



## **IRATA Bye-Laws**

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**1. TITLE**

The Organisation shall be called Industrial Rope Access Trade Association (IRATA)

**2. OBJECTIVES**

To be the leading worldwide organisation for rope access.

To promote and maintain high standards, safety, work quality and working practices for the industrial rope access industry.

To be dedicated to the protection of individuals working in rope access.

To promote continuous improvement in all aspects of rope access.

To promote continuous improvement in the education and training aspects of rope access.

**3. MEMBERSHIP**

**3.1 Qualification and Application**

**3.1.1 Categories**

There are four categories of membership:

Full

Probationary

Individual [not audited]

Associate Member [not audited] - Equipment providers and suppliers of other services e.g. insurance companies not covered by the above categories of membership may become Associate members which will be on a contract basis renewable annually.

**3.1.2 Applications**

Each applicant shall:

- complete the IRATA application form

- Full and probationary members shall undertake a membership audit

- nominate two senior employees as the Managerial/Technical contact and an Administrative contact as defined at section 4.1.7 in these Bye-laws.

- agree to abide by IRATA's current documentation including

Memorandum and Articles of Association and the Bye-Laws

Code of Ethics

IRATA International code of practice for industrial rope access

General Requirements for Certification of Personnel engaged in Industrial Rope Access Methods

**3.1.3 Conditions**

All applications and correspondence shall be in the English language. All payments shall be in UK currency. All categories of membership are also open to companies from outside the UK. Such applicants shall meet all appropriate requirements, e.g. fees, audits.

**3.1.4 Form of Application and requirements**

Application for membership shall be provided in such a form as the association approves. Applicants and members shall provide full contact addresses for communication with IRATA, and shall notify any changes of address or new branches/offices opened.

**3.1.5 Acceptance**

Acceptance for membership shall be by a 75% vote of approval, undertaken by ballot, of the whole of the Executive Committee. Where membership is not accepted, the applicant shall be notified of the reason(s), in writing, and shall have the right of appeal and re-application as laid down in the Bye-Laws.

**3.1.6 Application Fee & Subscriptions**

Each member shall pay to IRATA a non-returnable application fee, which will include the cost of the Probationary membership audit, and thereafter an annual subscription. In event of an applicant not meeting all the initial requirements further audits may be required; the cost of which will be payable by the applicant. Annual subscriptions may vary according to the category of membership. They shall be set, or altered, from time to time by the Executive Committee and ratified at a General Meeting. Each member shall list all their national and international companies, branches and associates - that they include in their membership in their entry in the Association's list of members (See 3.2.4)

Member company's details and their interrelationship of any associate or holding companies, which share company procedures, resources, or insurance cover, with the applicant, shall be included in the membership application, whether or not the associate company is listed as operating to IRATA requirements.

## **3.2 Full Membership**

### **3.2.1 Types**

Full membership shall be open to the following types of organisation:

**Operator:** Companies which undertake operations utilising industrial rope access techniques (other than training).

**Trainer:** Companies which undertake the training of personnel in techniques of industrial rope access.

These shall be known as: Full Member (Operator); Full Member (Trainer).

### **3.2.2 Requirements**

The applicant shall have successfully met the requirements for a full membership audit and shall normally have completed one year as a probationary member.

### **3.2.3 Multiple Type Memberships**

It is permissible to be a full member of more than one type (e.g. operator and trainer) provided that the requirements of each type are met. The annual subscription for one type of full membership covers any other type attained, i.e. only one subscription is payable.

### **3.2.4 Group Membership**

Companies which have satisfactorily been full members for at least one year may extend their membership to include subsidiaries or sister companies other than that originally audited. The original member shall remain the official - or full - member and, when applying for group membership, shall, in writing:

nominate which of its subsidiaries or sister companies are to be included, giving their office addresses. .

provide evidence of and satisfactorily demonstrate the legal association between the companies

undertake to ensure and guarantee that each of these subsidiaries or sister companies shall operate fully to IRATA requirements and standards as if it were the original full member

acknowledge that it accepts that if any of these subsidiaries or sister companies are found to be in breach of IRATA obligations, requirements and standards, then its own membership shall be open to review and disciplinary action as if it had committed these breaches itself.

acknowledge that it shall receive, as representative, only one copy of IRATA documentation and shall be responsible for the distribution of copies of such documentation to its nominated offices and companies.

agree that its subsidiary and sister companies shall, like itself, display the IRATA logo and IRATA membership number in their printed and electronic literature as evidence of membership.

Each subsidiary or sister company of a group member shall be audited at the time of application. The cost shall be borne by the full member.

The original representative member which is responsible for the other group members is entitled to one vote only. The other group companies have no voting rights.

The Managerial/Technical contact as defined at section 4.1.7 in these Bye-laws will remain the preferred contact for all group members.

### **3.3 Probationary Membership**

#### **3.3.1 Types**

Probationary membership shall be open to the following types of organisations:

**Operator:** Companies which undertake operations utilising industrial rope access techniques (other than training).

**Trainer:** Companies which undertake the training of personnel in all techniques of industrial rope access.

These shall be known as: Probationary Member (Operator); Probationary Member (Trainer). It is permissible to be a probationary member of more than one type.

The Probationary audit shows that the member has satisfied the initial requirements for IRATA membership. During the probationary period the member is able to participate in the working of the Association and benefit from information provided, attendance at meetings and discussions of mutual interest. When the Full audit is due it is expected that the member will have verifiable evidence of working safely to IRATA requirements.

