

EVALUATOR INDUCTION PROCESS



Society of Professional Rope Access Technicians

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Table of Contents:

1. Purpose and Scope 3
2. Regional Needs Assessment 3
3. Induction Participant Selection..... 3
4. Induction Modules 4
5. Induction Workshop Logistics 5
6. Induction Workshop and Assessments 5
7. Evaluations Committee Review and Appointment 6
8. Complaints and Appeals 7
Appendix 1. Proctor Affidavit for evaluator Induction Participants 8

Notes for Usage:

Terminology from SPRAT’s *Defined Terms* used in this document is shown in ***bold, italic*** type unless written in a primary section heading.

Use of the word ‘shall’ denotes a mandatory requirement.

Use of the word ‘should’ denotes a recommendation. The word ‘should’ does not connote indifference or ambivalence regarding a statement.

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1. Purpose and Scope

1.1. Purpose

1.1.1. This document establishes an expedited pathway for establishing appointed evaluators to support the strategic growth of SPRAT.

1.1.2. The program is intended to operate on an ad hoc basis for a region to facilitate future evaluator appointments in accordance with SPRAT's *Process to Become an Evaluator*.

1.2. Scope

1.2.1. This document provides:

1.2.1.1. Initiation of an induction process.

1.2.1.2. Participant selection.

1.2.1.3. Induction modules, workshops, and logistics.

2. Regional Needs Assessment

2.1. The Evaluations Committee shall determine the need for conducting the Evaluation Induction Process for a region based on:

2.1.1. Potential for growth of SPRAT certifications.

2.1.2. Absence or insufficient number of evaluators to support the certification program.

2.2. The Evaluations Committee shall develop a proposal that includes the region for targeted growth.

2.3. The proposal shall be reviewed at a regularly scheduled Evaluations Committee meeting.

2.4. Upon approval by a majority of the Evaluations Committee membership, the proposal shall be reviewed by the Board of Directors at a regularly scheduled meeting.

2.5. Approval from a majority of the Board of Directors shall be required to initiate the Evaluation Induction Process for the proposed region.

3. Induction Participant Selection

3.1. Call for Applicants

3.1.1. Following Board of Directors approval, the Evaluations Committee shall hold an application period of a minimum of 30 days for induction participants for the region.

3.1.1. The closing date of the application period should be set to avoid conflicts with other Evaluations Committee activities.

3.1.2. SPRAT Evaluation Session Hosts, SPRAT members, and other rope access professionals in the region, as well as all evaluators should be made aware of the application period.

3.2. Applicant Pre-requisites

3.2.1. Applicants shall be a SPRAT member.

3.2.2. Applicants shall have a minimum of 10 years of experience in the rope access industry.

3.2.3. Applicants should be currently certified as a SPRAT **Level III Technician**.

3.2.3.1. If approved into the process, the applicant shall be a SPRAT **Level III Technician** prior to attending the induction workshop.

3.2.4. Applicants shall have a minimum of 6 years total as a SPRAT **Level III Technician** or equivalent.

3.2.5. Applicants shall have a minimum of 2000 hours of rope access work as a certified SPRAT **Level III Technician** or equivalent.

3.2.6. Applicants shall have provided instruction in a minimum of 5 rope access courses.

3.2.7. In addition to rope access instruction, applicants shall possess a minimum of 60 hours of work exposure to at least 3 areas of rope access work.

3.3. Application Documentation

3.3.1. Application forms shall be made available from the SPRAT Office upon request.

3.3.2. Along with a completed application, applicants shall provide:

3.3.2.1. A rope access resume.

3.3.2.2. Documentation demonstrating the requirements of Section 3.2.

3.3.2.3. Two letters of recommendation from current SPRAT members.

3.3.2.4. A letter of recommendation and sponsorship from a current SPRAT evaluator.

3.4. Applicant Review and Approval

3.4.1. Applications received prior to the closing dates shall be approved for completion and content by the Evaluations Committee.

