

IRATA LOGBOOKS



TECHNICIAN LOGBOOKS

02/11/2019

TRAINING LOGBOOK HOURS

As stated in **TACS [TC-101] clause 4.13.7:**

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

In order to ensure that there is no confusion between working hours and training hours, please ensure that the hours accrued while being trained in rope access are logged in the Training Section of the logbook.

LOST LOGBOOKS

It has been brought to our attention that some Technicians are arriving to training courses without their logbooks. Please be aware that as per **TACS [TC-101] clause 4.3.4:**

'Rope access Technicians who are upgrading or revalidating shall provide their logbooks to the IRATA International trainer member company at the start of the training course.'

As such, Technicians who lose their logbook should refer to **TACS [TC-101] clause 4.13.11** which states:

'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.'

Please take precautions to ensure that you do not lose the logbook hours you have worked so hard to get!



LOST TECHNICIAN LOGBOOKS

07/02/2022

TECHNICIAN LOGBOOKS

As stated in **TACS [TC-101ENG] clause 4.3.4:**

'Rope access Technicians who are upgrading or revalidating shall provide their logbooks to the IRATA Training member company prior to the start of the training course. Where rope access Technicians have lost their logbooks, they shall arrange for a replacement to be issued, completed and verified before training commences.'

It has been brought to our attention that some Technicians are arriving at training courses without their logbooks.

WHAT SHOULD A TECHNICIAN DO IF THEY HAVE LOST THEIR LOGBOOK BEFORE TRAINING COMMENCES?

If a technician has lost their logbook, they should arrange for a new logbook to be issued, completed, and verified before training commences. The logbook is the technician's responsibility and should be considered an important document to record their experience and training.

To request a new logbook, a technician must complete the replacement documents form on the IRATA website. Please click [HERE](#) to access the online replacement documents form.

IRATA Member Companies can request a replacement logbook on a technician's behalf. IRATA Member Companies are required to apply for a replacement logbook using the Technician Replacement Document Consent Form [FM-319ENG] located [HERE](#) in the Members Area of the IRATA website.

HOW DO TECHNICIANS GET THE HOURS IN THEIR REPLACEMENT LOGBOOK VERIFIED?

Technicians who lose their logbook should refer to TACS [TC-101ENG] clause 4.13.11, which states:

'4.13.11 Technicians shall obtain credible references (see clause 4.13.1) for all lost logbook hours. Where lost hours are required to move up a level, e.g. Level 1 to Level 2, the Technician shall obtain credible reference documents to verify the hours in the replacement logbook before training commences. Maintaining a scanned copy of a logbook can facilitate the process of completing a replacement logbook.'

Credible references can be obtained from the following authorised individuals listed in TACS [TC-101ENG] clause 4.13.1:

- a. An IRATA Level 3 Technician who was directly involved in the supervision of the rope access activities;
- b. A Director, General Manager, Rope Access Manager, or Technical Authority of the rope access company responsible for the undertaking of the rope access activities;
- c. A rope access site Project Manager who is responsible for the project management of the worksite where the rope access activities were undertaken.

Please take precautions to ensure that you do not lose the logbook hours you have worked so hard to get!



LOGBOOK SIGNING

03/04/2019

IRATA rope access Technicians are reminded to follow an IRATA logbook (signing) policy at all times. The logbook signing requirements can be summarised as follows:

LOGBOOK OWNERS

Rope access Technicians are required to complete their logbooks with all the required information prior to presenting it for verification signatures. This means that all relevant fields are completed prior to presenting the logbook for signature.

As owners of the logbook, Technicians are responsible for the content and must ensure that all entries are correct. Logbook signatures should only be obtained from Level 3 technicians who were directly involved in supervision of the rope access activities undertaken or from other authorised signatories (e.g. IRATA member company, rope access project manager and/or director) who can provide verification with certainty.

LOGBOOK SIGNATORIES

Level 3 rope access Technicians and other relevant authorised signatories must ensure that, prior to signing a logbook, all required fields have been correctly completed and there is no information missing.

In the event that the logbook entries do not meet the above criteria, the logbook signatory is required to decline the verification of an entry until all logbook fields are duly completed.

Under no circumstances should incomplete and/or empty logbook entries be signed.

LOGBOOK ALTERATIONS

Once the logbook entries have been signed by an authorised signatory, logbook owners must not make any alterations to the signed entries. In cases where a signed logbook entry requires amendment, please contact IRATA for advice.

Misuse of Technician logbooks is considered a serious offence, and is harmful to the integrity of our industry.

If ever in doubt about who is authorised to sign your logbook, please contact IRATA at INFO@IRATA.ORG.

