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Confined Space Rescue Sub-Charter

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Purpose and Scope

The purpose of this document is to provide guidance to administer an objective, impartial, and consistent framework for assessments of technicians, instructors, and evaluator candidates and discrepancies during assessments

Confined Space Rescue Principles

- If an Evaluator is available in a region, they shall be used as an assessor instead of an Instructor for any level of assessment.
- Assessors shall not assess more than 8 candidates per day.
- Failure to complete a learning objective shall be recorded as a major discrepancy.
- Only assessments performed with the **independent assessment** model may be performed.

C1	**Local requirements must be adhered to.** All activity must, as a minimum, meet local requirements. Where local requirements do not exist or are deemed lesser, ITRA Confined Space Working Group guidance should be sought.
C2	**Time limit during tasks.** Tasks must be completed in a realistic time demonstrating continued progress.
C3	**Confined spaces used for assessment must have respirable atmospheres.** Confined spaces used must provide safe respirable atmospheres as per local requirements.
C4	**Gas monitors** Gas monitors should be maintained, tested and used in line with the manufacturers guidance and local requirements. Gas monitor simulators may be used in a confined space simulator. Mock readings and mock alarms may be used to elicit specific responses from the candidates.
C5	**Use of rope systems** Where rope-based systems are used the rope sub-charter shall apply unless otherwise risk assessed and justified.
C6	**Systems must not cause harm to the patient.** Steps must be taken to mitigate the potential to exacerbate injuries to the patient. Techniques performed must not put the patient in danger of additional injuries.
C7	**Site Safety** Instructors and evaluators are expected and required to create safe conditions for the participants in a course and/or assessment..

Confined Space Rescue Discrepancies

Major Discrepancies (F)

Major Discrepancies are awarded for any single event that may lead to the loss of life, injury, gear failure or damage.

Awarding a single Major Discrepancy (F) will result in the termination of the assessment.

Assessments must be conducted in a safe atmosphere (clean air).

Major Discrepancies are groups into these areas:

F1 Fails to achieve criteria in skill assessment form

F2 Fails to make continued progression through entire assessment

F3 Task not completed

F4 Attempts confined space entry with supplied air or self-contained breathing apparatus below acceptable amount of rated pressure (based on local requirements of the geographical training location [i.e., Europe, Asia, North America, etc.])

F5 Entering or attempts to enter confined space without permit

F6 Fails to identify and/or appropriately assess and mitigate hazards (isolate hazards, i.e., Lock Out, Ventilation/Duct, or exhaust system not deployed when applicable)

F7 Applies technique that compromises rescuer or victim safety

F8 Fails to interpret gas meter/detection reading correctly

F9 Fails to respond appropriately to gas meter/detection alarm

F10 Fails to respond or acknowledge the low air alarm from SCBA/SAR

F11 Poor technique that allows an unsafe condition to develop (any single event that may lead to the loss of life, injury, gear failure or damage)

F12 Fraud, cheating or coaching.

F13 Actions or inactions cause injury to self or others without reasonable cause

Minor Discrepancies (D)

Minor discrepancies are any action or event that may lead to an unsafe condition to develop.

Being awarded three (3) Minors (D) will result in the termination of the assessment.

Minor discrepancies are grouped into these main areas:

D1 Attachment connection not secure

D2 Equipment dropped in a confined space

D3 Suitable equipment for task not carried

D4 Ropes when placed are not adequately protected

D5 Helmet: No helmet in warm zone or chinstrap unfastened in hot zone

D6 Poor or incorrect use of equipment against manufacturers directions, etc.

