

ACCREDITED SITE POLICIES AND PROCEDURES



Society of Professional Rope Access Technicians

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Notes for Use:

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

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1. Purpose, Scope, and Exceptions

1.1. Purpose

- 1.1.1. The purpose of the Accredited Site Program is to provide an objective process to verify Evaluation Session Host site conformance with SPRAT requirements and recommendations for rope access and work-at-height evaluations.
- 1.1.2. The Accredited Site Program is intended to assist in the successful and efficient administration of SPRAT's rope access and work-at-height certification programs.

1.2. Scope

- 1.2.1. This document establishes policies and procedures for SPRAT's Accredited Site Program, including:
 - 1.2.1.1. Eligibility requirements.
 - 1.2.1.2. Verification criteria.
 - 1.2.1.3. Application and review processes.
 - 1.2.1.4. Accredited site status maintenance.

1.3. Exceptions

- 1.3.1. The Accredited Site Program does not provide endorsement of an Evaluation Session Host's policies, procedures, or documentation beyond a verification of conformance to requirements and recommendations for conducting SPRAT evaluations when the site is reviewed.
- 1.3.2. Accredited sites status provides no assurance regarding an outcome for candidates.

2. Accredited Site Program Policies

2.1. Eligibility

- 2.1.1. Participation by an Evaluation Session Host in SPRAT's Accredited Site Program is voluntary.
 - 2.1.1.1. Evaluation Session Hosts with multiple sites may select which of their sites are verified.
- 2.1.2. A site is eligible to be verified if:
 - 2.1.2.1. The Evaluation Session Host is in good standing with the SPRAT Office.
 - 2.1.2.2. At least 10 rope access evaluations have been completed at the site.
 - 2.1.2.3. Candidates at all rope access levels have passed evaluations at the site.
- 2.1.3. A site shall be reviewed for rope access accreditation to be eligible for work-at-height accreditation.
 - 2.1.3.1. Work-at-height accreditation may be completed concurrently with or following rope access accreditation.

2.2. Accreditation Criteria

- 2.2.1. Accreditation criteria are based on the following, as detailed in SPRAT's *Rope Access Evaluation Guidelines (REG)* and *Work-at-Height Evaluation Guidelines (WEG)*:
 - 2.2.1.1. Evaluation session host responsibilities (*REG 2.2, WEG 2.2*).
 - 2.2.1.2. General site requirements and recommendations (*REG 10, WEG 7*).
 - 2.2.1.3. Site station requirements and recommendations (*REG 11, WEG 8*).
 - 2.2.1.4. Equipment requirements and recommendations (*REG 12, WEG 9*).
- 2.2.2. Accreditation criteria and verifications for both certification programs can be found in [Appendix 1](#).
 - 2.2.2.1. Additional guidance regarding carabiner expectations can be found in [Appendix 2](#).
- 2.2.3. Accreditation criteria ensure accommodation of eight candidates at any testing level in the applicable certification program.

3. Accreditation Process

3.1. Application Initiation

3.1.1. Applications shall be initiated by an Evaluation Session Host using SPRAT's [Accredited Site Application Initiation form](#).

3.1.2. This [online form](#) collects general Evaluation Session Host information, a site overview, and agreements for participation in the program.

3.1.2.1. Agreements for participation in the program can be found in [Appendix 3](#).

3.2. Document Preparation and Submission

3.2.1. Documentation and site review shall be completed for one site prior to addressing any additional sites managed by the same Evaluation Session Host.

3.2.2. The SPRAT Office shall send template files to the applicant for documenting a site.

3.2.3. Template files shall be completed with verifiable photographs and descriptions specific to the site.

3.2.3.1. Photos shall be resized or compressed to minimize completed template file size.

3.2.3.2. Cross-references to applicant documentation shall include identifiers to easily locate information.

3.2.3.3. Template files shall be maintained as separate files through the review process.

3.2.4. All required documentation for a site shall be completed and submitted prior to review.

3.2.4.1. The SPRAT Office shall provide an online location for submitting documentation.

3.2.4.2. The SPRAT Office or assigned reviewers shall not edit submitted documentation.

3.2.5. After the completed documentation is received, the SPRAT Office shall send an invoice to the applicant.

3.2.5.1. A non-refundable fee of \$1000 is assessed for participation in the program.

3.2.5.1.1. This initial fee includes review of one site.

3.2.5.2. A non-refundable fee of \$750 is assessed for each additional site or to add work-at-height accreditation to a site with current rope access accreditation.

3.2.5.2.1. Fees for additional sites are charged prior to documentation review of each site.

3.3. Reviewer Assignment

3.3.1. The SPRAT Office shall assign a reviewer, authorized by the Evaluations Committee or Board of Directors, to an Evaluation Session Host in the order that complete documentation for a site is received.

3.3.2. The assigned reviewer shall have no current financial ties with the applicant other than providing services as an appointed evaluator.

3.4. Documentation Review

3.4.1. The assigned reviewer shall verify that information submitted with the application satisfies all accreditation criteria of each site.

