

Job Planning Form



Level 3 to complete all shaded sections (intended to replace Form 018R)

Site and company details

Name (Inc. IRATA no.)	
Date / job length	
Client details	

Brief description of work

Details of task being undertaken	
Location (include type of structure/ cliff and location of task on it)	
Height	
Access method (e.g. straight drop, aid, tensioned lines)	
Communication methods/ emergency contact details	
Permit to work requirements	

Anchor selection

Structure or substrate used for anchors (Inc. min. strength requirements)	
Equipment used to connect to structure or substrate (Inc. any test requirements)	

Rigging & emergency planning (attach sketch if applicable)

Describe the plan to access the worksite	
Describe the plan to evacuate the worksite (Inc. in an emergency)	
Describe the plan to rescue incapacitated technicians	

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Rigging requirements (e.g. detail rig-to-rescue system if used, or rigging method & rescue kit)	
Team size & levels required	
Role and location of technicians	
Emergency equipment required	
Hazard identification, avoidance and rope protection	
Hazards identified on or near to path of ropes	
Method used to protect technicians against identified hazards	
Method used to protect ropes against identified hazards	
Additional equipment required	
Third party protection (other workers and the public)	
Exclusion zone requirements	
Dropped object control measures	
Equipment / materials required for exclusion zone, lanyards etc.	
Task specific requirements	

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Other personnel certification requirements	
Other equipment, materials and/ or plant required for task	
Safe handling precautions for tools and materials	

Acceptance by work team of the work method and the rescue plan

Name	IRATA number	Signature

For guidance when completing this document, technicians should refer to the following:

- IRATA ICOP
- IRATA Safety bulletins
- Equipment manufacturer's user instructions
- Additional manuals/ course hand-outs supplied by your IRATA training company