D7 Fails to make continued progression through individual task

D8 Fails to establish team roles (Entrant, attendant, Supervisor, etc. – Terminology of this is dependent on training location)

D9 Fails to establish RIT/Emergency Rescue Team (terminology of this is dependent on training location)

D10 Unable to recall basic requirements of local confined space regulations/ordinances

D11 Fails to ensure gas meter/detection is calibrated and bump tested prior to use

D12 Insufficient personal hygiene methods used (i.e. lack of decontamination)

D13 Ventilation or exhaust systems not sufficient or correctly configured

Detailed Confined Space Rescue Discrepancies

Major Discrepancies (F)

Major Discrepancies are awarded for any single event that may lead to the loss of life, injury, gear failure, or damage. Awarding a single Major Discrepancy (F) will result in the termination of the assessment. Assessments must be conducted in a safe atmosphere (clean air). Major Discrepancies are grouped into these areas:

F1 Task Completeness

Tasks must be completed by the candidate. Tasks will be explained to the candidate before commencing. The candidate is allowed to ask clarifying questions about the task. Candidates need to ensure they understand the task before it is attempted. Tasks may be halted by the assessor if an unsafe condition develops. If a task is halted by an assessor, the assessor will provide a reason for the decision.

Major: Failure to complete a task either through the candidate giving up or by being stopped by the assessor.

Minor: No minor for this discrepancy.

F2 Reasonable Time

Tasks are expected to be performed with continual progress. Candidates will be given reasonable time to perform tasks. A candidate is expected to show familiarity, refrain from excessive self-correcting, or take excessively longer than their peers to complete a task. If a candidate is found to be taking excessively longer than their peers, the evaluator may ask how much time the candidate needs to complete the task. The candidate must provide an answer.

Major: Excessive time taken over the entire assessment resulting from accumulating 2 or more minor time discrepancies.

Minor: Excessive time taken to perform an individual task including but not limited to:
- Excessive self-correcting
- Taking excessively longer than their peers to complete a task.

F3 Appropriate PPE Selection and Use

Appropriate PPE must be worn by the candidate. A helmet must be worn by the candidate if they are exposed to an overhead hazard or fall potential. Harnesses must be properly sized for the candidate and fit securely. Helmets and harnesses must be worn in accordance with the manufacturer’s instructions.

Major: Inappropriate PPE or PPE which is not used correctly. This includes but is not limited to:

- Helmet not worn while at risk from an overhead hazard(s), falling object(s), fall potential, while suspended on a rope, and/or in designated pre-arranged areas. Helmets may be removed temporarily for the donning / doffing of respirators if no safe area is available.
- Excessive movement of a harness prevents the candidate from being able to safely perform a task.
- Harness not properly worn including buckles being unsecured.
- Personal protective equipment not used in accordance with the manufacturer's instructions.
- Personal protective equipment not being worn resulting in a debilitating injury.

Minor: Inappropriate PPE or PPE that is not used correctly but does not cause a life safety risk. This includes but is not limited to:
- Incorrectly adjusted helmet.
- Twist in a leg loop of a harness.

F4 Adequate Air Supply

Candidates must ensure they have an adequate air supply before entering a confined space. The air supply must meet or exceed the local requirements of the geographical training location (e.g., Europe, Asia, North America).

Major: Attempting confined space entry with supplied air or self-contained breathing apparatus below the acceptable amount of rated pressure.

Minor: No minor for this discrepancy.

F5 Confined Space Entry Permit

Entry into a confined space requires a valid permit.

Major: Entering or attempting to enter a confined space without a permit.

Minor: No minor for this discrepancy.

F6 Hazard Identification and Mitigation

Candidates must identify, assess, and mitigate hazards before entering a confined space. This includes isolating hazards through methods such as lockout, and deploying ventilation or exhaust systems when applicable.

Major: Failure to identify and/or appropriately assess and mitigate hazards.

Minor: No minor for this discrepancy.

F7 Technique Compromising Safety

Techniques used during confined space rescue must not compromise the safety of the rescuer or victim.

Major: Applying a technique that compromises rescuer or victim safety.

Minor: No minor for this discrepancy.

F8 Gas Meter/Detection Interpretation

Candidates must correctly interpret gas meter/detection readings.

Major: Failure to interpret gas meter/detection reading correctly.

Minor: No minor for this discrepancy.

F9 Gas Meter/Detection Alarm Response

Candidates must respond appropriately to gas meter/detection alarms.

Major: Failure to respond appropriately to gas meter/detection alarm.

Minor: No minor for this discrepancy.

F10 Low Air Alarm Response

Candidates must acknowledge and respond to low air alarms from their SCBA/SAR.