3.4.2. The reviewer may request further information from the applicant to ensure satisfaction of accreditation criteria.

3.4.2.1. If requested information is not received within 30 days, the process is automatically terminated.

3.4.2.2. Subsequent applications are not accepted for 6 months following termination of an accreditation process.

3.4.3. Any deficiencies encountered during documentation review shall be addressed prior to site review.

3.5. Site Review

3.5.1. Once all documentation has been verified, the reviewer and applicant shall schedule a site review.

3.5.1.1. Site reviews may be conducted in-person or remotely.

3.5.2. Applicants shall be prepared to demonstrate that the site aligns with submitted documentation and accreditation criteria, including:

- 3.5.2.1. Providing a site tour.
- 3.5.2.2. Providing a detailed view of personal and shared equipment.
- 3.5.2.3. Demonstrating implementation of policies and processes at the site.
- 3.5.2.4. Providing additional details as requested by the reviewer.

3.6. Additional Sites

- 3.6.1. Following successful documentation and site review of the first site, Evaluation Session Hosts may submit documentation for any additional sites.
- 3.6.2. Submitted photos and descriptions shall be specific to and verifiable for each additional site.

3.7. Evaluations Committee Approval

- 3.7.1. After a site review has been completed, the reviewer shall submit a report and a recommendation of accredited site status to the Evaluations Committee.
- 3.7.2. The Evaluations Committee may review and approve accredited site status by simple majority.
- 3.7.3. Notice of Evaluations Committee decision shall be provided to the applicant.
 - 3.7.3.1. Notice of denial shall include a rationale as well as any actions that are required to redress deficiencies found during the review process.

4. Accredited Site Status

4.1. Accredited Site Promotion

- 4.1.1. SPRAT shall promote accredited sites on its website.
- 4.1.2. Evaluation Session Hosts may promote their accredited site status.

4.2. Accredited Site Maintenance

- 4.2.1. Accredited site status is valid for three years from the date of Evaluations Committee approval.
 - 4.2.1.1. Expiration dates for rope access and work-at-height accreditation for a site and accredited site status for multiple sites may be aligned at the discretion of the Evaluations Committee with consent from the Evaluation Session Host.
- 4.2.2. An Evaluation Session Host shall maintain their accredited site and associated documentation in accordance with SPRAT certification program policies.
- 4.2.3. Updates to SPRAT certification program policies during the validity period of accredited site status are expected to be addressed promptly upon their effective date.
- 4.2.4. Evaluation Session Hosts shall notify the SPRAT Office of removed sites.
- 4.2.5. Accredited site status may not be conferred from one Evaluation Session Host to another.

4.3. Re-accreditation

- 4.3.1. Sites are eligible for re-accreditation six months before and after the expiration of their accredited site status.
- 4.3.2. The SPRAT Office shall inform Evaluation Session Hosts when their eligibility for re-accreditation begins.
- 4.3.3. Re-accreditation may address multiple sites of an Evaluation Session Host.
- 4.3.4. A non-refundable fee of \$750 is assessed to initiate the re-accreditation process.
- 4.3.5. Re-accreditation shall consist of a documented review of relevant updates of all sites and may include site review of any sites, if deemed necessary.
- 4.3.6. Re-accreditation completed prior to the expiration of a current accredited site status expiration is valid for three years from the date of the current expiration.
- 4.3.7. Evaluation Session Hosts with accredited site status that has lapsed for more than six months shall restart the process to reobtain accredited site status.

4.4. Suspension or Revocation of Accredited Status

- 4.4.1. SPRAT may suspend or revoke accredited site status for just cause at any time.

- 4.4.2. Just cause for suspension or revocation of accredited site status includes, but is not limited to:
 - 4.4.2.1. Failure to maintain administrative processes or sites in accordance with SPRAT policies.
 - 4.4.2.2. Submission of inaccurate or misleading information.
 - 4.4.2.3. Failure to disclose information relevant to obtaining or retaining accredited site status.
 - 4.4.2.4. Misuse or misrepresentation of accredited site status.
 - 4.4.2.5. Regulatory action or judgment where the Verified Evaluation Session Host was found to have acted contrary to SPRAT standards or programs.
- 4.4.3. The SPRAT Office shall inform the Evaluation Session Host regarding any administrative or policy violations reported to the Evaluations Committee.
- 4.4.4. The Evaluation Session Host shall have the opportunity to provide a detailed response to the Evaluations Committee.
- 4.4.5. After reviewing the violation and any response of the Evaluation Session Host, the Evaluations Committee shall determine an appropriate action.
- 4.4.6. Any recommendation for suspension or revocation shall be made to SPRAT's Board of Directors.

5. Complaints and Appeals

- 5.1. An Evaluation Session Host may submit a complaint or appeal to the SPRAT Office at any point during the process.
 - 5.1.1. The complaint or appeal shall provide the circumstances warranting a complaint and any requested actions.
- 5.2. The complaint or appeal shall be reviewed by the Evaluations Committee or the Board of Directors, as appropriate.
- 5.3. A written response shall be provided to the aggrieved party within 60 days of the complaint or appeal.
- 5.4. Complaints and appeals may only be addressed once by the Evaluations Committee or the Board of Directors.

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A.1.1. Introduction

A.1.1.1. This appendix provides accreditation criteria for the documentation review and site visit processes.

