient skills to the assessor to achieve Level 2 may choose to be awarded a Level 2 with an expiry date 3 years from the date of this re-assessment. Training Companies shall advise of further minimum Level 3 training and/or experience requirements. A further full Level 3 assessment will be required

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks yet have demonstrated sufficient skills to the assessor to achieve Level 1 may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment. A full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 tasks shall have their IRATA certificate withdrawn. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 1 assessment will be required. Having regained Level 1 a full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

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 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.

Unsuccessful technicians who fail due to Minor Discrepancies will be allowed to use their current Level 2 certificate until expiry. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 3 assessment will normally be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 3 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 2, may choose to be awarded a Level 2 with an expiry date 3 years from the date of this re-assessment. Training Companies shall advise of further minimum Level 3 training and/or experience requirements. A further full Level 3 assessment will be required

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 1, may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment. A full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 tasks shall have their IRATA certificate withdrawn. Training Companies shall advise of further minimum training and/or experience

requirements. A further full Level 1 assessment will be required. Having regained Level 1 a full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

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.

Unsuccessful technicians who fail due to Minor Discrepancies will be allowed to use their current Level 3 certificate until expiry. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 3 assessment will normally be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 3 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 2, may choose to be awarded a Level 2 with an expiry date 3 years from the date of this re-assessment. Training Companies shall advise of further minimum Level 3 training and/or experience requirements. A further full Level 3 assessment will be required

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks, yet have demonstrated sufficient skills to the assessors to achieve Level 1, may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment. A full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 tasks shall have their IRATA certificate withdrawn. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 1 assessment will be required. Having regained Level 1 a full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

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.

Unsuccessful technicians who fail due to Discrepancies in Level 3 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 2, may choose to be awarded a Level 2 with an expiry date 3 years from the date of this re-assessment. Training Companies shall advise of further minimum Level 3 training and/or experience requirements. A further full Level 3 assessment will be required

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks yet have demonstrated sufficient skills to the assessor to achieve Level 1 may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment. A full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 tasks shall have their IRATA certificate withdrawn. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 1 assessment will be required. Having regained Level 1 a full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

16. Expired (by more than 6 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, where competence in Level 1, 2 & 3 topics are demonstrated. This shall be completed by an IRATA qualified 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.

Unsuccessful technicians who fail due to Discrepancies in Level 3 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 2, may choose to be awarded a Level 2 with an expiry date 3 years from the date of this re-assessment. Training Companies shall advise of further minimum Level 3 training and/or experience requirements. A further full Level 3 assessment will be required

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks yet have demonstrated sufficient skills to the assessor to achieve Level 1 may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment. A full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 tasks shall have their IRATA certificate withdrawn. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 1 assessment will be required. Having regained Level 1 a full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

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 1 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.

Unsuccessful technicians who fail due Minor Discrepancies will be allowed to use their current Level 2 certificate until expiry. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 3 assessment will normally be required.

Unsuccessful technicians who fail due to Major Discrepancies in Level 3 tasks, yet have demonstrated sufficient skills to the assessor to achieve Level 2, may choose to be awarded a Level 2 with an expiry date 3 years from the date of this re-assessment. Training Companies shall advise of further minimum Level 3 training and/or experience requirements. A further full Level 3 assessment will be required

Unsuccessful technicians who fail due to Major Discrepancies in Level 2 tasks yet have demonstrated sufficient skills to the assessors to achieve Level 1 may choose to be awarded a Level 1 with an expiry date 3 years from the date of this re-assessment. A full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

Unsuccessful technicians who fail due to Major Discrepancies in Level 1 tasks shall have their IRATA certificate withdrawn. Training Companies shall advise of further minimum training and/or experience requirements. A further full Level 1 assessment will be required. Having regained Level 1 a full level 2 course and assessment may be undertaken at any time. Having regained Level 2 a full level 3 course and assessment may be undertaken at any time.

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, arrange training and assessment with an IRATA Member Training Company, who will obtain verification and authorisation by a moderator appointed by the Training Committee prior to training and assessment. The moderator will specify the training, assessment and where required; additional work experience requirements. This re-validation or upgrade shall be completed within 6 months of expiry. Planned expiry of over 6 months would not normally be considered and only extreme extenuating circumstances would allow re-validation, no up grades would be possible. The moderator will charge a fee of £40 for processing each application. The moderator may apply the fee again for applicants that have insufficient or incorrectly completed information.

