



Society of Professional Rope Access Technicians

### Access Work Plan Checklist

This form is intended as a prompt to ensure that an access work plan is in accordance with SPRAT's Safe Practices for Rope Access Work. This form is intended to be reviewed by the designated Rope Access Supervisor prior to commencing rope access work. This document should also be reviewed by any affected personnel. Documentation and verification of the access work plan is a requirement within a properly managed rope access program.

**Rope Access Work Date(s):** \_\_\_\_\_

**Rope Access Work Scope:** \_\_\_\_\_

**Rope Access Administrator:** \_\_\_\_\_

**Rope Access Supervisor:** \_\_\_\_\_

#### Access Work Plan Procedural Requirements

- Completed prior to beginning work SP 9.1
- Maintained at the worksite SP 9.2
- Available to all affected persons SP 9.2
- Reviewed before each work shift SP 9.4
  - Review before shift is documented
- Procedure to stop work if new hazards arise until appropriate controls have been identified, documented, and implemented SP 9.9.3
- Updated as necessary SP 9.3
  - Review of updates is documented
- Reviewed by any person affected by the rope access work SP 9.5
  - If not reviewed by any person affected by the rope access work, please reference rationale

#### Work method

- Work team members, roles, and level of training provided. SP 9.8.1.1
- Hazard and fall zones description and requirements provided SP 9.8.1.2 SP 10
- Communication plan provided. SP 9.8.1.3, SP 11
- Rope access systems description and requirements provided SP 9.8.1.4, SP 12
- Rope access equipment listed SP 9.8.1.5, SP 13
- Tools and other materials listed SP 9.8.1.6, SP 14
- Personal protective equipment listed SP 9.8.1.7
- Required permits listed SP 9.8.1.8

#### Risk Assessment

- Foreseeable hazards that may be encountered during the course of work identified SP 9.9.1
  - Work method modified and/or controls identified to eliminate hazards, or to reduce the associated risk to an acceptable level. SP 9.9.2
- Review of work method has considered:
- The time required for the work at any one location SP 9.9.4
  - Whether adjacent work may affect the planned work SP 9.9.4.1
  - Whether providing security to the anchorage location is warranted SP 9.9.4.2
  - Whether any public safety provisions are required SP 9.9.4.3
  - Clearance requirements of rope access systems and other fall protection systems SP 9.9.4.4
  - Hazards associated with the use of tools, work equipment, and materials required for the work SP 9.9.4.5

Review of work environment has considered:

- Adverse weather SP 9.9.5
- The effects of wind on rope access systems, positioning, and work environment SP 9.9.5.1
- Lock out tag out (LOTO) requirements SP 9.9.5.2
- Potential loose material SP 9.9.5.3

#### Rescue Plan

- Work method and risk assessment reviewed to identify where rescue could be required SP 9.11.1
- Rescue procedures for prompt rescue from foreseeable scenarios provided SP 9.11.2, SP 16

**Rope Access Supervisor Signature:** \_\_\_\_\_

I hereby affirm that the access work plan has been reviewed and found to be compliant with SPRAT's Safe Practices for Rope Access Work.

**Date:** \_\_\_\_\_