A.1.1.2. References to SPRAT documentation include:

A.1.1.2.1. *Safe Practices for Rope Access Work (SP).*

A.1.1.2.2. *Rope Access Certification Requirements (RCR).*

A.1.1.2.3. *Defined Terms (DT).*

A.1.1.2.4. *Rope Access Evaluation Guidelines (REG)*

A.1.1.2.5. *Work-at-Height Certification Requirements (WCR).*

A.1.1.2.6. *Work-at-Height Evaluation Guidelines (WEG).*

A.1.1.3. Accreditation criteria demonstrated by other criteria or SPRAT processes, as well as site recommendations not reviewed within the accreditation program are presented in light gray font.

A.1.2. SPRAT Office Interaction

a. Company or Company Premier membership.	<i>REG 2.2.1.1.</i>	<i>WEG 2.2.1.1.</i>	Active membership for the current calendar year verified in SPRAT system.
b. Annual Host Agreement	<i>REG 2.2.1.2.</i>	<i>WEG 2.2.1.2.</i>	Approved agreement for the current calendar year verified in SPRAT system.
c. Insurance documentation.	<i>REG 2.2.1.3.</i>	<i>WEG 2.2.1.3.</i>	Approved current insurance verified in SPRAT system.
d. Site and equipment requirements.	<i>REG 2.2.1.4.</i>	<i>WEG 2.2.1.4.</i>	Demonstrated with other criteria.
e. Evaluation session established and evaluator assigned in SPRAT system.	<i>REG 2.2.1.5.</i> <i>REG 2.2.1.6</i>	<i>WEG 2.2.1.5.</i> <i>WEG 2.2.1.6</i>	Completed (i.e., closed) evaluations to confirm eligibility verified in the SPRAT system.

Criteria

References

Verifications

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.3. Candidate Preparation			
a. Candidates accommodated in evaluation.	REG 2.2.1.7.	WEG 2.2.1.7.	Completed evaluations verified in SPRAT system.
b. Candidates meet eligibility requirements.	REG 2.2.1.8. RCR 3. REG 4.2.	WEG 2.2.1.8. WCR 3.	Provide description of process used to ensure candidates are prepared to demonstrate their testing eligibility, as appropriate, including: <ul style="list-style-type: none"> - Identity and age verification. - Receipt of training within 6 months before evaluation. - Experience, including total hours, hours at current level, and time at current level.
c. Direct Entry approval verified.	REG 2.2.1.9. REG 9.	-	Provide description of process used to ensure Direct Entry candidates are eligible, including: <ul style="list-style-type: none"> - Assistance in the application process. - Verifying approval. - Ensuring no more than one previous attempt at the approved testing level.
d. Candidates meet training requirements.	REG 2.2.1.8. RCR 3.	WEG 2.2.1.8. WCR 3.	(1) Provide curriculums for training at all rope access levels and work-at-height, as appropriate, including: <ul style="list-style-type: none"> - Presentation of SPRAT documentation. - Typical schedule for presentation of training content segments. - Reference to relevant SPRAT documentation for training content segments. (2) Provide description of process used to: <ul style="list-style-type: none"> - Ensure that all certification requirements are presented to all candidates. - Monitor candidate progress. - Transfer information regarding training and candidates to other trainers, as necessary. - Ensure and verify training of candidates within 6 months before evaluation. (3) Provide policy and process to ensure that lead trainers: <ul style="list-style-type: none"> - Are a current Level 3 Technician or equivalent for rope access courses. - Are at least a current Level 2 Technician or equivalent with a current work-at-height certification for work-at-height courses. - Fulfill Rope Access Supervisor responsibilities of <i>Safe Practices for Rope Access Work</i>, including completed <i>Supervisor Checklists</i> for each lead trainer. - Have attended a course addressing adult learning principles. <p><i>Information regarding courses addressing adult learning principles is provided in Appendix 4.</i></p> <p><i>Additional trainers not meeting the above qualifications may be used in addition to the lead trainers.</i></p>
e. Evaluation roster completed.	REG 2.2.1.10.	WEG 2.2.1.9.	Provide description of process used to create roster and add candidate photos to roster. Provide photo representative of candidate photo used in roster.
f. Candidates access to SPRAT system and personal information verified.	REG 2.2.1.11.	WEG 2.2.1.10.	Provide description of process used to assist candidates in accessing their accounts in SPRAT's system and verifying their personal information.
g. Written test administration.	REG 3.	WEG 3.	Provide description of process used to ensure written test attempts are administered in accordance with SPRAT policies.

