



IRATA Australia Regional Advisory Committee 10 May 2013

## Changes to enforcement of Log Books at assessment

The Regional Advisory Committee (RAC) for Australia would like to take this opportunity to inform all current technicians of changes that are about to be enforced regarding log books. The updated policies will make compulsory the need for log books for all revalidating or updating technicians after 30<sup>th</sup> September 2013.

- Log books must be correctly completed, up to date and hours signed off (with printed name of person signing), and the running total for all rope access hours entered at the bottom of each page
- If a candidate does not have a log book, the candidate must make arrangements with either IRATA directly or their potential training company to purchase a replacement log book.
- If the candidate does not meet the conditions above, the training company will not allow the candidate to commence training.

### Signing of Log books

- Ideally an IRATA level 3 should sign off the hours in IRATA log books and include their IRATA number, printed name and signature.
- If you are working for a non IRATA company and there is no IRATA level 3 supervising then ask a senior member of the employing company to sign the log book with their printed name, signature and phone number. Alternately get them to verify the entries with their company stamp and once again include printed name & signature of person.
- It is recommended to photocopy/scan the most recently completed pages of your log book as a back-up record in case of loss of log book and so avoiding the considerable inconvenience of approaching employers to attempt to obtain verification of the lost hours record.
- It has been identified by IRATA Australian RAC that not enough attention is being given to filling in log books. The importance of correctly filling in the log book cannot be stressed enough, both for technicians and also for member companies.

More detailed information is provided on the following pages.



### **More Detailed Guidance Regarding Log books**

The extract below is taken from the forthcoming replacement document to the current yellow cover “*IRATA General Requirements for the certification of personnel engaged in industrial rope access methods*”. The replacement document will be titled “*IRATA Training and Certification Scheme*”.

#### 5.13 Logbooks

5.13.1 Logbooks are issued by IRATA International and shall be maintained by the employee and countersigned by the supervisor.

5.13.2 The purpose of the logbook is to record the technician’s experience, 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 Levels 2 or 3 will not be considered for assessment without a correctly maintained and up to date logbook. For identification purposes each logbook shall have the technician’s photograph, this shall be signed by themselves to verify a true likeness. Also included will be the technician’s unique IRATA International number.

5.13.3 Each logbook issued carries a serial number.

NOTE this is different to the technician’s unique IRATA International number.

5.13.4 Work using other harness-based access methods such as fall arrest or work restraint should be recorded but hours logged solely in this manner will not usually count towards upgrade requirements.

5.13.5 Level 3 rope access technicians shall maintain their own logbooks, and where possible should ask the employer to countersign. When signing the logbooks of rope access technicians under their supervision, they should ensure entries are completed correctly and logged hours are genuine.

5.13.6 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.

5.13.7 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.

5.13.8 Proven fraudulent misuse or alteration of an IRATA International log book will result in the suspension or withdrawal of the technician’s IRATA International registration.

#### 5.14 How to complete the work experience section of an IRATA International logbook

5.14.1 under the heading Date, work should 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.

5.14.2 Under the heading Employing Company, the name of the employing company should be recorded.

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

- Window cleaning – descent on ropes, basic rigging;



- Installing fall-arrest nets – aid-climbing, retrievable rigging;
- NDT inspection of steelwork – ascent & descent on ropes, aid climbing, tensioned lines.

5.14.4 Under the heading Location, rope access technicians should briefly describe the type of structure worked on e.g.

- Concrete tower block
- Steel-framed warehouse
- Flare stack, oil platform

5.14.5 Under the heading Hours worked, give an accurate reflection of the time spent directly engaged in rope access activities. 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 should 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 will typically be less than those paid or entered on timesheets.

5.14.6 Under the heading Max height worked, give an accurate reflection of the maximum height spent working at height whilst carrying out rope access tasks.

5.14.7 Under the heading Supervisor's signature, all logbook entries shall be countersigned by the Level 3 rope access safety supervisor, who must log their name, signature and IRATA International unique number.

NOTE: technicians wishing to upgrade who are unable to provide Level 3 signatures should contact an IRATA training member company.

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

5.14.9 Under the heading Running total of hours worked, hours carried over from the previous page are added to the 'Total hours for this page' and then recorded e.g. Table 1 assumes the running total of hours worked from the previous pages is 2300, and so, added to the Total hours for this page of 148 will give Running total of hours worked of 2448.

See the next page for a snapshot of how a log book should be filled out and how to locate your nearest IRATA company.



**Example of Correctly Completed Log Book Page**

Work Experience								
Date	Employing Company	Details of task being undertaken	Location	Hours Worked			Max height Worked	Supervisors Signature
				X				
02-13 January 2012	XYZ Offshore Inspection Services	Ascending/descending, Passing re-belays. Painting.	Offshore platform XYZ North Sea	X	5	0	30m	J Bloggs 3/xxx <i>J Bloggs</i>
23-27 January 2012	XYZ Offshore Inspection Services	Climbing with fall arrest lanyards, descent, rope – to- rope transfer NDT Inspection	Offshore platform XYZ North Sea	X	2	2	28m	J Bloggs 3/xxx <i>J Bloggs</i>
06-17 February 2012	XYZ Offshore Inspection Services	Horizontal aid climbing ascent/descent, passing deviations NDT inspection	Offshore platform XYZ North Sea	X	4	6	25m	J Bloggs 3/xxx <i>J Bloggs</i>
20-24 February 2012	Onshore cleaning Services	Rigging Y hangs and rope edge protection with L3 descending. Window cleaning	Glass hi-rise London	X	3	0	90m	J Bloggs 3/xxx <i>J Bloggs</i>
Total hours for this page				X	1	4	8	
Running total of hours worked				2	4	4	8	

**Replacing Your IRATA Log Book**

If your log book is lost please contact Shelagh Jones [Shelagh@irata.org](mailto:Shelagh@irata.org) who will issue a new log book.

If you have any further questions please contact your local IRATA Training Member Company for advice. Lists and contact details for these companies can be found on the IRATA website at <http://irata.associationhouse.org.uk/default.php?cmd=260>. The link will take you to the search page for member companies.

SEARCH IRATA MEMBERS

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FILTER SEARCH

Member Category: ALL COMPANIES Service Type:

Name:

Location: Australasia

CONSTRUCTION  
 EQUIPMENT SUPPLIER  
 EXTRAS  
 GEOTECHNICAL  
 INSPECTION  
 MAINTENANCE & REPAIR  
 NON-DESTRUCTIVE TESTINGS  
 OTHER CLEANING & PAINTING  
 TRAINING

SEARCH