



### Work-at-Height Evaluation - Host Preparation Checklist

This optional form is a prompt to ensure that an Evaluation Session Host and candidates are prepared for a rope access evaluation. References are provided when appropriate to SPRAT's *Work-at-Height Certification Requirements (WCR)* and *Work-at-Height Evaluation Guidelines (WEG)*.

**Evaluation Session Host:** \_\_\_\_\_ **Evaluation Date:** \_\_\_\_\_

#### Evaluation Session Host System Information:

- SPRAT Company or Company Premier membership in place for calendar year. WEG 2.2.1.1
- Host Agreement for calendar year submitted and approved in SPRAT system. WEG 2.2.1.2
- Insurance documentation submitted and approved in SPRAT system. WEG 2.2.1.3
- Site ( WEG 2.2.1.4  
[Table 1](#)), exercise station ([Table 2](#)) and equipment ([Table 3](#)) requirements are met.
- Evaluation established and evaluator assigned in SPRAT system. WEG 2.2.1.5, WEG 2.2.1.6
- Written test proctor administration with assigned evaluator. WEG 3.

#### Candidate Information:

- All candidates accommodated (maximum of 8 candidates per work-at-height evaluation). WEG 2.2.1.7, WEG 4.1.3
- Candidates meet eligibility requirements. WEG 2.2.1.8, WCR 3
  - Candidates ≥ 18 years old.
- Candidates meet training requirements. WEG 2.2.1.8, WCR 3
- SPRAT documentation presented to candidates:
  - Work-at-Height Evaluation - Candidate Preparation Form.*
  - Work-at-Height Certification Requirements.*
  - Defined Terms.*
  - Work-at-Height Evaluation Guidelines.*
  - Clearance Requirement Guidelines.*
  - Equipment Guidelines.*
  - Evaluation Rubric.*
  - Privacy Policy.*
- Site work-at-height plan and equipment information reviewed with candidates.
- Candidates presented certification requirement information ([Table 4](#)).
- Evaluation roster completed. WEG 2.2.1.9.
  - Candidates added to roster (search first by SPRAT number, then by email address).
  - Candidate photos added to roster (passport style).
- Candidates access to SPRAT system and personal information verified. WEG 2.2.1.10.

#### SPRAT Documentation



<https://sprat.org/publications>

#### Account Issue Report Form



<https://sprat.org/issue-report-form/>

#### Evaluation Session Host Feedback



<https://sprat.org/sprat-host-feedback-form>

**TABLE 1 SITE REQUIREMENT AND RECOMMENDATION CHECKLIST**

**General**

- Site suitable to facilitate evaluation and administer written test. **WEG 7.1.**
- Equipment meets presiding regulatory authority and *Safe Practices for Rope Access Work*. **WEG 7.1.2.**
- No major adjustments required during evaluation to complete requirements. **WEG 7.1.2.1.**
- Current SPRAT documentation available. **WEG 7.1.2.2.**
- Manufacturer instructions of equipment available. **WEG 7.1.2.3.**
- Poster depicting certification requirements for candidates to track their progress provided (recommended). **WEG 7.1.2.4.**
- White board or blank paper and implements provided. **WEG 7.1.2.5.**
- Suitable locations to observe candidates. **WEG 7.1.2.6.**
- Vertical separation  $\leq 15$  m (49 ft) between requirement completion and next lower level or ground. **WEG 7.1.2.7.**

**Site Safety**

- Access work plan **WEG 7.2.**
  - Contents available to all parties. **WEG 7.2.1.**
  - Evaluation Session Host representative and candidate names and contact information. **WEG 7.2.1.1.**
  - Hazard and fall zone information. **WEG 7.2.1.2.**
  - Anchorage information. **WEG 7.2.1.3.**
  - Fall protection system and equipment information. **WEG 7.2.1.4., WEG A.1.**
  - Risk assessment in accordance with *Safe Practices for Rope Access Work*. **WEG 7.2.1.5.**
  - Required protective equipment. **WEG 7.2.1.6.**
  - Rescue plans for exercise stations. **WEG 7.2.1.7.**
- Hazard and fall zones identified and marked. **WEG 7.2.2., SP 10.**
- Candidate emergency contact information available. **WEG 7.2.3.**
- Provision to ensure no conflicting activities. **WEG 7.2.4.**
- Provision to ensure prompt rescue. **WEG 7.2.5.**
- First aid kit and fire extinguisher. **WEG 7.2.6.**
- Emergency egress signage and lighting. **WEG 7.2.7.**

**Site Environment**

- Appropriate noise (recommended  $< 85$  dBA) and lighting levels (recommended 300-800 lux). **WEG 7.3.**
- Recommendations:**
- Site protected from adverse weather. **WEG 7.3.2.**
- Temperature regulated between  $7^{\circ}\text{C}$  ( $45^{\circ}\text{F}$ ) and  $38^{\circ}\text{C}$  ( $100^{\circ}\text{F}$ ). **WEG 7.3.3.**
- Ventilation to ensure  $\geq 4$  air changes per hour in place. **WEG 7.3.4.**