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.4. Site: General			
a.	Site suitable to administer evaluation and written test.	REG 10.1.2.	WEG 7.1.2.
b.	Equipment meets requirements of <i>Safe Practices for Rope Access Work</i> and presiding regulatory authority.	REG 10.1.2.1. SP 13.	WEG 7.1.2.1. SP 13.
<p>Provide description and photos of site to provide overview and accommodation for evaluation and written test.</p> <p>(1) Provide description of equipment management policy meeting requirements of <i>Safe Practices for Rope Access Work</i>.</p> <p>(2) Provide description of current state of equipment compliance with presiding regulatory authority. If presiding regulatory authority requirements are not yet met, provide description of identified gaps in compliance, efforts to reconcile identified gaps, and policies to ensure appropriate controls are currently in place to address associated risks.</p> <p><i>Specific equipment requirements, including compatibility, presiding regulatory authority compliance, and standard conformance are demonstrated with other criteria.</i></p>			
c.	No major adjustments required during evaluation to complete requirements.	REG 10.1.2.2.	WEG 7.1.2.2.
d.	Current SPRAT documentation available.	REG 10.1.2.3. RA Checklist	WEG 7.1.2.3. WH Checklist
<p>Demonstrated with other criteria.</p> <p>Provide description, location, and proof of current, available SPRAT standards and supplements required for the certification program.</p> <p><i>Refer to list on page 1 of SPRAT's Host Preparation Checklists.</i></p> <p>If documentation is only available online, provide a description of how it is accessible during the evaluation.</p>			
e.	Manufacturer instructions of equipment available.	REG 10.1.2.4.	WEG 7.1.2.4.
<p>Provide:</p> <ul style="list-style-type: none"> - List of equipment available to candidates. - Location of manufacturer instructions. <p>If documentation is only available online, provide a description of how it is accessible during the evaluation. Links solely to manufacturers' websites are not accepted.</p>			
f.	Poster-depicting evaluation scheme for candidates.	REG 10.1.2.5. RA Poster	WEG 7.1.2.5. WH Poster
g.	White board or blank paper and implements.	REG 10.1.2.6.	WEG 7.1.2.6.
h.	Suitable locations to observe candidates.	REG 10.1.2.7.	WEG 7.1.2.7.
i.	Vertical separation ≤ 15 m (49 ft) between requirement completion and next lower level or floor.	REG 10.1.2.7.1.	WEG 7.1.2.7.1.
<p>Provide description and photo of applicable SPRAT posters or equivalents at site.</p> <p>Provide description and photo of white board and implements or equivalent.</p> <p>Provide description and photos of observation perspectives representative of site.</p> <p>Provide description and photo of maximum vertical separation between requirement completion and next lower level or floor.</p>			

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.5. Site: Safety			
a. Access work plan: ope access.	REG 10.2.1. SP 9. Checklist	-	Provide: (1) Completed access work plan for rope access evaluations at site and references to location of required content (SP 9.8-9.11). (2) Photo of access work plan for rope access evaluations at site. (3) Description of processes to conform with Sections 9.1-9.5 of <i>Safe Practices for Rope Access Work</i> .
b. Access work plan: Work-at-height.	-	WEG 7.2.1.	Provide: (1) Completed access work plan for work-at-height evaluations at site and references to location of required content (WEG 7.2.1.2). (2) Photo of access work plan for work-at-height evaluations at site. (3) Description of process to review work-at-height plan with candidates and affected personnel. <i>Work-at-height plan may be incorporated as part of access work plan if requirements of WEG 7.2.1 are met. For example, an access work plan that included the fall protection system and equipment information (WEG 7.2.1.2.4) and rescue plans that addressed the work-at-height exercise stations would typically satisfy this requirement.</i>
c. Hazard and fall zone identified and marked.	REG 10.2.2. SP 10.	WEG 7.2.2.	Provide description and photos of site hazard and fall zones, including demarcation and barriers.
d. Candidate emergency contact information.	REG 10.2.3.	WEG 7.2.3.	Provide description of how candidate emergency contact information for candidates is gathered and how this information can be accessed during an evaluation.
e. Provision to ensure no conflicting activities.	REG 10.2.4.	WEG 7.2.4.	Provide description of how conflicting activities are prevented during evaluations.
f. Provision to ensure prompt rescue.	REG 10.2.5. SP 16.	WEG 7.2.5.	Provide description and photos of rescue plan and rescue system equipment.
g. First aid kit and fire extinguisher.	REG 10.2.6.	WEG 7.2.6.	Provide description and photos of location of first aid kits and fire extinguishers.
h. Emergency egress signage and lighting.	REG 10.2.7.	WEG 7.2.7.	Provide description and photos of egress information, including signage and lighting.
i. Post-job debriefs and accident reporting	SP 17.	SP 17.	Provide: (1) Description of policies and processes to conform with Section 17 of <i>Safe Practices for Rope Access Work</i> . (2) Sample documentation used in post-job debrief and accident reporting processes.

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.6. Site: Environment			
a. Appropriate noise level.	REG 10.3.1.	WEG 7.3.1.	Provide description and photo of noise levels below recommended threshold of 85dBA. <i>Apps are freely available for noise level (e.g., NIOSH sound level meter app).</i>
b. Appropriate lighting level.	REG 10.3.1.	WEG 7.3.1.	Provide description and photo of lighting level within recommended range of 300-800 lux. <i>Apps are freely available for lighting level (e.g., search for 'Lux light meter' in app store).</i>
c. Protected from adverse weather.	REG 10.3.2.	WEG 7.3.2.	Provide description of policies for adverse weather, including description and photo of an area large enough to accommodate at least 10 people in the case of adverse weather.
d. Regulated temperature between 7°C (45°F) and 38°C (100°F).	REG 10.3.3.	WEG 7.3.3.	Provide description and photo of area large enough to accommodate at least 10 people where temperature is regulated within the specified range of 7°C (45°F) and 38°C (100°F).
e. Ventilation ≥ 4 air changes per hour. (recommendation)	REG 10.3.4.	WEG 7.3.4.	Recommendation not reviewed.
A.1.7. Platforms			
a. Platform located ≥ 2.5 m (8.3 ft) above the next lower level.	REG 10.4.1.	-	Provide description and photo of platform located ≥ 2.5 m (8.3 ft) above the next lower level.
b. Platform that extends a minimum height of 0.3 m (1 ft) above the next lower level.	-	WEG 7.4.1.	Provide description and photo of platform located a minimum height of 0.3 m (1 ft) above the next lower level.
c. Platform accessible without use of fall protection systems.	REG 10.4.2.	WEG 7.4.2.	Provide description and photo of accessibility of platform without use of fall protection systems. <i>If platform requires fall protection systems to access, provide description and photo of ability to observe use of platform from other location accessible without using fall protection systems.</i>
d. Platform accommodates ≥ 4 people.	REG 10.4.3.	WEG 7.4.5	Recommendation must be satisfied for verification.
e. Platform fall zone extends ≥ 3 m (9.9 ft) along one edge.	REG 10.4.4. <i>recommended</i>	WEG 7.4.3.	Provide description and photo of platform with a fall zone that extends ≥ 3 m (9.9 ft) along one edge. <i>(Work-at-height verification only.)</i>
f. Anchorages suitable to accommodate travel restraint systems.	-	WEG 7.4.4.	Demonstrated by other criteria.
g. Platforms accommodate ≥ 8 people.	REG 10.4.3.1.	WEG 7.4.5.1.	Provide description and photo of accommodation of minimum of 8 people on platforms.