#### **3.3.2 Requirements**

Applicants shall submit themselves for an IRATA Probationary Audit before becoming a probationary member. The auditor may request a site visit as part of the Operator audit where appropriate. If there are 'not verified' sections in the probationary audit, a further audit visit may be necessary.

Initial membership shall commence from the date of probationary audit ballot approval by the Executive committee. An IRATA membership number will be issued and should be quoted in all documentation to confirm the IRATA membership status. Prior to this date a prospective member shall not represent themselves as an IRATA member in any form of documentation, website or commence IRATA training

Companies wishing to apply for full membership shall normally complete a minimum of one year as a probationary member in the type(s) of full membership required. ***This period may be extended at the discretion of the Executive Committee.***

Where the management personnel within a Probationary member company have previous experience of the successful management of an IRATA Full Member company then the one-year probationary period may not be appropriate and may be shortened to a probationary period of not less than four months at the discretion of the Executive Committee.

Probationary members shall apply and successfully complete an IRATA Full Audit within two months of the first anniversary of their probationary membership, failing which their membership shall be terminated and they shall be required to re-apply. ***This period may be extended at the discretion of the Executive Committee.***

### **3.4. Individual Membership**

#### **3.4.1 Requirements**

Individual membership shall be available for persons who do not fulfil the criteria for full or probationary membership and who are engaged as IRATA membership auditors, IRATA assessors, level 3 supervisors or other associated professional persons. Membership will be granted at the discretion of the Executive Committee.

Individual members shall follow IRATA documentation on good practice when working for IRATA member companies or not. Acting otherwise indicates an attitude inappropriate to an Individual member of the Association and may result in disciplinary action such as suspension or loss of membership.

### 3.4.2 Qualification

This category of membership is not designed to cover training or operating companies. Individuals who supply these services must apply for the appropriate type of membership.

## 3.5 Audits

### 3.5.1 Procedure

An IRATA Audit shall be undertaken on a full member each three years, though audits may be undertaken up to six months prior to the expiry date. The cost of full and re-audits shall be borne by the member. Re-Audits shall commence with a self-assessment by the member company checking its documentation and procedures against the IRATA Audit checklist current at the time of the *re-audit*. The Executive Committee may also request a investigative audit at any time the cost of which will be borne by the member. Such a request shall be notified and substantiated to the member. Failure to submit to any request for an audit may lead to the suspension of the member company.

### 3.5.2 Non-compliance, non-conformance

Any non-compliances or non-conformances revealed shall be corrected within 3 months. The member shall subsequently demonstrate that the above non-compliances or non-conformances are rectified within this time. Failure to do so within three months may result in the company being suspended and after six months excluded from membership.

### 3.5.3 Costs

All costs of investigative audits will normally be borne by the member except re-audits undertaken at the specific request of IRATA, which shall be paid by IRATA.

## 3.6. IRATA Logo

The IRATA Logo is a registered trademark. Only Full, Probationary and Associate members may use the IRATA logo. The IRATA membership number shall also be stated directly beneath the logo.

## 3.7 General

Should a member company elect to change its trading name(s) it shall advise the IRATA Secretary of such proposal prior to any changes being implemented.

Membership is not transferable.

The IRATA Executive Committee shall be notified if the member company is sold, or amalgamated into another organization. This may result in the need for a re-audit depending on whether or not there is significant change to personnel or procedures.

Failure to notify the above changes could prejudice the continuation of membership.

## 4. OBLIGATIONS

### 4.1 All members shall:

4.1.1 Abide by the Memorandum and Articles of Association and any alterations made from time to time therein and any Bye-Laws of the Association for the time being in force. The member's signature to its application form shall be considered to be his agreement to be bound by those requirements.

4.1.2 Pay the prescribed fees within 30 days of invoice.

4.1.3 Ensure attendance by the ***nominated contact defined at 4.1.7 of these Bye-laws*** or other appropriate representative at least one General Meeting or other properly convened meeting of the Association e.g. Training, Health, Safety and Equipment and Regional Advisory Committees within each 12 calendar month period so that they are fully conversant with the activities, workings and requirements of the Association.

4.1.4 Further the objectives of the Association to the best of their ability and follow the IRATA Code of Ethics.

4.1.5 When carrying out industrial rope access operations, comply with the IRATA International code of practice for industrial rope access and only use personnel who have been trained and assessed to IRATA, standards. Specifically, ensure that a level 3 technician supervises all

rope access operations and that IRATA qualifications, and First Aid certification for the level 3 technician, are up to date, for all personnel carrying out industrial rope access work.

- 4.1.6** Submit safety records to the Association each quarter. If a record is not submitted within six months of the due date suspension will result.

Members shall provide factual information within 7 days of any incident, if it involves: fatal, major, minor injuries or dangerous occurrence, as described on incident forms including where a rescue/retrieval was required failure of any load bearing part of the rope access system; other significant 'near-miss' or incident where members could benefit from a production of a safety notice. This initial report should include the type of work situation e.g. offshore, window cleaning etc and type of accident/incident e.g. fall, falling object, blasting etc.

- 4.1.7** Notify IRATA if the key management personnel defined below and detailed on the application form, leaves the company. If either of these persons leaves the member without the management and supervisory expertise considered adequate, the membership shall be suspended. The member shall have a period of three months to submit details of the proposed new appointment.

**A. Managerial/ Technical Contact:** A company employee, or employee supported by a group from within the company, with the appropriate knowledge, experience, training and authority to manage and monitor the company's rope access systems on a day to day basis to the extent required by current IRATA requirements.