**Platforms**

- Platform located  $\geq 0.3$  m (1 ft) above the next lower level. **WEG 7.4.**
- Platform fall zone extends  $\geq 3$  m (9.9 ft) along one edge. **WEG 7.4.1.**
- Anchorages suitable to accommodate travel restraint systems. **WEG 7.4.3.**
- Platform accommodates  $\geq 4$  people. **WEG 7.4.4.**
- Recommendations:**
- Accessible without the use of fall protection systems. **WEG 7.4.5.**
- Platforms accommodate  $\geq 8$  people. **WEG 7.4.5.1.**

**Anchorage Systems**

- Presiding regulatory authority requirements met. **WEG 7.5.**
- Fall arrest anchorage system minimum breaking strength  $\geq 12$  kN (2700 lbf) or 2x maximum arrest force. **WEG 7.5.1.**
- Recommendations:**
- Documented inspection report by professional structural engineer. **WEG 7.5.1.1.**
- Clearance requirements of fall protection systems accommodated. **WEG 7.5.1.2.**

**TABLE 1 (CONTINUED)**

**Climbing Structures**

- ≥ 5 m (16.5 ft) of vertical climbing surface available. **WEG 7.6**  
*WEG 7.6.1*
- Structures ≤ 10 degrees from vertical. **WEG 7.6.2**
- Suitable anchorages available at the top of structures. **WEG 7.6.3**
- Anchorage systems spaced ≤ 0.6 m (1.9 ft) vertically. **WEG 7.6.4**  
*For stations using energy absorbing lanyards or personal self-retracting devices.*
- Ladder structure rungs spaced ≤ 0.6 m (1.9 ft). **WEG 7.6.5**  
*Vertical separation of ≤ 0.45 m (1.4 ft) recommended.*

**TABLE 2 EXERCISE STATION REQUIREMENTS AND RECOMMENDATIONS**

**Exercise Station Requirements and Recommendations**

- ≥ 8 faces of climbing structures available for exercise stations (recommended). **WEG 8**  
*WEG 8.1.1*
- Use of structure faces does not compromise visibility. **WEG 8.1.2.1**
- No more than two faces of any structure required to meet the station requirements (recommended). **WEG 8.1.2.2**
- Travel restraint system exercise: ≥ 1 dedicated (≥ 2 recommended). **WEG 8.2**
- Overhead self-retracting device exercise: ≥ 1 per four candidates (≥ 4 recommended). **WEG 8.3**
- Ladder fall arrest system exercise: ≥ 1 per four candidates (≥ 4 recommended). **WEG 8.4**
- Horizontal lifeline exercise: ≥ 1. **WEG 8.5**
  - Span ≥ 3 m (9.9 ft). **WEG 8.5.2**
  - ≥ 1.2 m (4 ft) above walking surface. **WEG 8.5.4**
- Backup system exercise: ≥ 1 per four candidates (≥ 4 recommended). **WEG 8.6**
- Descent mode exercise: ≥ 1 per four candidates (≥ 4 recommended). **WEG 8.7**

**TABLE 3 EQUIPMENT REQUIREMENT AND RECOMMENDATION CHECKLIST**

**Candidate Personal Equipment**

- Helmet. **WEG 9.1**  
*WEG 9.1.2.1*
- Harness. **WEG 9.1.2.2**
- Energy absorbing lanyard. **WEG 9.1.2.3**
- One backup device with connecting equipment. **WEG 9.1.2.4**
- Descender. **WEG 9.1.2.5**
- Positioning lanyard (adjustability recommended). **WEG 9.1.2.6**
- Carabiners to accommodate personal equipment. **WEG 9.1.2.7**
- Protective equipment required by work-at-height plan. **WEG 9.1.2.8**

**Shared Equipment** (recommendations indented)

- Sufficient hardware **WEG 9.2**
  - ≥ 16 carabiners **WEG 9.2.1**  
*WEG 9.2.1.1*
- ≥ 8 ropes accommodating climbing structure height **WEG 9.2.2**
  - ≥ 16 ropes accommodating climbing structure height **WEG 9.2.2.1**
- Sufficient slings **WEG 9.2.3**
  - ≥ 16 slings **WEG 9.2.3.1**

**TABLE 4 FALL PROTECTION CERTIFICATION REQUIREMENTS PREPARATION CHECKLIST**

**Documentation**

- Site work-at-height plan and equipment information WEG 7.2, WEG A.1., [Equipment Inspection Checklist](#)
- Work-at-Height Certification Requirements*
- Defined Terms*
- Work-at-Height Evaluation Guidelines*
- Clearance Requirement Guidelines*
- Equipment Guidelines.*
- Evaluation Rubric*



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**Work-at-Height Certification Requirement Checklist:**

<b>Performance principles</b>	WCR/WEG 6.1
<b>Travel restraint system exercise</b> Travel restraint system construction and use	WCR/WEG 6.2
<b>Overhead self-retracting device exercise</b> Self-retracting device Transitions Other fall arrest system	WCR/WEG 6.3
<b>Ladder fall arrest system exercise</b> Ladder fall arrest system Transitions Other fall arrest system	WCR/WEG 6.4
<b>Energy absorbing lanyards exercise</b> Energy absorbing lanyards Transitions Other fall arrest system	WCR/WEG 6.5
<b>Horizontal lifeline exercise</b> Horizontal lifeline Transitions Other fall arrest system	WCR/WEG 6.6
<b>Backup system exercise</b> Energy absorbing lanyards Transitions Backup system construction and use	WCR/WEG 6.7
<b>Descent mode exercise</b> Other fall arrest system Transitions Descent mode	WCR/WEG 6.8