

## EVALUATOR INDUCTION PROCESS



Society of Professional Rope Access Technicians

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**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. The purpose of this document is to provide evaluator applicants the complete information regarding the process in which to become a SPRAT evaluator.

### **1.2. Scope**

- 1.2.1. This document provides:

- 1.2.1.1. A process for selecting induction participants.
- 1.2.1.2. An outline of pre-workshop requirements for participants.
- 1.2.1.3. Induction Workshop logistics and content.
- 1.2.1.4. A process to appoint induction participants as evaluators.

## **2. Induction Process Initiation**

- 2.1. The Evaluations Committee may initiate an Induction Process at any time.

- 2.1.1. An Induction Process should be initiated, at a minimum, on an annual basis.
- 2.1.2. The Evaluation Committee shall propose a timeline and region for the in-person Induction Workshop.
- 2.1.3. Factors such as the potential for growth of SPRAT certifications and insufficiency of evaluators should be considered in determining a physical location for the Workshop portion of the induction process.

- 2.2. Approval from a majority of the Board of Directors shall be required to initiate an Evaluation Induction Process for the proposed location and timeline.

## **3. Induction Participant Selection**

### **3.1. Call for Applicants**

- 3.1.1. Following Board of Directors approval, the Evaluations Committee shall have an application period of a minimum of 30 days.

- 3.1.1.1. A public call for interest shall be completed to announce the details of the application period.
- 3.1.1.2. The closing date of the application period should be set to avoid conflicts with other Evaluations Committee activities.

### **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 shall be currently certified as a SPRAT Level 3 Technician at the commencement of the program.
- 3.2.4. Applicants shall have a minimum of 6 years total as a SPRAT Level 3 Technician or equivalent.
- 3.2.5. Applicants shall have a minimum of 2000 hours of rope access work as a certified SPRAT Level 3 Technician or equivalent.
- 3.2.6. Applicants shall have provided rope access instruction in a minimum of 5 rope access courses.
- 3.2.7. In addition to rope access instruction, applicants shall possess a varied background in rope access, including a minimum of 60 hours of work exposure to a minimum of 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. Cover letter demonstrating the requirements of Section 3.2.
- 3.3.2.3. Two letters of recommendation from current SPRAT voting 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. Completed applications received prior to the closing date shall be considered by the Evaluations Committee.
  - 3.4.1.1. Discussion of an applicant may be conducted at an Evaluations Committee meeting.
- 3.4.2. Applicants deemed eligible by the Evaluations Committee shall move forward in the selection process by participating in an interview.
  - 3.4.2.1. The interview shall be conducted by a three-person panel consisting of members from the Evaluations Committee or Board of Directors
    - 3.4.2.1.1. At least one member of the panel shall be a member of the Evaluations Committee.
  - 3.4.2.2. Members of the interview panel should be impartial with regards to the induction applicant, including, but not limited to:
    - 3.4.2.2.1. No financial ties to the induction applicant.
    - 3.4.2.2.2. No submission of letter of recommendation or sponsorship of induction applicant.
  - 3.4.2.3. The SPRAT Office will organize and schedule the interview process, but will not be involved in the actual interview with the induction applicant.
  - 3.4.2.4. Questions in the interview pertain to the evaluator candidate's background, experience, and knowledge of the SPRAT certification program.
  - 3.4.2.5. Each Evaluations Committee member on the interview panel will assess the applicant's responses on an *Induction Applicant Interview Form*.
- 3.4.3. Induction applications and interview results will be reviewed at a meeting to determine the approved induction participants.
  - 3.4.3.1. No more than eight induction participants shall be approved per instance of the process.
- 3.4.4. The SPRAT Office shall inform applicants regarding the approval or rejection of their application.

## 4. Induction Webinars

- 4.1. Induction webinars shall be held to address:
  - 4.1.1. An introduction to the induction program.
  - 4.1.2. SPRAT standards, supplements, and policies.
  - 4.1.3. Logistic preparations for the induction workshop.
- 4.2. Induction participants shall complete all webinars, associated assignments and successfully complete a Pre-Induction Workshop online test to attend the Induction Workshop.
  - 4.2.1. A score of 80% shall be required to pass the Pre-Induction Workshop online test.
- 4.3. Unexcused absence from webinars, failure to complete assignments, or failure of the a Pre-Induction Workshop online test are all grounds for removal from the Induction Process.

## 5. Induction Workshop Logistics

- 5.1. Site Information
  - 5.1.1. The Induction Workshop site shall comply with all requirements of SPRAT Evaluation Session Hosts as found in *SPRAT's Rope Access Evaluation Guidelines*.
- 5.2. Induction Workshop Facilitator
  - 5.2.1. The Evaluations Committee shall approve at least one facilitator to conduct the Induction Workshop.
    - 5.2.1.1. The Evaluations Committee may approve additional facilitators as applicable.
  - 5.2.2. The facilitator shall:
    - 5.2.2.1. Coordinate with the Evaluations Committee and SPRAT Office regarding Induction Workshop scheduling
    - 5.2.2.2. Verify Induction Workshop site requirements.
    - 5.2.2.3. Present Induction Workshop content.
    - 5.2.2.4. Submit Induction Workshop feedback and applicable documentation to the Evaluations Committee.

