

SPRAT Guidance on Logbooks

*From SPRAT Certification Requirements for Rope Access Work
September 2014, updates approved on June 2, 2016, Version 13*

4.4. Maintaining Experience Logbooks

4.4.1. SPRAT logbooks will be issued to all new successful certification candidates by the SPRAT office with the technician's name, photo, and technician number on the first inside page. Logbooks are not issued to candidates renewing or upgrading their certification. New logbooks can be requested from the SPRAT office.

4.4.2. The logbooks shall be maintained by the technician and signed by the Evaluator, Level III Supervisor, Rope Access Program Manager or client as applicable. The Level III Supervisor should add his SPRAT technician number in the signature field.

4.4.3. Under the heading Details of Work Tasks the technician should note the type of rope access skills used as well as the application (e.g. aid climbing/inspection or descent/ascent/painting)

4.4.4. Hours worked shall be the time actually spent carrying out rope access tasks including rigging, training, working on rope, and on- site safety management.

4.4.5. Experience documentation can be presented in other formats provided the following:

- 4.4.5.1. Date of Work
- 4.4.5.2. The employer for which the work was done information is presented
- 4.4.5.3. Details of rope access tasks and application
- 4.4.5.4. Location and type of structure
- 4.4.5.5. Hours worked
- 4.4.5.6. Signature of supervisor, employer, or client verifying hours worked

4.4.6. It is recommended that technicians and employers maintain electronic records of hours worked in the event the logbook is destroyed or misplaced.

IRATA Guidance on Logbooks]

From IRATA Training Assessment and Certification Scheme

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4.13 Logbooks

4.13.1 Logbooks are issued by the IRATA International office and shall be maintained by the rope access Technician. Logbook entries shall be countersigned by the supervising Level 3 rope access Technician.

4.13.2 Each logbook issued shall carry a unique serial number.

NOTE This is different from the rope access Technician's unique IRATA International number.

4.13.3 For identification purposes, each logbook shall include the rope access Technician's unique IRATA International number and the rope access Technician's photograph, which shall be signed by themselves to verify a true likeness.

4.13.4 The purpose of the logbook is to record the rope access Technician's experience and training undertaken, including the total hours engaged in rope access, the type and variety of work undertaken, and when the work took place. Rope access Technicians wishing to upgrade to Level 2 or Level 3 cannot be considered for assessment without a correctly maintained and up to date logbook.

4.13.5 Once the rope access Technician's logbook has been issued, all subsequent IRATA assessments shall be recorded in it. The record shall include the date and outcome (pass/fail) and shall be signed by the Assessor.

4.13.6 Work using other harness-based access methods such as fall arrest or work restraint should be recorded but hours logged solely for these methods do not usually count towards upgrade requirements.

4.13.7 Hours accrued while being trained in rope access should be logged, but do not count towards the working hours required to upgrade.

4.13.8 Hours accrued while working as a rope access Trainer or assistant are considered to be working hours and, therefore, count towards upgrades.

4.13.9 Level 3 rope access Technicians are responsible for the accuracy of their own logbooks. Where possible, they should ask the employer to countersign them. When signing the logbooks of rope access Technicians under their supervision, Level 3 rope access Technicians should ensure entries are completed correctly and logged hours are accurate.

4.13.10 Logbook entries should be made as soon as possible after the end of each logged period. These entries shall be made using a ball-point pen in either blue or black ink.

4.13.11 If any rope access Technician loses their logbook, they should replace it immediately and, where possible, obtain references for the hours they have lost. Where lost hours are required to move up a level, e.g. Level 1 to Level 2, the candidate shall obtain credible references to verify the hours they have lost. Maintaining a scanned copy can guard against such problems.

4.13.12 Proven fraudulent misuse or alteration of an IRATA International logbook shall result in the suspension or withdrawal of the rope access Technician's IRATA International certification.

4.14 How to complete the work experience section of a logbook

4.14.1 Under the heading Date, work shall be recorded in the logbook in time periods of no more than two weeks. Where rope access Technicians work on more than one site in a day, the tasks should be entered separately, unless very similar.

4.14.2 Under the heading Employing Company, the name of the employing company shall be recorded.

4.14.3 Under the heading Details of task being undertaken, both the nature of the work and the access methods employed shall be described, e.g.

- window cleaning: descent on ropes; basic rigging;
- installing fall-arrest nets: aid-climbing; retrievable rigging;
- inspection of steelwork: ascent and descent on ropes; aid climbing; tensioned lines.

4.14.4 Under the heading Location, rope access Technicians shall briefly describe the type of structure worked on e.g.

- concrete tower block;
- steel-framed warehouse;
- flare stack; oil platform.

WORK EXPERIENCE									
Date	Employing company	Details of task being undertaken	Location	Hours worked			Max. height worked	Supervisor's signature	
				x					
02-13 January 2014	XYZ Offshore Inspection Services	Ascending/descending, passing re-anchors. Painting.	Offshore platform XYZ, North Sea	x	5	0	30 m	A N Other 3/xxxxx <i>A N Other</i>	
23-27 January 2014	XYZ Offshore Inspection Services	Climbing with fall arrest lanyards, descent, rope-to-rope transfer. NDT Inspection.	Offshore platform XYZ, North Sea	x	2	2	28 m	A N Other 3/xxxxx <i>A N Other</i>	
06-17 February 2014	XYZ Offshore Inspection Services	Horizontal aid climbing, ascent/descent, passing deviations. NDT Inspection.	Offshore platform XYZ, North Sea	x	4	6	25 m	A N Other 3/xxxxx <i>A N Other</i>	
20-24 February 2014	Onshore Cleaning Services	Rigging Y hangs and rope/edge protection with Level 3, descending. Window cleaning.	Glass hi-rise, London	x	3	0	90 m	A N Other 3/xxxxx <i>A N Other</i>	
Total hours for this page				x	1	4	8		
Running total of hours worked				2	4	4	8		

Figure 2 – Example of how a work experience page within an IRATA logbook should be completed

4.14.5 Under the heading Hours worked, an accurate reflection of the time spent directly engaged in rope access activities shall be recorded. In addition to time spent on the main task noted under Details of task being undertaken, this may include time spent rigging and de-rigging ropes, inspecting rope access equipment, and toolbox talks. It shall not include other time spent on site such as meal-breaks, waiting for permits or down-time due to weather. For this reason, logged hours are typically less than those paid or entered on timesheets.

4.14.6 Under the heading Max height worked, an accurate reflection of the maximum height spent working at height while carrying out rope access tasks shall be recorded.

4.14.7 Under the heading Supervisor's signature, all logbook entries shall be countersigned by the supervising Level 3 rope access Technician, who shall log their name (printed clearly), signature and IRATA International unique number.

NOTE Rope access Technicians wishing to upgrade who are unable to provide Level 3 signatures should contact an IRATA training member company prior to booking on a course.

4.14.8 Under the heading Total hours for this page, the total hours logged on that page shall be added up and recorded.

4.14.9 Under the heading Running total of hours worked, hours carried over from the previous page are added to Total hours for this page and then recorded; see Figure 2 for an example. Figure 2 assumes the running total of hours worked from the previous pages is 2300. Adding the total hours of 148 for this page gives a running total of 2448 hours worked.