**B. Administrative Contact:** This shall be a permanent staff member, who is aware of the administrative contact needs between the Association and the member company. It is preferred that this person is normally able to deal with queries from the Association within two working days. For example, it is likely that this person will provide the Association with quarterly work and safety analysis records and technician registration.

- 4.1.8** Each member shall complete the IRATA Annual Declaration including internal audit checklist confirming continued compliance with the membership requirements of the Association.
- 4.1.9** Members shall have a nominated person responsible for an auditable report to be made following issue of IRATA Safety Notices
- 4.1.10** Members shall have ownership or license to use all procedures, manuals and documents that will be presented for audit.
- 4.1.11** Failure to meet the obligations listed above could lead to suspension from membership.

## **5. CODES OF ETHICS AND CONDITIONS FOR WITHDRAWAL OF TECHNICIANS ACCREDITATION**

The Association has Codes of Ethics which are laid down in the Appendices to these Bye-Laws:

Appendix 1 – Code of Ethics for IRATA Members

Appendix 2 – Requirement and Guidance for IRATA Assessors and Assessments

Appendix 3 – Code of Ethics for IRATA Auditors

It also has conditions for withdrawal of Technicians Accreditation (set out in Appendix 5).

## **6. CESSATION OF MEMBERSHIP**

### **6.1 Membership of the Association shall cease;**

- 6.1.1** If the member gives notice in writing of this intention to withdraw from the Association.
- 6.1.2** In the event of the receivership, administration, administrative receivership or winding up of a member.
- 6.1.3** If the member fails in its obligations in these Bye-Laws or otherwise substantially contravenes the Memorandum & Articles of Association or special resolutions of the Association.
- 6.1.4** If the member fails to pay its fees or subscriptions within 3 calendar months of the invoice date and the subsequent 14-day notification period of the Association.

- 6.2 Any person or body who shall cease to be a member of the Association shall not be relieved thereby from any liability of the Association in respect of any subscription which shall have become payable by him before the date of his ceasing to be such a member unless the Executive Committee shall otherwise determine.
- 6.3 Cessation of membership shall not preclude the ex-member from subsequent re-application and re-admission to membership at any time thereafter.
- 6.4 Withdrawal of membership per 6.1.3 shall only occur after the member has been notified of its failures in writing, has been given the opportunity to present its explanations to the Executive Committee and the Executive Committee has voted by a majority of 75% or more.
- 6.5 Those whose membership has been withdrawn shall have the right of appeal.

## **7. PROCEEDINGS AND GENERAL MEETINGS**

- 7.1 A General meeting shall be held once in every six calendar months at a venue selected by the Executive Committee, inclusive of the Annual General Meeting, which shall be held once in every calendar year, notwithstanding that meetings may be up to 9 months apart and the total period in which any 3 meetings take place shall not exceed 15 calendar months.
- 7.2 An Extraordinary General Meeting may be convened by the Executive Committee when it sees fit, or by the request of at least 10% of the full membership to them.
- 7.3 Meetings shall be at such a time and place as the Executive Committee decide and be notified to the membership at least 14 days in advance in writing, per Section 14, or 21 days for an Extraordinary General Meeting which notice shall include an Agenda and any special resolutions, changes to the Memorandum and Articles or Bye-Laws.
- 7.4 A quorum at such meetings shall consist of at least 12 voting members.
- 7.5 The Chairman of the Executive Committee shall preside as Chairman of the meeting, but if he is not present within 15 minutes of the appointed time, the meeting may elect his deputy or another Executive Committee member in his place.
- 7.6 Only Full and Probationary members shall have voting rights. Each voting member shall have one vote. However all members (Full, Probationary, Individual, Assessor and Associate) shall be entitled to attend and speak at General and Sub-Committee meetings and to receive the full information services of IRATA.
- 7.6.1 Votes may be given by voting members in person, or by their duly appointed proxies, in writing, who shall be members, proprietors, directors or employees of a member firm or its appointed representative. Votes may also be cast in writing by post, provided that they are duly signed and authorised by the member: Votes may be submitted electronically. Written and electronic voting shall be subject to the following:-
  - 7.6.2 They may only be so submitted if the Executive Committee has determined that voting by either or both such methods is to be permissible at a particular general meeting. The methods and procedure for such admission may be specified in the bye-laws but if not so specified the Executive Committee shall determine them for the particular meeting in question.
- 7.7 No member whose current fee or subscription is unpaid for more than 3 months beyond its invoice date shall be entitled to vote.
- 7.8 Voting at meetings shall be by a show of hands and shall also include any valid written votes received.
- 7.9 The following voting majorities shall be required at General meetings:
  - for all normal business, including but not limited to, the appointment of officers, election of committees and acceptance of accounts – a simple majority with the Chairman entitled to a casting vote in the case of equality of votes.
  - for Special Resolutions, changes to the Memorandum and Articles of Association or similar – at least 75% of the voting Membership present at the meeting.
  - for implementation of, changes to or repeal of Bye-Laws - 75% of the voting membership present at a General Meeting.

In the case of an equality of votes the Chairman shall have a casting vote.

