



SPRAT Certification Program Administration Guidelines

Introduction

This document establishes the policy for the administration of the SPRAT Certification Program. Closely following the guidelines set forth will maintain consistency, professionalism and accountability while reducing costs to the parties involved. Additionally, it provides for the Evaluator of record to issue a provisional SPRAT Certification to each Candidate who successfully completes the Certification at the time of the event.

Responsibilities

The Certification Program relies on four parties to complete the process:

Host

An individual or a company who provides the facility and resources to be used during the Evaluation process. Usually a company, the Host plays an important role in the process by initiating the Evaluation. The primary responsibilities of the Host are:

- Initiate the process by submitting a completed Host Application Form.
- Provide a facility conducive to the successful administration of the Written and Field Evaluations.
- Provides appropriate safety precautions are in place to minimize risk of injury and illness.
- Provides all necessary equipment for the Certification Session. This includes a properly equipped harness for the Evaluator of Record.
- Provide adequate liability insurance naming SPRAT and its designated assignees as additional insured's.
- Ensures a SPRAT certified Level III (Supervisor) is on site to aid, if required by the Evaluator of Record.
- Ensure proper first aid and emergency care is available.
- Provides an electronic photo of each candidate to the Evaluator of Record.
- Returns all documents to SPRAT home office within 5 business days.

Evaluator

A person who has received SPRAT Certification as an Evaluator as required by the Certification Requirements for Rope Access Work. The Evaluator is independent of the Host and Candidate, and is primarily responsible for:



- Conduct the Evaluation of each Candidate in a fair, impartial manner.
- Maintain control of all activities during the Evaluation process.
- Completes a site safety checklist to ensure adequate safety precautions are in place to minimize all risk of injury or illness.
- Ensure each Candidate has complied with all requirements of the Certification Program, including, but not limited to:
 - Documentation of rope access experience.
 - Completion of the Field Evaluation Form and the Waiver of Liability and Certification of Physical Condition.
 - Presentation of Valid Government issued Identification with a photo.
- Ensure all required documentation has been completed, compiled, and delivered to Host.
- Grades, or designates someone to grade, each written test.
- Issue provisional certification to each Candidate who successfully completes the Evaluation Process.

Candidate

A person who has received adequate training necessary to perform the tasks outlined in the *Certification Requirements for Rope Access Work* at the level of competency for which he or she will undergo Evaluation. Each Candidate is responsible for:

- Professional and courteous conduct towards their Host, Evaluator, and fellow Candidates.
- Performing each task safely and efficiently.
- Completion of all necessary paperwork including, but not limited to the Field Evaluation Form and Waiver of Liability and Certification of Physical Condition.
- Pass the Written Evaluation by answering at least 80% of the questions correctly.

SPRAT Headquarters

SPRAT is responsible for the following:

- Sends information to the Host once a Certification Host Application has been received.
- Verifies that all required material has been received in a timely manner.
- Registers each Candidate, prepares Certification Card and Logbook (with embossed picture); sends to Candidate who successfully completes Certification Session.
- Prepares monthly recaps of Host Applications, Certifications issued, etc. to be presented to Evaluations Committee during monthly meeting.



Required Documents

- Certification Program Administration
- Host Application
- How to Host a Successful Certification Session Information Sheet
- Waiver of Liability and Certification of Physical Condition
- Site Safety Checklist
- Field Evaluation Form
- Proctor Guide
- Proctor Affidavit
- Evaluator Packet
 - Numbered and Controlled Exam (with answer key)
 - Return Envelope
 - Evaluation Summary
 - Copy of Host Application and Insurance Documents
- SPRAT Job Hazard Analysis
- Provisional Certificates as a function of the Field Evaluation Form.