Major: Failure to respond or acknowledge the low air alarm from SCBA/SAR.

Minor: No minor for this discrepancy.

F11 Poor Technique Leading to Unsafe Conditions

Techniques used during confined space rescue must not lead to unsafe conditions.

Major: Poor technique that allows an unsafe condition to develop (any single event that may lead to the loss of life, injury, gear failure, or damage).

Minor: No minor for this discrepancy.

F12 Inappropriate Conduct

Candidates shall be tested on their ability to perform a task without assistance in a professional manner. All clarifying questions must be communicated with the assessor and only the assessor.

Major: Inappropriate conduct including but not limited to:
- Fraud, cheating, or coaching from other students or spectators.
- Failure to follow instructions given by the assessor.
- Disrespectful argumentative behavior.

- Utilizing any pictures, documents, or other reference material once the assessment has begun.

Minor: No minor for this discrepancy.

F13 Actions or Inactions Causing Injury

Candidates must perform tasks in a manner that does not cause injury to themselves or others without reasonable cause.

Major: Actions or inactions cause injury to self or others without reasonable cause.

Minor: No minor for this discrepancy.

Minor Discrepancies (D)

Minor discrepancies are any action or event that may lead to an unsafe condition to develop. Being awarded three (3) Minors (D) will result in the termination of the assessment. Minor discrepancies are grouped into these main areas:

D1 Secure Attachment Connection

All attachment connections must be secure during confined space rescue operations.

Major: No major for this discrepancy.

Minor: Attachment connection not secure.

D2 Equipment Handling

Equipment must be handled carefully to prevent accidents or damage.

Major: No major for this discrepancy.

Minor: Equipment dropped in a confined space.

D3 Equipment Selection

Candidates must utilize suitable equipment for the task at hand.

Major: No major for this discrepancy.

Minor: Suitable equipment for task not utilized, but does not present a life safety hazard.

D4 Rope Protection

Ropes placed within the confined space must be adequately protected from hazards.

Major: No major for this discrepancy.

Minor: Ropes when placed are not adequately protected.

D5 Helmet Use

Helmets must be worn appropriately in designated zones. Helmets may be removed temporarily for the donning / doffing of respirators.

Major: No major for this discrepancy.

Minor: No helmet in warm zone or chinstrap unfastened in hot zone.

D6 Equipment Use

Equipment must be used correctly according to the manufacturer's directions.

Major: No major for this discrepancy.

Minor: Poor or incorrect use of equipment against manufacturer's directions.

D7 Task Progression

Tasks must show continual progress.

Major: No major for this discrepancy.

Minor: Fails to make continued progression through an individual task.

D8 Team Roles

Clear team roles must be established before entering a confined space.

Major: No major for this discrepancy.

Minor: Fails to establish team roles (Entrant, attendant, Supervisor, etc. – Terminology of this is dependent on training location).

D9 RIT/Emergency Rescue Team

A Rapid Intervention Team (RIT) or Emergency Rescue Team must be established.

Major: No major for this discrepancy.

Minor: Fails to establish RIT/Emergency Rescue Team (terminology of this is dependent on training location).

D10 Regulatory Knowledge

Candidates must be knowledgeable about local confined space regulations and ordinances.

Major: No major for this discrepancy.

Minor: Unable to recall basic requirements of local confined space regulations/ordinances.

D11 Gas Meter/Detection Calibration

Gas meters/detectors must be calibrated and bump tested prior to use.

Major: No major for this discrepancy.

Minor: Fails to ensure gas meter/detection is calibrated and bump tested prior to use.

D12 Personal Hygiene

Proper personal hygiene and decontamination methods must be used.

Major: No major for this discrepancy.

Minor: Insufficient personal hygiene methods used (i.e., lack of decontamination).

D13 Ventilation/Exhaust Systems

Ventilation or exhaust systems must be sufficient and correctly configured.

Major: No major for this discrepancy.

Minor: Ventilation or exhaust systems not sufficient or correctly configured.