- 7.10** Notwithstanding resolutions carried at General or other Meetings of Executive Committee and Committees, a poll, or ballot, of all the voting members may be requested in writing or at meetings, if supported by at least 20% of the total voting members of the Association. Such polls shall be administered by the Secretary and Executive Committee, and such polls shall be in writing by post. Voting rights and majorities shall be as laid down in these Bye-Laws. Members shall be allowed 14 days from receipt of notification for reply and all members shall be advised in writing of the result and the names of members who replied.
- 7.11** The demand for a poll shall not prevent the continuance of a meeting for any business other than that on which the poll has been raised.
- 7.12** The Annual General Meeting shall, at least;
- Elect the Executive Committee and its Chairman and Vice-Chairman.
- Appoint a Secretary (who shall not be a member).
- Consider and approve, if satisfied, the audited accounts presented.
- 7.13** Proper minutes of General Meetings shall be made and circulated to all members.
- 7.14** General meetings will be convened in such manner so ensure compliance with all relevant competition laws.

## **8. MANAGEMENT AND THE EXECUTIVE COMMITTEE**

- 8.1** There shall be an Executive Committee elected at the Annual General Meeting which shall consist of:-
- A Chairman who shall be chosen from the Full Membership and who shall hold office for two years.
- A Vice Chairman, who shall be elected from the Full Membership and who shall normally automatically succeed to the Chairmanship.
- The Immediate Past Chairman.
- Chairmen of the Health Safety & Equipment, Training and Audit Sub-Committees who shall normally hold office for a minimum of two years.
- Up to eight further members, who shall be chosen from the voting membership and who shall hold office for one year. Chairman of the Regional Advisory Committees will also be ex-officio members of the Executive Committee in order for them to be kept fully informed of developments within the Association.
- 8.2** Not more than one representative of a member company, group of companies or organisation shall be elected to the Executive Committee at any one time. In the event of such multiple representation occurring by virtue of merger or takeover of companies then one representative will stand down (in the case of ordinary Executive Committee members) or will not seek re-election (in the interests of continuity in the case of both being Sub Committee Chairmen) at the next Annual General Meeting following this situation arising. During any period of such multiple representation the organisation concerned shall only be entitled to one vote in any ballot of the Executive Committee or Membership.
- 8.3** The Executive Committee shall have the authority to co-opt members. Anyone so co-opted will be eligible for election at the following AGM.
- 8.4** The quorum necessary for transaction of Executive Committee business shall be a minimum of 4. Decisions undertaken by the Executive Committee shall normally be determined by a simple majority.
- 8.5** Meetings of the Executive Committee shall be held at least twice a year, or as the Executive Committee sees fit and called by the Secretary on requisition of at least 3 members of the Executive Committee. At least 14 days clear notice of the meetings, date and time shall be given to members of the Executive Committee.
- 8.6** Each Executive Committee member shall have one vote and in the case of equality of votes the Chairman shall have a casting vote.

- 8.7** Each member of the Association shall be entitled to attend, but not vote, at Executive Committee meetings and each member of the Association shall receive copies of the minutes of the Executive Committee meetings. Members shall be entitled to request and receive one copy of any specified aspect of the Association's Administration in a suitable format. For the avoidance of doubt such copies shall be one-off items per request and, apart from Minutes etc. as provided for in these Articles, shall not be regularised.
- 8.8** The day to day management of the Association shall be vested in the Executive Committee which shall have the power to carry out such business, including but not limited to, administration of property, of membership and application, issuing of and payment of bills, publicity, correspondence with members, other Associations and public bodies and other such business as may be in accordance with the objects of the Association and its Memorandum and Articles.
- The Executive Committee is elected to carry out the wishes of the Association's members and shall at all times act in the best interest of the Association and within the stipulations of the Association's Memorandum and Articles of Association. It shall not be entitled to unilaterally; change the Memorandum and Articles, make or alter Laws or act in contravention of the Association; objectives, Memorandum and Articles or commit to liabilities or expenditure which are beyond the financial resources of the Association. If in doubt of its powers to act on a given subject the Executive shall refer it to the next General meeting. All decisions taken by the Executive Committee which may significantly affect the business and operation of the Association shall be ratified at a General meeting.
- 8.9** The Secretary shall assist the Executive Committee and be remunerated on such terms as the Executive Committee shall determine. The Secretary shall collect all fees and subscriptions, administer accounts and assist the Executive Committee as it requests.
- Other officers (e.g. Chief Executive Officer – CEO, Technical Coordinator - TC), servants or advisors may be appointed or engaged by the Executive Committee if reasonably required at such times as they may reasonably see fit.
- 8.10** The Executive Committee shall specify financial committal and cheque authorisation limits for its members, servants, officers and the Secretary.
- 8.11** Any Executive Committee member(s) may cease to be or be removed as members if:
- They cease to be members of the Association or the representative of a member of the Association.
- They are found lunatic or of unsound mind.
- By notice in writing if they resign,
- They are removed by a 75% or greater vote at a General meeting.
- 8.12** Any acts carried out by the Executive Committee shall be invalidated if it shall be subsequently discovered that there was some defect in procedure, appointment or other contravention of the Association's Memorandum and Articles.
- 8.13** The Executive Committee may appoint and delegate business to appropriate sub-committees. Any such business transacted or decided by such Committees may not be validated or issued directly by them but shall be by presentation or recommendation to the Executive Committee for approval or refer to a General meeting for approval as may be required.
- 8.14** The Executive Committee may transact its business in writing (which shall include the medium of electronic mail) where appropriate e.g. ballot on membership. Any such resolution shall be signed to by all Executive Committee members and shall be effective as if voted on at an Executive Committee meeting.
- 8.15** The Executive Committee shall make proper minutes of its meetings. Copies shall be distributed to all members of the Association either in paper form or by e-mail.
- 8.16** The Chairman shall preside at Executive Committee meetings. If he is not present within 30 minutes of the due time, his Vice Chairman shall act in his place. If neither is present the meeting shall chose one of their number to be Chairman of the meeting.