3.4.1.1. Review and approval may take place electronically.

3.4.1.2. The Evaluations Committee has the authority to reject any application.

3.4.2. Once all applications have been reviewed, the Evaluations Committee shall discuss the applications.

3.4.3. Following this discussion, the Evaluations Committee shall conduct a vote of approval for each applicant.

3.4.3.1. A vote of approval of at least 70% of the Evaluations Committee is required for admission to the program.

3.4.3.1.1. If this threshold is not reached but at least 50% approval of the Evaluations Committee is obtained, the Evaluations Committee may further discuss the applicant and conduct a second vote.

3.4.3.1.2. If this threshold is not reached following the second vote, the applicant shall not be admitted to the Induction program.

3.4.3.2. No more than eight induction participants shall be approved per instance of the process.

3.4.4. If a tie of votes would lead to a higher number of induction participants than approved, a second ballot of block approval voting shall be conducted using only the tied applicants.

3.4.5. The SPRAT Office shall inform applicants regarding the approval or rejection of their application.

4. Induction Modules

4.1. induction participants shall complete all Induction modules prior to attending the Induction Workshop.

4.2. The Induction Modules consist of:

4.2.1. An introductory webinar.

4.2.2. SPRAT standards and supplements.

4.2.3. SPRAT's online system.

4.2.4. Evaluator Resources.

4.2.5. Evaluation Overview.

4.2.6. Regulatory Review.

4.2.6.1. Induction participants should provide templates of relevant regulatory information currently not found within SPRAT's *Presiding Regulatory Authority Reference*, as appropriate.

4.2.7. Induction Workshop pre-test.

4.3. Induction participants shall attend or watch recordings of all induction modules to be able to attend the Induction Workshop.

4.4. All other induction modules shall be completed prior to the Induction Workshop pre-test.

4.4.1. If the induction participant fails to receive a score higher than 60% for the Induction Workshop pre-test, they shall be removed from the Induction Process.

5. Induction Workshop Logistics

5.1. Scheduling Information

- 5.1.1. After induction participants have been selected in accordance with Section 3, the Evaluations Committee shall schedule the dates of the Induction Workshop.

5.2. Site Information

- 5.2.1. The Induction Workshop site should be chosen in a manner to accommodate all induction participants.
- 5.2.2. The Induction Workshop site shall meet all site requirements in accordance with SPRAT's *Rope Access Evaluation Guidelines*.
- 5.2.3. The Induction Workshop site shall meet the requirements of SPRAT's *Evaluation Session Insurance Policy*.

5.3. SPRAT Representative

- 5.3.1. The Evaluations Committee shall select and approve at least one SPRAT representative to conduct the Induction Workshop.
- 5.3.2. The SPRAT representative(s) shall:
 - 5.3.2.1. Coordinate with the Evaluations Committee and SPRAT Office regarding Induction Workshop scheduling.
 - 5.3.2.2. Verify Induction Site requirements.
 - 5.3.2.3. Present all required Induction Workshop content.
 - 5.3.2.4. Report to the Evaluations Committee regarding each induction participant, at a minimum, at the conclusion of the Induction Workshop.

6. Induction Workshop and Assessments

6.1. SPRAT Documentation and Process Review

- 6.1.1. Lessons shall be review standard, supplementary, and administrative documentation.

6.2. Practical Review of Rope Access Certification Requirements

- 6.2.1. Practical sessions shall be conducted to review certification requirements, supplementary information, and grading criteria.

6.3. Trial Evaluation Sessions

- 6.3.1. Trial evaluation sessions shall be conducted to provide induction participants the opportunity to:
 - 6.3.1.1. Administer the written test.
 - 6.3.1.2. Administer the rope access evaluation.
 - 6.3.1.3. Increase ability to manage an evaluation environment.
 - 6.3.1.4. Refine judgement of candidate actions.