Instructor Guidance

ITRA Confined Space Rescue Instructors are recognized to provide confined space rescue courses and conduct assessments according to the **confined space rescue syllabus** for Levels 1, 2, & 3. Instructors must undergo an evaluation process that requires them to demonstrate competency in teaching the syllabus. Instructor candidates must be prepared to demonstrate their ability to instruct the complete syllabus on both knowledge and skills-based topics.

Application Process

Application Process Overview

1. Candidate Eligibility
2. Documentation of experience
3. Submit application form
4. Qualification approval by working group
5. Instructor candidate evaluation
6. Wait for final approval

Candidate Eligibility

An applicant must:

- Hold a current ITRA Professional membership at the time of the application.
- Hold a current Level 3 ITRA Confined Space Rescue Qualification at the time of the application.
- Have a minimum of 2 years of documented instructor experience with confined space rescue or similar.
- Submit evidence regarding continuing professional development, training, and operations.
- Have a current First Aid and CPR qualification.

Documentation of experience

- Instructor experience may be demonstrated through evidence of courses taught or internal records including but not limited to:
    - In-house instructor courses.
    - College or university-based programs.
    - Fire department or search and rescue teams.
    - Mentorship and co-instructor experience

    - Military qualifications that demonstrate a history of the candidate in an instructor role.
    - Instructor training courses and certification
- Documented hours, students present, and course descriptions listed on the application form.

Submit Application Form

- Submission of English translations of documents are preferred if possible in order to streamline the application process.
- The Confined Space working group will review each application: Instructor Application form to cswg@technicalrescue.org
- Three professional references are recommended by the applicant. Examples may include:
    - From a current ITRA instructor or evaluator.
    - Other professionals in the confined space rescue industry or similar with names and contacts.

Qualification Approval By The Working Group

- The submitted application will be reviewed by the Confined Space Working Group.
- If the application is denied, cause will be given and the applicant can appeal the decision to the Confined Space Working Group.
- The Confined Space Working Group will have ultimate approval authority to approve an application.
- Application eligibility and approval by the working group does not guarantee instructor status.

Instructor candidate evaluation

- Instructor evaluations focus on the candidates demonstrating their ability to teach.
- The evaluation includes knowledge-based topics and skills listed in the **confined space rescue syllabus**.
- ITRA instructor candidates must be formally evaluated by at least one but no more than two current ITRA evaluators.
- The ITRA evaluator must disclose any relationships with the candidate if one exists.
- A minimum of at least 3 students or candidates (or stand-in candidates) must be present while the instructor candidate is being evaluated.

Learning Objective Evaluations

The evaluator shall determine and communicate the topics to be taught prior to the workshop.

Candidates will be expected to conduct a minimum of two knowledge-based lessons and two skill-based lessons from the confined space rescue syllabus. At least one knowledge and one skill-based lesson must be a level 3 topic.

Candidates will be allocated between 20 and 30 minutes for each presentation.

Evaluation opportunities

ITRA Instructor Workshop

- During an official ITRA instructor workshop.
- The skill and knowledge topics presented at the workshop shall be picked on the day prior to delivery, from the previously chosen syllabus learning objectives.

Self-Hosted Course

- During a course of instruction hosted by the instructor candidate.
    - Minimum 8 instructional hours by the instructor candidate.
    - Minimum 3 students present.
- The instructor candidate must provide these lessons during the scheduled evaluation day(s)/time(s).

Evaluation result

Instructor candidates will be evaluated on a Pass or Fail criteria.

Pass/Fail of an evaluation

<u>Pass</u>

- The candidate will be awarded Confined Space Rescue Instructor status.

<u>Fail & Retests</u>

- Instructor candidates must re-apply and submit their previous evaluation form with the new application. ITRA Appeals and Complaint form
- Evaluation retests are subject to evaluator availability.

Appeals

Candidates who wish to appeal the outcome of their evaluation should initially discuss their concerns with the Evaluator carrying out their evaluation. If the matter is not resolved, the candidate may initiate an appeal using the CS Appeals and Complaint form.

Confined Space working group email: cswg@technicalrescue.org
ITRA board: info@technicalrescue.org

Maintaining your instructor qualification

All Instructors must meet the following currencies to maintain instructor qualifications.