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.8. Anchorage Systems			
a. Uninterrupted ascent and descent of at least 5 m (16.5 ft) accommodated.	REG 10.5.1.		Provide description and photo of accommodation of uninterrupted ascent and descent of ≥ 5 m (16.5 ft)
b. Requirements of <i>Safe Practices for Rope Access Work</i> met.	REG 10.5.2. SP 12.		Provide description and representative photos of anchorage systems used at site.
c. Presiding regulatory authority requirements met.	REG 10.5.2. SP 3.1.3. SP 12.	WEG 7.5.1.	Provide reference to relevant presiding regulatory authority. <i>Anchorage system strength reviewed in A.1.8.e.</i>
d. Fall arrest anchorage system minimum breaking strength ≥ 12 kN (2700 lbf) or 2x maximum arrest force.	-	WEG 7.5.1.1.	Demonstrated by other criteria.
e. Documented inspection report by professional structural engineer.	REG 10.5.2.1.	WEG 7.5.1.2.	Provide inspection report by structural engineer or other suitable anchorage strength calculations.
f. Located to accommodate clearance requirements of fall protection systems.	REG 10.5.3.	WEG 7.5.2.	Provide policy addressing limited available clearance at the site.
A.1.9. Climbing Structures			
a. ≥ 5 m (16.5 ft) of vertical climbing surface available.	-	WEG 7.6.1.	Provide description and photos of structures with ≥ 5 m (16.5 ft) of available vertical climbing surface.
b. Structures ≤ 10 degrees from vertical.	-	WEG 7.6.2.	Provide description and photos of structures ≤ 10° from vertical.
c. Anchorages available at top of structures.	-	WEG 7.6.3.	Provide description and photos of suitable anchorages at or adjacent to top of structures.
d. Anchorage systems spaced ≤ 0.6 m (1.9 ft) vertically. (<i>For stations using energy absorbing lanyards or personal self-retracting devices.</i>)	-	WEG 7.6.4.	Provide description and photos of suitable anchorage spacing of ≤ 0.6 m (1.9 ft) for stations where energy absorbing lanyards or personal self-retracting devices can be used during evaluation.
e. Ladder structure rungs spaced ≤ 0.6 m (1.9 ft) vertically.	-	WEG 7.6.5.	Provide description and photos of suitable ladder structure rungs spaced of ≤ 0.6 m (1.9 ft) for ladder fall arrest system stations.

