PROCESS TO UPDATE EVALUATIONS COMMITTEE DOCUMENTS

Society of Professional Rope Access Technicians
994 Old Eagle School Road, Suite 1019
Wayne, PA 19087 USA
www.sprat.org
info@sprat.org

Revision History:

Version 18A Board Approved April 2018

Table of Contents:

1. Purpose and Scope

1.1. Purpose

   1.1.1. This document provides a procedure for updating the public documents managed by the Evaluations Committee, including, but not limited to, the Evaluation Guidelines, the Evaluator Guidelines, the Evaluator Consensus Matrix, and the Process to Become an Evaluator.

1.2. Scope

   1.2.1. A process to periodically release updates to the SPRAT membership and public is described.

   1.2.2. Where updates require potential changes to SPRAT's Certification *Requirements for Rope Access Work*, a process for making recommendations from the Evaluations Committee to the Certification Requirements Committee is detailed.

2. Reasons for Updating the Public Documents

2.1. Concerns Raised by the SPRAT Membership

   2.1.1. If a concern or request for interpretation is raised regarding a public document under the purview of the Evaluations Committee, the Evaluations Committee will review the concern and determine if the concern is persuasive or non-persuasive at a regularly scheduled meeting.

   2.1.2. If the concern is found to be persuasive, the Evaluations Committee will vote if resolving the concern can be achieved through a change of documentation under the purview of the Evaluations Committee or if the concern requires a change of the *Certification Requirements for Rope Access Work*.

   2.1.3. For any finding, the Chair of the Evaluations Committee shall draft a response to the individual(s) that raised the concern.

2.2. Interpretations Made by the Certification Requirements Committee

   2.2.1. Where a request for interpretation of a certification requirement is made to the Certification Requirements Committee, the resulting interpretation shall be forwarded to the Evaluations Committee.

   2.2.2. This interpretation shall be considered at the next Evaluations Committee meeting.

   2.2.3. The Evaluations Committee will vote to determine if the interpretation requires an update any documentation under the purview of the committee.

2.3. Changes to Standards Documentation

   2.3.1. Balloted additions or changes to standards documentation and their possible effect on documentation under the purview of the Evaluations Committee will be discussed at the next Evaluations Committee meeting.

   2.3.2. The Evaluations Committee will determine if the balloted items would require any update to any documentation under the purview of the committee.

   2.3.3. These updates may be editorial in nature to maintain document consistency.

2.4. Administrative Changes

   2.4.1. Changes to the administration of evaluation sessions may also require changes documents under the Evaluations Committee's purview.

   2.4.2. The Evaluations Committee will determine if any approved administrative changes require revisions of any of the documentation under the purview of the committee.

2.4.3. A simple majority of the committee members present at the Evaluations Committee meeting is required during voting to move forward with the process or any of the reasons to update the public documents.

3. Process for Updates

3.1. Any updates will be drafted and voted on by the Evaluations Committee following a discussion at a regularly scheduled meeting.

3.2. If approval of a majority of the committee membership can be achieved at the meeting, the vote may be conducted at the meeting; if not, the vote will be conducted electronically.

3.3. If approved by a majority of the committee membership, the interpretation will be sent to the Board of Directors for approval.

3.4. This approved interpretation will also be sent to the Chairs of the Standard Operating Committee and the Certification Requirements Committee to be apprised of the decision.

3.5. The Board of Directors will vote on the updated portion of the documentation during a scheduled meeting, preferably with the presence of the Standards Operating Committee.

3.6. If the Board of Directors approves of the interpretation, the updated documentation will be released with the following caveats:

3.6.1. Updated versions of the documentation will be set to correspond with the release of any updated standards documentation.

3.6.2. Updated versions of the documentation that do not correspond to the release of standard document updates will be released to the public at the semi-annual meetings of the SPRAT membership.

3.6.3. A list of non-editorial changes made to the public documents will be available to the public on the SPRAT website and via an email sent to the membership.

3.6.4. Evaluators will be sent a list of changes to the public documents.

3.6.5. Changes to the guidelines, including examples of discrepancy or fail will be enforceable immediately upon release of a new draft of the *Evaluation Guidelines*.

4. Concerns Requiring Changes to the Certification Requirements

4.1. If a concern is deemed to merit a change or addition to the Certification Requirements, the Certification Requirements Committee will be made aware of this concern following the Evaluations Committee meeting.

4.2. The Evaluations Committee may simply forward the concern to the Certification Requirements Committee.

4.3. Alternatively, an Evaluations Committee member may draft adjustments to, a rewrite of a requirement or a new requirement to be voted following a discussion at a regularly scheduled Evaluations Committee meeting.

4.4. If approval of a majority of the committee can be achieved at the meeting, the vote may be conducted at the meeting; if not, the vote will be conducted electronically.

4.5. If approved by a majority of the committee, the draft will be sent to the Certification Requirements Committee as an Evaluations Committee recommendation.

4.6. Accompanying this recommended requirement will be a rationale for the change or addition, as well as a tentative interpretation change of any documentation under the purview of the Evaluations Committee.