**8.17** The Chairman, Vice Chairman and Immediate Past Chairman shall be appointed as Directors, as appropriate under the provisions of the Act.

**8.18** Any member of the Executive Committee shall be obligated to declare any vested interests in matters then under consideration by the Executive Committee upon which declaration Executive Committee shall consider and vote upon whether said member shall be entitled to vote upon the matter in which he has declared his vested interest.

## **9. FINANCIAL**

**9.1** In accordance with the Companies Act, the Association shall keep proper accounting records including but not limited to;

- a) Its assets and liabilities
- b) Sums of money received and expended
- c) All its sales and purchases

**9.2** The Association shall not continue in business if deemed to be insolvent. Such insolvency shall be judged by the Executive Committee who shall notify the membership and call meetings or poll as appropriate within 7 days.

**9.3** All financial transactions of the Association shall be via a bank account. Authorisation of payments, liabilities and billing shall be in accordance with the Executive Committee specified authorisation limits.

**9.4** The books of accounts shall be kept at the Association's Office or at such other place or places as the Executive Committee shall think fit and shall always be open to inspection by the members of the Association.

**9.5** Once at least in every year the Executive Committee shall lay before the Association in General Meeting an income and expenditure account for the period since the last preceding account or in the case of the first account since the incorporation of the Association made up to a date not more than six months before such meeting together with a balance sheet made up as the same date. Every such balance sheet shall be accompanied by a report of the Executive Committee and a report of the Auditors and circulated to members in advance of the meeting.

## **10. CONTROL AND ARBITRATION**

**10.1** All members shall receive a copy of the Memorandum & Articles of Association and all changes to it and copies of these Bye-Laws, plus copies of the minutes of Executive Committee and General meetings.

**10.2** All members, applicants, clients and others shall be entitled to register a complaint or appeal and request arbitration and review of such complaint or appeal. Such complaints or appeals may refer to but not necessarily be limited to, decisions of the Executive Committee and Association, membership application and actions of its members.

## **11. COMPLAINTS AND APPEALS PROCEDURE**

The Complaints and Appeals Procedure of the Association shall be as set out in Appendix 4

## **12. BYE-LAWS**

The Association shall have power in its discretion from time to time to make Bye-Laws or regulations for the internal or domestic organisation of the Association and to add to, amend, alter or repeal any Bye-Laws or regulations so made.

## **CODE OF ETHICS FOR IRATA MEMBERS**

Member companies undertake to respect the rules of professional behaviour contained in this Code of Ethics. They must accept only tasks for which they possess or have access to the necessary competence and organisation and discharge their duties with complete fidelity.

They shall:

- accomplish each task solely in the legitimate interest of the client;
- carry out their tasks with all reasonable skill, care and diligence;
- refrain from directly approaching staff within clients or other IRATA members in order to induce them to enter their own service;
- inform the client of any links with the contractors, or other commercial interest which might make their professional impartiality suspect;
- respect and properly apply the laws, regulations, technical rules and accepted professional standards and must not accept contracts or instructions incompatible with such rules;
- respect the personal and professional dignity of employees, colleagues and other persons, and the various persons or entities with whom they deal.

Members shall not:

- Act so as to injure the professional reputation and prospects or business of another individual member, member company or organisation;
- Make exaggerated or unjustified claims;
- Offer to make payment, by way of commission or otherwise, for the introduction of business except through accredited agents or brokers.
- Use intellectual property such as procedures or manuals gained from another member without permission.

The IRATA Appeals and Complaints Procedure is set out in the Bye-Laws of the Association

## REQUIREMENTS AND GUIDANCE FOR IRATA ASSESSORS AND ASSESSMENTS

The Industrial Rope Access Trade Association (IRATA) appoints assessors who are then employed by training member companies of the association to provide independent, objective assessment of the technicians who have completed an IRATA training course operated by an IRATA member company.

1. IRATA regards assessors as ambassadors for the association and expects professional behaviour and integrity in carrying out IRATA assessments. They should also be seen to follow IRATA documentation on good practice, when working for IRATA member companies or not. Acting otherwise indicates an attitude inappropriate to an assessor and may result in disciplinary action, such as suspension or loss of IRATA assessor status.
2. The assessor shall be appointed according to the latest criteria on the recommendation of the Review Panel and at the discretion of the Executive Committee. He shall remain an assessor until such time as he resigns, or the Association removes his status.
3. Assessors shall be selected from those holding Level 3 status and have been working at this level for at least six years, unless specified otherwise by the Executive Committee.
4. The assessor shall:-
  - maintain appropriate knowledge, skills, physical and medical fitness
  - maintain his Level 3 qualification, unless specified otherwise by the Executive Committee.
  - have a current first aid certificate, and it shall be provided to IRATA at annual revalidation.
  - Annually revalidate their registration as an IRATA Assessor by paying the registration fee.
5. Assessor status shall be suspended immediately
  - if the first aid certificate expires
  - Level 3 validity expires, without prior authorisation from the Executive Committee.
6. The Assessor shall be required to hold relevant personal insurance cover, unless arranged through his employing company. Assessor status shall be suspended immediately, if insurance cover lapses. The insurance documents shall be provided to IRATA at annual revalidation.
7. To retain his status an assessor shall undertake to assess a minimum of twenty candidates covering all levels, in a year unless he has previously agreed a lower figure with the Association. Where an assessor 'shadows' another assessor for the duration of an assessment their name may be added to the assessment form and count towards the required annual total of assessments for the 'shadowing' assessor.
8. Assessor status shall be removed permanently if an Assessor conducts Assessments while uninsured, or while be out of date on either his Level 3 certification or First Aid Certification and this has not be previous authorised by the Executive Committee.
9. As part of his continuing professional development [CPD], assessors shall attend a minimum of one trainer/ assessor workshop each year, unless CPD credits have been approved by the Chairman of the Training Review Panel. Assessor workshops or CPD credits shall be approved in advance by the Chairman of the Review Panel.
10. The assessor shall provide IRATA with full contact details and notify any changes of address.
11. The assessor shall have a thorough understanding of all relevant IRATA assessment documents and subsequent updates. Assessors should check the current criteria prior to assessment, by viewing the IRATA website which includes the latest version of these documents.