## **6. Induction Workshop Content**

### **6.1. Review of SPRAT's rope access certification program**

6.1.1. All standards, supplementary, and administration documentation, policies, and processes related to SPRAT's rope access certification shall be reviewed.

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

### **6.2. Trial Evaluations**

6.2.1. Trial evaluations shall be conducted to provide induction participants the opportunity to:

6.2.1.1. Administer the written test.

6.2.1.2. Introduce portions of the rope access evaluation.

6.2.1.3. Administer the rope access evaluation.

### **6.3. Evaluator Written Test**

6.3.1. Prior to completion of the evaluator workshop, induction participants shall take the evaluator written test.

6.3.2. The written test is available in an online format and is open book.

6.3.3. The test consists of 40 questions, and an evaluator candidate shall score a minimum of 80% (32/40) to pass the test.

### **6.4. Evaluator Induction Participant Feedback**

6.4.1. Feedback of induction participants shall be collected during the workshop, including:

6.4.1.1. Self-assessments from induction participants.

6.4.1.2. Facilitator assessments of induction participants.

6.4.1.3. Documentation from trial evaluation.

## **7. Induction Workshop Completion**

### **7.1. Evaluations Committee Review**

7.1.1. Following the Induction Workshop, the Evaluations Committee will review all feedback, written test results, and other applicable documentation of each induction participant.

7.1.2. The Evaluations Committee shall determine if the induction participant:

7.1.2.1. Is approved for their assessment of skills.

7.1.2.2. Must complete additional requirements prior to their assessment of skills.

7.1.2.3. Is removed from the Induction Process.

### **7.2. Assessment of Skills**

7.2.1. Following approval by the Evaluations Committee, the induction participant will be eligible to perform a rope access evaluation while being assessed by a current evaluator.

7.2.2. An induction participant is responsible for scheduling their assessment of skills.

#### **7.2.3. Evaluation Requirements**

7.2.3.1. An induction participant may evaluate up to 8 candidates.

7.2.3.2. There shall be a minimum of 5 candidates.

7.2.3.2.1. At least two candidates shall be upper-level candidates.

7.2.3.2.2. At least one candidate shall be a Level 3 candidate.

7.2.3.2.3. The induction participant shall not be the competent trainer for the training preceding the session.

7.2.3.2.4. Evaluators and Evaluation Session Hosts have the right to deny any assessment request from an induction participant.

#### 7.2.4. Evaluator Requirements and Responsibilities

7.2.4.1. To be eligible to assess an induction participant, the evaluator shall:

7.2.4.2. Have an appointment maintained in accordance with the *Evaluator Guidelines*.

7.2.4.3. Previously conducted at least 10 evaluations during their current appointment tenure.

7.2.4.4. Be independent of the induction participant.

7.2.4.5. Be independent of the upper-level candidates in the session.

7.2.4.6. Not have provided a letter of recommendation for or sponsored the induction participant during the application phase.

7.2.5. The evaluator assigned to assess the candidate shall complete an *Evaluator Test Assessment Form*, write a summation of their findings and recommendations of the induction participant, and submit this information to the SPRAT Office.

#### 7.3. Time Limit

7.3.1. An induction participant has six months from the approval for their assessment of skills to complete the process to obtain their evaluator appointment.

### 8. Evaluations Committee Review and Appointment

8.1. The Evaluations Committee shall review induction participant workshop and assessment of skills information.

8.2. The Evaluations Committee shall determine if the induction participant:

8.2.1. Is approved of their evaluator appointment.

8.2.2. Must complete additional requirements and a second assessment of skills.

8.2.3. Is removed from the Induction Process.

8.3. The induction participant must be approved by 70% of the Evaluations Committee to be approved as an evaluator.

8.4. 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.

8.5. Upon approval, a new evaluator shall receive an initial appointment with an expiration date aligned with the expiration of their current Level 3 Technician certification.

8.6. The Evaluations Committee will conduct an initial review of their evaluator activities after a period of 12 months.

8.6.1. If the expiration of the new evaluator's Level 3 Technician certification occurs before 12 months have elapsed, the Evaluations Committee will issue a new provisional appointment aligned to the Level 3 Technician re-certification that lasts until the 12-month review is conducted.

8.7. At the expiration of the new evaluator's initial appointment, appointment renewals are issued as stated in the *Evaluator Guidelines*.

### 9. Complaints and Appeals

9.1. 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.

9.2. 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.

9.3. A written response will be provided to the aggrieved party within sixty (60) days of the written complaint.

9.4. 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.