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.10. Rope Access Stations			
General	REG 11.1.	-	
a. Stations within each category distinct and able to be used simultaneously.	REG 11.1.2.	-	Provide schematic with locations of all stations. <i>Stations between categories may overlap.</i>
b. Required number of each station 2x	REG 11.1.3.	-	Demonstrated by other criteria.
c. Recommended number of each station 4x	REG 11.1.3.1.	-	Recommendation not reviewed.
Maneuvers	REG 11.2.	-	Provide description and photos referenced to schematic of A.1.10.a. of:
d. Edge negotiation.	REG 11.2.1.	-	≥ 2 edge negotiation stations with rope or edge protection and interior angle < 120 degrees.
e. Deviation.	REG 11.2.2.	-	≥ 4 deviation stations of ~20 degrees, with directional anchorage system ≥ 3 m (9.8 ft) above next lower level.
f. Rope-to-rope transfer.	REG 11.2.3.	-	≥ 4 rope-to-rope transfer stations with horizontal separation between two-rope systems of > 2 m (6.6 ft).
g. Re-anchor.	REG 11.2.4.	-	≥ 4 re-anchor stations with fall line adjustment between 2 m (6.6 ft) and 6 m (20 ft).
h. Horizontal aid climbing.	REG 11.2.5.	-	≥ 4 horizontal aid climbing stations with span of ≥ 3 m (9.9 ft), including: (1) ≥ 1 fixed anchorage station with anchorage system spacing between 0.3 m (1 ft) and 1.0 m (3.2 ft) (2) ≥ 1 movable anchorage station with 3 anchorage connectors and obstruction.
i. Vertical aid climbing.	REG 11.2.6.	-	(1) ≥ 2 vertical aid climbing stations with anchorage systems spaced ≤ 0.45 m (1.5 ft) apart over a vertical distance of ≥ 3 m (9.9 ft) ≤ 30 degrees from vertical. (2) Harness configuration typically used for vertical aid climbing.
System Construction	REG 11.3.	-	Provide description and photos referenced to schematic of A.1.10.a. for:
j. Two-rope system construction	REG 11.3.1.	-	≥ 4 stations with anchorages < 1 m (3.3 ft) apart for completing Two-Rope System Construction (RCR 6.10).
k. Two-rope system for edge negotiation	REG 11.3.2.	-	≥ 2 stations with anchorages 1 m (3.3 ft) to 4 m (13.1 ft) apart for completing Two-Rope System for Edge Negotiation (RCR 7.5). <i>Stations must permit ascent and descent past edge obstruction.</i>
l. Retrievable two-rope system	REG 11.3.3.	-	≥ 4 stations for constructing and descending ≥ 3 m (9.9 ft) on retrievable rope systems.
m. Deviation and re-anchor construction	REG 11.3.4.	-	≥ 2 stations for constructing deviations (REG 11.2.2) and re-anchors (REG 11.2.4). <i>One station may be used for constructing a deviation or a re-anchor.</i>
System Operation	REG 11.4.	-	Provide description and photos referenced to schematic of A.1.10.a. for:
n. Ground/Platform raising and lowering.	REG 11.4.1.	-	≥ 4 stations to accommodate system operations from ground or platform.
o. Suspended raising and lowering.	REG 11.4.2.	-	≥ 4 stations to accommodate system operations while suspended by a rope access system.
p. Tensioned rope systems.	REG 11.4.3.	-	≥ 2 stations to construct and operate tensioned rope systems that accommodate a minimum of 3 m (9.9 ft) of lateral movement.
Rescue	REG 11.5.	-	Provide description and photos referenced to schematic of A.1.10.a. of:
q. From adjacent two-rope system.	REG 11.5.1.	-	≥ 4 adjacent two-rope systems with horizontal separation between two-rope systems of ≤ 1 m (3.2 ft).
r. From fall arrest system.	REG 11.5.2.	-	≥ 4 two-rope systems separated by no more than 1 m (3.3 ft) from anchorage to suspend an individual from an energy absorbing lanyard with the harness attachment located at least 2 m (6.6 ft) above the next lower level.

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.11. Work-at-Height Exercise Stations			
a. Work-at-height exercise station schematic.		WEG 8.	Provide schematic with location of all work-at-height exercise stations. Provide description and photos referenced to schematic of:
b. ≥ 8 faces of climbing structures available for exercise stations (recommendation).		WEG 8.1.1.	Demonstrated by other criteria.
c. Use of structure faces does not compromise visibility.	-	WEG 8.1.2.1.	Demonstrated by other criteria.
d. No more than two faces of any structure required to meet the station requirements (recommended).	-	WEG 8.1.2.2.	Demonstrated by other criteria.
e. Travel restraint system exercise.	-	WEG 8.2.	≥ 2 travel restraint station that can accommodate ≥ 2 people.
f. Overhead self-retracting device exercise.	-	WEG 8.3.	≥ 4 overhead self-retracting lanyard stations.
g. Ladder fall arrest system exercise.	-	WEG 8.4.	(1) ≥ 4 ladder fall arrest system stations. (2) Components connecting harness to carrier with a total length < 25 cm (9.8 in.). <i>No more than one ladder fall arrest station constructed with synthetic rope may be used to satisfy verification criteria.</i>
h. Horizontal lifeline exercise.	-	WEG 8.5.	≥ 1 horizontal lifeline meeting span ≥ 3 m (9.9 ft) and height ≥ 1.2 m (4 ft) requirements.
i. Backup system exercise.	-	WEG 8.6.	≥ 4 Backup system stations.
j. Descent mode exercise.	-	WEG 8.7.	≥ 4 Descent mode stations.

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.12. Candidate Individual Equipment	<i>REG 12.1.</i>	<i>WEG 9.1.</i>	
	<i>REG 10.1.2.1.</i>	<i>WEG 7.1.2.1.</i>	
a. Helmet.	<i>REG 12.1.1.1.</i>	<i>WEG 9.1.2.1.</i>	Provide description and photo of ≥ 10 helmets meeting <i>Safe Practices for Rope Access Work</i> requirements.
b. Harness.	<i>REG 12.1.1.2.</i>	<i>WEG 9.1.2.2.</i>	(1) Provide description and photos of one harness outfitted for rope access or work-at-height evaluations.
c. Chest ascender.	<i>REG 12.1.1.3.</i>	-	(2) Provide description and photos of a minimum of 8 harnesses outfitted for rope access or work-at-height evaluations.
d. Energy absorbing lanyard.	-	<i>WEG 9.1.2.3.</i>	
e. Hand ascender with lanyard and foot loop.	<i>REG 12.1.1.4.</i>	-	One outfitted harness may satisfy both rope access and work-at-height verification requirements. For example, a harness outfitted for a rope access evaluation with the addition of an energy absorbing lanyard and positioning lanyard would typically be suitable for a work-at-height evaluation.
f. Backup devices with connecting equipment.	<i>REG 12.1.1.5.</i>	<i>WEG 9.1.2.4.</i>	
g. ≥ 1 backup device suitable for rescue.	<i>REG 12.2.1.5.1.</i>	-	
h. Descender.	<i>REG 12.1.1.6.</i>	<i>WEG 9.1.2.5.</i>	(3) Provide policy regarding candidate use of their own personal equipment. If candidates are allowed to use their own personal equipment, describe process detailing how this equipment is inspected and approved prior to use during an evaluation.
i. Positioning lanyard	-	<i>WEG 9.1.2.6.</i>	
j. Carabiners to accommodate individual equipment.	<i>REG 12.1.1.7.</i>	<i>WEG 9.1.2.7.</i>	Provide description and photos of additional protective equipment as required by the access work plan for rope access or work-at-height evaluations.
k. Protective equipment.	<i>REG 12.1.1.8.</i>	<i>WEG 9.1.2.8.</i>	
l. Multiple harness and helmet sizes available	<i>REG 12.1.2.</i>	<i>WEG 9.1.3</i>	Recommendation not reviewed.