Reasonable grounds would be medical or personal issues that prevent re-certification prior to expiry. The Training Company shall obtain documented information to support the application and shall make this available to the assessor prior to assessment and ensure that all information is held for a minimum of 3 years, this may be subject to a random Training Committee appointed audit.

An example would be where an in-date Level 2 with logged experience showing broad and regular rope access work is planning a period out of the industry that starts 7 months prior to expiry and ends after expiry. If a request is made with sufficient information the moderator may allow re-assessment or upgrade before or just after the 'time-out'.

19. Circumstances relating to applicants with Expired Certification

Technicians applying for registration in circumstances other than the above shall be done through an IRATA Operating Member who employs or has a contractual commitment to employ the applicant. These applications shall be controlled by an IRATA Training Member and will be verified and authorized by a moderator appointed by the Training Committee prior to training and assessment. The moderator will be independent of the Applicant, Operating Company, Training Company and Assessor.

The moderator shall obtain documented information to support the applicant and arrange for a letter of authority to be issued to the IRATA Training Member Company arranging assessment. The moderator will hold this documentation for 3 years. The moderator will charge a fee of £40 for processing each applicant. The moderator may apply the fee again for applicants that have insufficient or incorrectly completed information.

APPLICANTS WITH NO IRATA CERTIFICATION - DIRECT ENTRY

20. General Direct Entry guidance for Training Members

It is often impossible to determine the suitability of technicians for Direct Entry to level 2 or 3 from information prior to technician attending training and Training Companies should ensure that they conduct an appraisal of all prospective technicians and advise technicians of a realistic Level of assessment to aim for.

Trainers shall not present poor technicians for assessment. They should ensure that technicians for Level 3 have the ability to supervise and manage a work-team properly, in addition to being competent in performing technical rope access tasks.

Trainers should emphasise to technicians the responsibility that they have to maintain IRATA standards of safety and quality. Trainers and assessors should be highly confident that technicians can be entrusted with protecting the safe record and good reputation of IRATA.

NB IRATA Trainer Members should allow in their Course fees for the additional time and responsibilities, administration, Assessor and Moderator fees.

21. IRATA Member Company Level 2 Direct Entry

Direct entry for IRATA Member Companies is to help facilitate Members starting activities in a new areas/country/region where local technicians with appropriate experience of a double rope system are employed, or they have a contractual commitment to employ the applicant. The use of this Direct Entry facility must be approved by the IRATA Executive in advance of starting training programmes This Direct Entry facility will be available for a period of 12 months for each new area. Training shall be provided by an IRATA Member Training Company.

Language issues shall be considered when designing training programmes.

- Technicians shall complete an IRATA Previous Work Log (IRATA form 030). This should include evidence of at least 18 months working with rope access operation using a double rope system.
- Working hours shall exceed 1500 using a double rope system.
- Complete a minimum of 5 days training to include all Level 1 and 2 topics.
- 2-day assessment by an independent IRATA Assessor to include all Level 1 and sufficient Level 2 topics.
- Level 1 and 2 Question papers

The IRATA Training Member shall then forward the following information to an IRATA appointed Training moderator:

- IRATA Previous Work Log (IRATA form 030)
- Other records and evidence of experience and the system in which the applicant has operated.
- Copy of the Assessment form.
- Confirmation of completion of training.
- Contact details of the Assessor.

The moderator will assess the information provided and advise the training company of their decision in writing. Once a favourable decision has been made an IRATA Level 2 certificate will be issued with an expiry date 3 years from the date of successful Level 2 assessment.

22. IRATA Member Company Level 3 Direct Entry

Direct entry for IRATA Member Companies is to help facilitate Members starting activities in new areas where local technicians with appropriate experience of a double rope system are employed or they have a contractual commitment to employ the applicant. The use of this Direct Entry facility must be approved by the IRATA Executive in advance of starting training programmes This Direct Entry facility will be available for a period of 12 months for each new area. Training shall be provided by an IRATA Member Training Company.

Language issues shall be considered when designing training programmes.