The assessor shall have knowledge of applicable national legislation, codes of practice or guidance relating to work at height for his country of residence. For other locations he should liaise with the Trainer member company to ensure that the assessment is carried out in accordance with local legislation and for applicability of assessment questions.

12. It is important that assessments are carried out thoroughly and to a consistent standard by following current criteria, rather than personally preferred options.
13. The assessor shall to the best of his/ her knowledge be commercially independent of the Training member company, the candidate (i.e. have not been involved with the candidate's training), or the candidate's employer.
14. The assessor shall inform both the Trainer member company and IRATA of any links, or other commercial interests, which might make their professional impartiality suspect.  
The Chairman or Vice Chairman should be consulted if an Assessor has any doubts about the appropriateness of a request from the Training member
15. The assessment is a contract between assessor and Trainer Member company. It is recommended that prior to the assessment, the assessor seeks relevant information such as those below, and agrees and documents financial details.
  - a) Check that the training company is a current IRATA Trainer Member with appropriate IRATA number.
  - b) The number and level of candidates to be assessed.
  - c) Description and suitability of training venue, and time/ distance from airport.
  - d) Remuneration, including assessment cost, cancellation fee, or minimum fee, travel costs, travel time, and accommodation. Possibility of increase in fees, if the assessment exceeds the period expected for reasons beyond his control.
  - e) Requirement for a translator if necessary.
  - f) Translation of question papers. [Normally issued in advance for level 3]
  - g) Start time, and any other matters which require advance information.
  - h) Check whether the trainer or other level 3 will be available during the assessment to sign assessment documents, or answer questions about training.
  - i) Clarify who will provide rescue cover during the assessment.
  - j) The assessor shall seek confirmation of a provisional booking before accepting another booking, to avoid problems for the Trainer member company which may be unable to get another assessor.
16. The assessor shall make every attempt to arrive at the assessment venue on time. If delayed he should notify the Trainer member company.
17. The assessor shall ensure that a risk assessment has been undertaken for the assessment area. Wherever possible, this should be checked with the trainer.
18. The assessor is empowered to refuse to start work if the Trainer member company makes late changes to agreements made under Clause 15, which will result in assessment difficulties or the breaking of Association rules. The Association will support a decision to postpone, delay, or permanently stop an assessment on grounds of safety, for example if the assessor considers that those being assessed have been poorly, or incorrectly trained and to continue would be dangerous to themselves or others.
19. The assessor shall be aware of the current Direct Entry policy of the Association and should ensure the Direct Entry verifier has provided prior approval for all such candidates he assesses.
20. The assessor shall respect the personal and professional dignity of the various persons with whom they are dealing.
21. Before starting work, the assessor should clarify with the trainer any issues relating to equipment or candidate safety. He should issue clear instructions to the candidates, but is not there to offer candidates further training.
22. The assessor should ideally complete all paperwork concerning the assessment before he leaves the training venue. If this is prevented by time constraints, it shall be completed as soon as possible and should be agreed with the Trainer member company. If required documentation

is missing, the candidate shall not receive the yellow copy of the assessment form until the assessor is satisfied that the missing documentation has been provided.

23. The assessor should assist Trainer member companies with guidance where appropriate, to improve standards of safety, without compromising his independence in assessment of candidates.
24. The Trainer member company is encouraged to complete and return the IRATA assessor appraisal form including the assessor signature and comment.
25. The IRATA assessor plays an important role in the Association and is expected to provide feedback to officers, committees, or forums on safety and training issues that arise during assessment. For example:
  - a) Evidence of incorrect, poor, or dangerous practice;
  - b) The standard of training centre structures and equipment.
  - c) Proposing new guidance to members.
  - d) General information, which may be of interest to the Association, also concerns openly reported to them by member companies.
26. In the event of irreconcilable differences occurring between the assessor and the Trainer member company, both parties should forward details in writing /email to the Secretary of the Association. If necessary, the IRATA complaints procedure shall be employed and anonymity preserved beyond those members of the Executive Committee serving on the disciplinary panel.
27. If an assessor believes it is appropriate to report on serious bad/dangerous practice, or other matters that are likely to see the IRATA complaints procedure enacted, he must provide a full report in writing or email on the matter to the Secretary of the Association and be prepared to assist the work of any disciplinary panel or general investigation created as a result of his report
28. The assessor shall not disclose confidential information acquired in the course of the assessment, without the consent of the parties concerned, or unless disclosure is clearly in the public interest.
29. The assessor shall not approach training staff, or candidates for recruitment purposes, without the express approval of any employers involved.
30. The assessor shall not approach training staff, or candidates to use the assessor's services for future business, without the express approval of any employers involved.
31. The Assessor shall not accept bribery in any form.
32. The assessor shall not deliberately act against the best interest of the Association
33. Report any violations of this code by another assessor to the Executive Committee of IRATA.