Criteria	References		Verifications
	Rope Access	Work-at-Height	
A.1.13. Shared Equipment	<i>REG 12.2.</i> <i>REG 10.1.2.1.</i>	<i>WEG 9.2.</i> <i>WEG 7.1.2.1.</i>	
a. 4 additional backup devices.	<i>REG 12.2.1.</i>	-	Recommendation must be satisfied for verification.
b. ≥ 1 backup device with connecting equipment per candidate.	<i>REG 12.2.1.1.</i>		Provide description and photo of ≥ 8 backup devices with connecting equipment not used in stations or individual equipment.
c. 4 additional descenders.	<i>REG 12.2.2.</i>		Recommendation must be satisfied for verification.
d. ≥ 1 additional descender per candidate.	<i>REG 12.2.2.1.</i>		Provide description and photo of ≥ 8 descenders not used in stations or individual equipment.
e. Sufficient hardware.	<i>REG 12.2.3.</i>	<i>WEG 9.2.1.</i>	Provide description and photos of additional hardware required for completion of requirements not specified by other criteria.
f. Carabiners (RA ≥ 40, FP ≥ 16)	<i>REG 12.2.3.1.</i>	<i>WEG 9.2.1.1.</i>	Provide description and photo of ≥ 40 carabiners not used in stations or individual equipment.
g. ≥ 16 ascenders.	<i>REG 12.2.3.2.</i>		Provide description and photo of ≥ 16 ascenders not used in stations or individual equipment.
h. ≥ 16 pulleys.	<i>REG 12.2.3.3.</i>		Provide description and photo of ≥ 16 pulleys not used in stations or individual equipment.
i. ≥ 4 rigging plates or rings.	<i>REG 12.2.3.4.</i>		Provide description and photo of ≥ 4 rigging plates or rings not used in stations or individual equipment.
j. Sufficient ropes.	<i>REG 12.2.4.</i>	<i>WEG 9.2.2.</i>	Provide description of ropes available for system construction and operations requirements not specified by other criteria.
k. ≥ 8 ropes - 3 m (10 ft) long.	<i>REG 12.2.4.1.</i>		Provide description and photo of ≥ 8 ropes approximately 3 m (10 ft) in length.
l. ≥ 8 ropes - 7.5 m (25 ft) – 15 m (50 ft) long.	<i>REG 12.2.4.2.</i>		Provide description and photo of ≥ 8 ropes between 7.5 m (25 ft) and 15 m (50 ft) in length.
m. ≥ 8 ropes - 15 m (50 ft) - 30 m (99 ft) long.	<i>REG 12.2.4.3.</i>		Provide description and photo of ≥ 8 ropes between 15 m (50 ft) and 30 m (99 ft) in length.
n. ≥ 16 ropes length of climbing structure.		<i>WEG 9.2.2.1.</i>	Provide description and photo of ≥ 16 ropes sufficient for use along climbing structures.
o. Sufficient slings.	<i>REG 12.2.5.</i>	<i>WEG 9.2.3.</i>	Provide description and photos of any additional textiles required for completion of requirements not specified by other criteria.
p. ≥ 16 slings.	<i>REG 12.2.5.1.</i>	<i>WEG 9.2.3.1.</i>	Provide description and photo of ≥ 16 slings not in use in stations or individual equipment.
q. ≥1 mass of ≥ 45 kg (100 lb) per 4 candidates.	<i>REG 12.2.6.1.</i>		Recommendations must be satisfied for verification.
r. ≥ 4 masses of ≥ 45kg (100 lb).	<i>REG 12.2.6.1.</i>		Provide description and photos of:
s. ≥ 2 mass of ≥ 70 kg (155 lb).	<i>REG 12.2.6.2.</i>		(1) ≥ 4 masses ≥ 45 kg (100 lb). (2) ≥ 2 masses ≥ 70 kg (155 lb) that incorporate or simulate a harness suitable for rope access. <i>Modular weights may be used. One mass may satisfy both requirements.</i>
t. ≥ 1 energy absorbing lanyard per 4 candidates for Rescue: From Fall Arrest System	<i>REG 12.2.7.</i> <i>A.1.10.r.</i>		Provide description and photo of ≥ 4 energy absorbing lanyards used for completion of Rescue: from Fall Arrest System (<i>RCR 7.12</i>).
u. Additional considerations	<i>REG 12.3.</i>		Demonstrated by other criteria.
v. Work seats	<i>REG 12.3.1.</i>		Recommendation not reviewed.
w. Energy absorbing lanyards, positioning lanyards, or other fall protection systems.	<i>REG 12.3.2.</i> <i>REG 12.3.3.</i>		Provide description and photos of additional personal fall protection equipment and systems that can be used during a rope access evaluation.