- Technicians shall complete an IRATA Previous Work Log (IRATA form 030). This should include evidence of at least 2 years working in with rope access operations using a double rope system.
- Working hours shall exceed 2500 using a double rope system.
- Complete a minimum of 5 days training to include all Level 1, 2 and 3 topics.
- 2 day assessment by an independent IRATA Assessor to include all Level 1 and sufficient Level 2 and 3 topics.
- Level 1, 2 and 3 Question papers
- Level 3 Risk Assessment (IRATA Form 017R)
- Level 3 Method Statement (IRATA Form 018R)
- Level 3 Equipment Report (IRATA Form 019R)

The IRATA Training Member shall then forward the following information to an IRATA appointed Training moderator:

- IRATA Previous Work Log (IRATA form 030)

- Other records and evidence of experience and the system in which the applicant has operated.
- Copy of the Assessment form.
- Confirmation of completion of training.
- Contact details of the Assessor.

The moderator will assess the information provided and advise the training company of their decision in writing. Once a favourable decision has been made an IRATA Level 3 certificate will be issued with an expiry date 3 years from the date of successful Level 3 assessment.

23. Non Member Company Level 2 Direct Entry

Direct entry for Non-Member Companies in new areas where local technicians, with appropriate experience of a double rope system, are employed. It is designed to encourage membership and help facilitate Non-Members having certified technicians during their initial development into the IRATA system. The use of this Direct Entry facility must be approved by the IRATA Executive in advance of starting training programmes. This Direct Entry facility will be available for a period of 12 months for each Non Member Company, by which time an application for membership should have been submitted. If an application has been received a further 6 months will be allowed to facilitate an Audit and Executive approval. Moderators and IRATA Training companies providing training shall monitor this process.

Language issues shall be considered when designing training programmes.

Training shall be provided by an IRATA Member Training Company.

- Technicians shall complete an IRATA Previous Work Log (IRATA form 030). This should include evidence of at least 18 months working in rope access operations using a double rope system.
- Working hours shall exceed 1500 using a double rope system.
- Complete a minimum of 5 days training to include all Level 1 and 2 topics.
- 2-day assessment by an independent IRATA Assessor to include all Level 1 and sufficient Level 2 topics.
- Level 1 and 2 Question papers

The IRATA Training Member shall then forward the following information to an IRATA appointed Training moderator:

- IRATA Previous Work Log (IRATA form 030)
- Other records and evidence of experience and the system in which the applicant has operated.
- Copy of the Assessment form.
- Confirmation of completion of training.
- Contact details of the Assessor.

The moderator will assess the information provided and advise the training company of their decision in writing. Once a favourable decision has been made an IRATA Level 2 certificate will be issued with an expiry date 3 years from the date of successful Level 2 assessment.

24. Non Member Company Level 3 Direct Entry

Direct entry for Non-Member Companies in new areas where local technicians, with appropriate experience of a double rope system, are employed. It is designed to encourage membership and help facilitate Non-Members having certified technicians during their initial development into the IRATA system. The use of this Direct Entry facility must be approved by the IRATA Executive in advance of starting training programmes. This Direct Entry facility will be available for a period of 12 months for each Non Member Company, by which time an application for membership should have been submitted. If an application has been received a further 6 months will be allowed to facilitate an Audit and Executive approval. Moderators and IRATA Training companies providing training shall monitor this process.

Language issues shall be considered when designing training programmes.

Direct entry for IRATA Member Companies is to help facilitate Members starting activities in new areas where local technicians with appropriate experience of a double rope system are employed, or they have a contractual commitment to employ the applicant. Training shall be provided by an IRATA Member Training Company.

- Technicians shall complete an IRATA Previous Work Log (IRATA form 030). This should include evidence of at least 2 years working in rope access operations using a double rope system.
- Working hours shall exceed 2500 using a double rope system.
- Complete a minimum of 5 days training to include all Level 1, 2 and 3 topics.
- 2 day assessment by an independent IRATA Assessor to include all Level 1 and sufficient Level 2 and 3 topics.
- Level 1, 2 and 3 Question papers
- Level 3 Risk Assessment (IRATA Form 017R)
- Level 3 Method Statement (IRATA Form 018R)
- Level 3 Equipment Report (IRATA Form 019R)

The IRATA Training Member shall then forward the following information to an IRATA appointed Training moderator:

- IRATA Previous Work Log (IRATA form 030)
- Other records and evidence of experience and system in which the applicant has operated.
- Copy of the Assessment form.
- Confirmation of completion of training.
- Contact details of the Assessor.

The moderator will assess the information provided and advise the training company of their decision in writing. Once a favourable decision has been made an IRATA Level 3 certificate will be issued with an expiry date 3 years from the date of successful Level 3 assessment.