## REQUIREMENTS FOR ASSESSORS TO RETAIN THEIR STATUS

For assessors to retain their status, it is a requirement they:

1. Have Assessor status confirmed by having paid his subscription at annual revalidation.
2. Hold relevant personal insurance cover, unless arranged through his employing company. Assessor status shall be suspended immediately, if insurance cover lapses. The insurance documents shall be provided to IRATA at annual revalidation.
3. Maintain their level 3 qualification. Assessor status shall be suspended immediately if his Level 3 certificate validity expires, unless there is prior approval of the Executive Committee.
4. Have a current first aid certificate, and it shall be provided to IRATA at annual revalidation. Assessor status shall be suspended immediately, if his first aid certificate validity expires.
5. Have assessed a minimum of twenty candidates, covering all levels in a year, unless he has previously agreed a lower figure with the Review Panel. Where an assessor 'shadows' another assessor for the duration of an assessment their name may be added to the assessment form and count towards the required annual total of assessments for the 'shadowing' assessor.
6. Have attended at least one trainer/ assessor workshop each year

The Secretary shall notify all Assessors of the requirements to maintain their Assessor status 30 days prior to annual Assessor revalidation date and return Assessors declaration form.

7. Where Assessor requirements have not been met by revalidation date of the Assessor ID card, the assessor shall be suspended.

Non compliant Assessors will have their names removed from the Assessors list on the website and Trainer members will be informed.

- 7.1 The Secretary shall write to each assessor and specifically ask whether they wished to continue in this role. If so, they should give an undertaking that they would either meet the requirements above or the following after consultation with the Training Review Panel.
  - a) Before carrying out any further assessments, they would have to carry out shadow assessment(s) covering all levels as specified by the Training Review Panel. This would require them to attend the whole of the outstanding assessment(s), documented and submitted on the assessment form by the lead assessor. (Form available)
  - b) If he has not attended a workshop, an assessor would be unable to undertake further assessments, until he has agreed with the Training Review Panel to attend the next practicable trainer/ assessor workshop. Exceptionally, assessors may consult the Training Review Panel, for approval of continuing professional development [CPD] credits, as an alternative to attendance at a trainer/ assessor workshop.
  - c) Assessors not meeting the requirements for the number of assessments for a second year would have their assessor status reviewed by the Training Review Panel.
  - d) Where assessor status has lapsed, and the assessor wants to continue assessing, he should consult the Training Review Panel for guidance. This will require compliance with all relevant documents, completing shadow assessments as specified and approval by the Executive Committee.

**Alternatives to workshop attendance** at the discretion of the Training Review Panel: e.g.

1. Conference call to review the topic(s) specified by the Training Review Panel for the workshop.
2. Special project work/ testing etc.
3. Originate or review relevant documents.
4. Significant involvement with IRATA committees, or forums.
5. Other IRATA-led event such as a Conference or Technical Day

## CODE OF ETHICS FOR IRATA AUDITORS

Failing to follow the code/agreement may result in disciplinary action, such as suspension, or loss of IRATA membership and Auditor status.

Auditors shall undertake to ensure professional behaviour and integrity in carrying out IRATA membership audits, noting that they are acting as ambassadors for IRATA.

Auditors shall:

Carry out membership audits as objectively as possible on behalf of IRATA, by applying current criteria described in the following IRATA publications and updates:

IRATA Memorandum and Articles of Association

IRATA Bye-Laws

IRATA International Code of Practice

IRATA General Requirements for certification of personnel engaged in industrial rope access methods

Be independent of the company being audited (eg. have not earned income as an employee of the company being audited).

Inform both the company being audited and IRATA of any links or other commercial interests which might make their professional impartiality suspect. If in any doubt that what they are doing or requested to do may not be appropriate for an IRATA auditor, they will contact at least 3 members of IRATA Executive Committee to clarify matters before proceeding.

Respect the personal and professional dignity of the various persons with whom they deal.

Hold appropriate insurance cover.

Report any violations of this code by another auditor to the Executive Committee of IRATA.

Auditors shall not:

Approach staff of the company being audited for recruitment purposes, without the express approval of the company being audited.

Use confidential information acquired in the course of the audit to approach clients of the company being audited to use the auditor's services for future business, without the express approval of the company being audited.

Disclose confidential information acquired in the course of the audit, without express approval of the company being audited, unless the information relates to a breach of IRATA's code of ethics.

Act so as to injure the professional reputation and prospects or business of another member firm or organisation.

Accept bribery in any form.

## **COMPLAINTS PROCEDURE FOR IRATA**

In the event of a member company, representative of a member company, an individual member of the Association, a qualified IRATA Technician or Assessor wishing to make a complaint against one of the above, the following procedure should be followed.

Note that in the event of this process not being correctly employed the matter may not be able to be pursued because of the necessity for the Association to avoid taking action that might unfairly prejudice a person or company in their business or trade and, further, put at risk the finances of the Association.

It should also be noted that papers presented to the Association in connection with a complaint cannot be used in a complaints procedure unless they carry the signature of the person providing such papers along with their full name printed out and contact details included. Any papers that carry restrictions on the circulation of the document may not be considered.

### **Reporting the Complaint**

The report shall be in writing and sent by post or e-mail to the Registered Office of the Association and an acknowledgement received.

The report should be limited to the facts of the case and the details required for it to be understood by parties who have no previous knowledge of it. The originator of the complaint should bear in mind that the item will receive wider circulation if further action is taken and that this will certainly include the person or company that is subject of the complaint.