- Hold a current ITRA level 3 qualification in their discipline (must be re-qualified every 3 years).
- Hold current ITRA professional membership.
- Instruct an ITRA course or attend an ITRA workshop (Rope, Tactical, Swiftwater, or Confined Space) within two years of your instructor qualification expiration date.
- Hold a current CPR and First Aid certification.
- Recommended to attend a minimum of one online ITRA Confined Space Rescue instructor meeting per year and/or participate in online communication with the confined space working group.

Instructor Ethics

All Instructors must maintain the ITRA code of conduct and ethics.

- If an ITRA instructor has two or more appeals within a calendar year, they may be subject to an audit by an ITRA evaluator.
    - This determination will be reviewed and voted on by the working group.
- All ITRA courses are open to being audited by a confined space rescue working group member or an ITRA evaluator at any time.

Evaluator Guidance

ITRA confined space rescue evaluators are those able to provide confined space rescue courses in conjunction with the ITRA confined space rescue syllabus, conduct instructor evaluations, host instructor workshops, and perform audits of instructors and their courses.

Evaluators have the utmost knowledge of the ITRA confined space rescue discipline. They are expected to provide instruction to instructor candidates on the confined space rescue syllabus, discrepancies, sub-charter, safety standards, terms & definitions, ITM, ITRA code of conduct, and other topics of the ITRA organization. They are also expected to provide feedback, mentorship, and guidance in the delivery of ITRA courses, and assessments of technician candidates as needed for instructor candidates.

Nomination process & eligibility

The confined space working group will accept nominations for confined space rescue evaluators throughout the year. Candidates must meet the requirements below and submit an application form.

Evaluator Application form

Candidates must:

- Hold a current Level 3 ITRA Confined Space Rescue Qualification.
- Hold a current ITRA Professional membership.
- Hold a current ITRA Confined Space Rescue Instructor qualification.
    - Have a minimum of 2 years of documented instructor experience as an ITRA instructor.
- Support or nominated by a minimum of 2 ITRA professional members, one of which must be a current evaluator.
- Have a current CPR and First Aid qualification.
- Exceptions and special circumstances may be examined and decided by the working group.

Documentation of eligibility

- Documented hours, students present, and course descriptions are listed on the above evaluator application form.
- The Confined Space Working Group will have ultimate approval authority for any nominations.

Nominations

- Nominations do not guarantee evaluator status.
- Nominations will be voted on by the confined space working group within 14 working days after a nomination period closes.

Evaluator status shall be given to eligible ITRA instructors based on

- Needs of the confined space rescue discipline
- Needs of the organization
- Needs of a region
- Experience in confined space rescue
- Involvement, such as volunteered time and contributions, to the ITRA organization and confined space rescue discipline.

Evaluation opportunities

Evaluators will be evaluated primarily on their ability to convey the documents put forth by the working group. They will also be tested on their ability to evaluate, mentor and provide feedback to instructor candidates.

ITRA instructor workshop

- During an official ITRA instructor workshop

Self-hosted course

- During a course of instruction hosted by an instructor or instructor candidate.
    - Minimum 8 instructional hours
    - Minimum 4 students
- Time must be scheduled for the evaluator candidate to instruct on the following:
    - ITRA documents - Confined Space Rescue Syllabus, discrepancies, terms & definitions, safety standards, and the ITRA website and online portals.
    - Mentorship and guidance on ITRA courses and assessments
- A current ITRA Evaluator can test a candidate by evaluating a current ITRA instructor or instructor candidate.

*If the assessment takes place while an instructor candidate is being evaluated, the instructor must meet instructor guidance listed in the sub-charter.
**If an evaluator candidate is being assessed by evaluating a current and qualified ITRA instructor, level 2 or 3 skills and knowledge components are acceptable.

Appeals

Appeals of decisions may be inquired through the following form.
ITRA Appeals and Complaint form.

Confined Space working group email: cswg@technicalrescue.org
ITRA board: board@technicalrescue.org

Maintaining your evaluator status

All evaluators must meet the following criteria to maintain their status on an annual basis:

- Maintain their ITRA instructor qualification.

If the above criteria is not met every calendar year, an evaluator will no longer have their status and they must go through the nomination process again.