Appendix 2. Carabiner Guidance

- A.2.1. Carabiners used in a rope access or other fall protection system for an individual or load are expected to meet Section 13.6 of *Safe Practices for Rope Access Work*.
- A.2.2. Carabiners used in a rope access or other fall protection system for an individual are expected to meet presiding regulatory requirements unless the carabiners are:
 - A.2.2.1. Auto-locking with integral captive eyes (i.e., a tool is required to remove the captive eye element).
 - A.2.2.2. Used in connections to rope sets in deviations at the directional anchorage system provided:
 - A.2.2.2.1. Directional anchorage system failure would result in a swing fall of < 0.3 m (1 ft).
 - A.2.2.2.2. The minimum breaking strength of the minor axis of the carabiner is at least 2 times the expected force as calculated using the maximum arresting force for backup system loading below the directional anchorage system.
 - A.2.2.3. Used in rescue connections.

Appendix 3. Applicant and Reviewer Agreements

A.3.1. Applicant Agreements

- A.3.1.1. The applicant agrees to comply with SPRAT's *Accredited Site Policies and Procedures*.
- A.3.1.2. Documentation will be prepared for a site using templates provided by the SPRAT Office.
- A.3.1.3. Completed templates and additional documentation will provide an accurate representation of a site, equipment, and relevant Evaluation Session Host policies and processes.
- A.3.1.4. Sites are verified in the order that complete documentation for an applicant's site and non-refundable application fee are received.
- A.3.1.5. Responses to requests regarding the program will be provided in a timely manner. Failure to respond to requests within 30 days will constitute an immediate termination of the application and another application may be initiated no sooner than 6 months following the termination date.
- A.3.1.6. Accredited Site status recognizes only a site's conformance with verification criteria and does not constitute endorsement of specific policies or procedures of an Evaluations Session Host.
- A.3.1.7. Accredited Site status does not alter or amend the Hold Harmless and Indemnification Warranty of SPRAT's Evaluation Session Host agreement.
- A.3.1.8. The applicant understands that SPRAT may periodically pause accepting applications.
- A.3.1.9. The applicant agrees to respect and follow any decisions made by the reviewer, Evaluations Committee, or Board of Directors.

A.3.2. Reviewer Agreements

- A.3.2.1. I understand that the role of the reviewer is to provide an impartial assessment of an Evaluation Session Host in accordance with SPRAT's *Accredited Site Policies and Procedures*.
- A.3.2.2. I understand that I may request further information during document and site review but may not provide recommendations regarding an applicant's site, policies, or processes beyond clarification of verification criteria.
- A.3.2.3. I understand that my recommendation for approval of accredited site status is not an endorsement of specific policies or procedures of an Evaluations Session Host.
- A.3.2.4. I understand the importance of impartiality within SPRAT's Accredited Site Program. I will notify the SPRAT Office of any potential conflicts of interest or other factors that may threaten my ability to fulfill my responsibilities, or that may make my impartiality suspect.
- A.3.2.5. I agree to treat information and documentation received from an applicant with strict confidentiality. Neither the contents nor the existence of such information or documentation will be shared with anyone other than the Board of Directors, Evaluations Committee members, staff, or any authorized agents of the Society unless compelled by legal process to disclose such information, or as otherwise agreed by the Board of Directors.
- A.3.2.6. I agree to direct any questions or concerns regarding my confidentiality obligations to the Evaluations Committee, Board of Directors, or the Executive Director.
- A.3.2.7. I agree to respect and follow any decisions made by the SPRAT Evaluations Committee or Board of Directors with respect to my role as reviewer.

Appendix 4. Adult Learning Requirement Options

A.4.1. Examples that satisfy the adult learning principles requirement include:

A.4.1.1. Training certificate, such as:

A.4.1.1.1. [BCSP Certified Instructional Trainer](#).

A.4.1.1.2. [OSHA 500 or 501 Trainer](#).

A.4.1.1.3. [SVEB Trainer Certificate](#).

A.4.1.1.4. [TAE40122 Certificate IV in Training and Assessment](#).

A.4.1.2. University degree in education.

A.4.1.3. University certificate, such as:

A.4.1.3.1. [Canadian College of Educators – Certificate in Adult Education](#).

A.4.1.3.2. [UCLP Certificate in Teaching Adults](#).

A.4.1.3.3. [UCSD Teaching Adult Learners Certificate](#).

A.4.1.4. University course, such as:

A.4.1.4.1. [George Brown Polytechnic ETR 9066 Adult Learning Principles](#).

A.4.1.5. Online course, such as:

A.4.1.5.1. [ed2go.com – Teaching Adult Learners](#).

A.4.1.5.2. [Udemy - Adult Learning and Instructional Design Models for Trainers](#).

A.4.2. Other qualifications and courses equivalent to the above examples are considered, provided supporting materials are submitted with the application.