The complainant shall either provide all possible evidence at the time of the initial report or, alternatively, let it be known at this stage what further evidence can be provided if the case is to be taken further.

The Chairman, Vice Chairman, Immediate Past Chairman and CEO will be informed to ensure that improper or vexatious claims are excluded from consideration. Once a decision has been taken to proceed IRATA shall advise the party who is the subject of the complaint of the allegations made and provide copies of the papers detailing the issues by post or e-mail. In this case a response will be required within 14 days.

A complaints panel will then be convened including three members selected from Chairman, Vice Chairman, Immediate Past Chairman, Training Chairman, Health, Safety and Equipment Chairman and Audit Chairman. The panel will nominate a Chairman who will co-ordinate the response of the panel.

The panel may meet in person, by telephone or consider written evidence within 14 days.

The findings of the panel will be delivered by the Chairman and sent to the complainant and the subject of the complaint.

## **PROCEDURE FOR APPEALING THE DECISION OF AN IRATA COMPLAINTS/DISCIPLINARY PANEL**

In the event that you feel the action taken against you is wrong or unjust you are entitled to appeal against the decision. It will be necessary for you to write to the IRATA Secretary to inform him that you are appealing the decision and state clearly the specific grounds you are choosing to dispute. It is important that you identify clear reasons why you believe an appeal is justified. A meeting may then be arranged to discuss your appeal or the Appeal Panel may reach a decision separately.

Full details of your appeal should be submitted separately to the Secretary at least 14 days before any appeal panel consideration or meeting.

The Appeal will normally be dealt with by a separate panel to that involved with the disciplinary process from the first hearing so allowing the new panel will be able to hear any appeal without being unduly influenced by earlier IRATA dealings on the issue...IRATA will communicate the final decision to all parties in writing.

The only permissible grounds for appeal:

The Complaints/Disciplinary Panel allowed false or erroneous information to influence its decision and the actual facts or fully complete information could bring about a different decision.

Significant new information has been obtained that was not known at the time of the hearing, and a different decision may have resulted if the information had been available and presented..

The Complaints/Disciplinary Panel made a procedural error and a different decision would have resulted if the correct procedure had been followed.

The Complaints/Disciplinary Panel applied a byelaw or rule incorrectly

There are specific mitigating circumstances which justify a different decision. (These may be reviewed by the original panel before deciding whether they justify the implementation of this Procedure)

It should be noted that the above are the only grounds that an appeal maybe submitted on and any information supplied should directly address at least one of these. If the decision taken by the original panel is found to be justified then the Appeal Panel may recommend to the Association;

Dismissing the Appeal and maintain the original penalty(s)

Reinforcing of the penalty(s) previously agreed by the Disciplinary Panel

Reducing or Dismissing the Penalty(s) originally given

Appellants are further reminded that this appeal process is the final part of the Disciplinary Procedure the decision will be binding upon the Appellant with no further opportunities to appeal

Any direct or indirect lobbying of the disciplinary panel or the Disciplinary Panel will render the appeal null and void and the original penalty will stand.

## **CONDITIONS FOR WITHDRAWAL OF TECHNICIANS' ACCREDITATION**

### **Introduction and purpose**

Safety is paramount in the rope access industry. It is essential that individuals work to IRATA Code of Practice and comply with the health and safety requirements laid down by their employers. These are the conditions under which IRATA may cancel accreditation of any technician currently registered with IRATA. The purpose is to ensure that accreditation can be withdrawn where appropriate.

Applicants for accreditation and accredited technicians bound by these conditions

These conditions apply to and must be accepted by any individual applying for accreditation and certification under IRATA's technicians' accreditation registration scheme. All accredited technicians are subject to these conditions. All accredited technicians shall be bound by any decision taken for withdrawal of their accreditation, under these conditions.

Conditions for withdrawal of accreditation

Accreditation of a technician currently registered with IRATA may be withdrawn in any of the following circumstances: -

The individual has demonstrated a clear inability to operate in a safe manner

The individual has demonstrated a lack of regard to safety issues;

The individual has abused their IRATA certification in any way;

The individual has falsified information relating to any aspect of their rope access work or training.

Procedure for withdrawal – gathering of information, decision and written notification

A breach of IRATA Code of Practice, health & safety rules or falsification of records may be cited or identified by any bona fide source. Any complaint or breach of safety shall be made in writing to the Secretary. The Secretary will notify the IRATA Technician concerned that an allegation has been received.

A disciplinary panel will then be convened including three members selected from Chairman, Vice Chairman, Immediate Past Chairman, Training Chairman, Health, Safety and Equipment Chairman and Audit Chairman. The panel will nominate a Chairman who will co-ordinate the response of the panel.

The IRATA Technician will be provided with the opportunity to deny or refute the allegations by an explanation in writing to the Secretary for consideration by the ad hoc panel. The recommendations of the ad hoc panel will be submitted within 14 days to the Executive Committee who will decide to accept or reject the recommendations by ballot.

### **Appeals**

Appeals must be made within 21 days to the Secretary.

Consequences of withdrawal of accreditation

When accreditation is withdrawn the individual subject to that withdrawal is no longer an IRATA accredited technician. The individual: -

Must cease to describe himself as an accredited or certified technician immediately; and

Must surrender his accreditation documents to the IRATA Secretary within 7 days of the date of the notification of the withdrawal.

The details of any Technician whose accreditation has been withdrawn will be circulated to all IRATA member companies and placed on the website.