6.4. Evaluator Written Test

- 6.4.1. At the completion of the Induction Workshop, induction participants shall take the evaluator written test.
- 6.4.2. The test is comprised of 40 multiple choice and true-false questions.
- 6.4.3. The written test is available in an online format and is closed book.
- 6.4.4. A score of 80% or better constitutes a passing score for the written test.
 - 6.4.4.1. If an induction candidate scores less than 80%, but more than 70%, they shall one opportunity to take the written test.
 - 6.4.4.2. If and induction participant scores less than 70%, they shall be removed from the Induction Process.

6.5. Evaluator Induction Participant Feedback

- 6.5.1. SPRAT representative(s) should record information regarding the performance of all induction participants during the Induction Workshop.
- 6.5.2. If concerns are raised during the Induction Workshop of any participant's ability to continue within the program, SPRAT representatives shall immediately inform the Evaluations Committee.

- 6.5.3. If a concern is raised, induction participants shall not continue in the program until the concern is reviewed by the Evaluations Committee.
- 6.5.4. Following review, a vote of approval of at least 70% of the Evaluations Committee is required for the induction participant to continue within the program.
- 6.5.5. If this level of approval is not reached, the Evaluations Committee shall conduct an interview with the induction participant
- 6.5.6. Following, the interview, the Evaluations Committee will vote a second time.
 - 6.5.6.1. If 70% is not reached upon viewing the secondary interview results, the induction participant shall be reviewed from the Induction Process.

6.6. Final Assessment

- 6.6.1. Unless a SPRAT representative has raised a concern to the Evaluations Committee, upon successful completion of the evaluator written test, the induction participant may be assessed in accordance with Section 8 of *Process to Become an Evaluator*, with the following additions:
 - 6.6.1.1. The evaluator of the session shall not be a sponsor of the induction participant.

7. Evaluations Committee Review and Appointment

- 7.1. The Evaluations Committee shall review the summation and recommendations regarding the induction participant at the next appropriate Evaluations Committee meeting.
- 7.2. Once the summation and recommendations have been reviewed, the SPRAT Office will send out an electronic ballot to all members of the Evaluations Committee.
- 7.3. The induction participant must be approved by 70% of the Evaluations Committee to be approved as an evaluator.
- 7.4. The SPRAT Office will not divulge individual Evaluations Committee member votes, unless directed to do so by the Board of Directors.
- 7.5. If 70% is not reached upon viewing the assessment results, the Evaluations Committee will hold a discussion of the induction participant at a closed Evaluations Committee meeting, and a second vote will be conducted.
- 7.6. If 70% is still not reached the following stipulations will be followed:
 - 7.6.1. More than a 50% approval will require a second assessment.
 - 7.6.2. Less than a 50% approval will require the induction participant to restart the process.
- 7.7. If an induction participant does not pass the assessment process or is not approved by the Evaluations Committee, they will be notified in writing of the findings.
 - 7.7.1. The notification will include the areas where the induction participant was found deficient.
- 7.8. Upon approval, a new evaluator shall receive an initial appointment and mentor in accordance with Sections 10 and 11 of *Process to Become an Evaluator*.

8. Complaints and Appeals

- 8.1. Should an induction participant feel the need to appeal the findings of the Evaluations Committee at any point in the process, they should submit a written statement to the SPRAT Office detailing the circumstances of their complaint and the requested action.
- 8.2. The SPRAT Office will forward all complaints and appeals to the Board of Directors. Complaints and appeals will be considered and ruled by the Board of Directors.
- 8.3. A written response will be provided to the aggrieved party within sixty (60) days of the written complaint.
- 8.4. The Board of Directors can choose to reconsider any action taken by the Evaluations Committee if the Board of Directors deems the action inconsistent with established certifications requirements or finds the action inconsistent with the best interests of the membership.

Appendix 1. Proctor Affidavit for evaluator Induction Participants



**evaluator Induction
Participant Name:**

Testing Date:

- I administered SPRAT's evaluator written test in accordance with the procedures approved by the Evaluations Committee and Board of Directors.
- I ensured that no reference materials were consulted and that there was no discussion during the written test.

Proctor Signature:

Proctor Name:

Date:
