



## CONFINED SPACE RESCUE TECHNICIAN TRAINING SITE

A Confined Space Rescue Technician (CSRT) Training Site must have facilities, structures, work areas, materials, props, tools, and equipment of adequate size, type, and quantity to fully and safely support the technical and manipulative training required to deliver the CSRT curriculum.

### (A) GOALS

- (1) Set minimum performance training objectives for CSRT training programs.
- (2) Identify those performance objectives a CSRT Training Site must be capable of supporting.
- (3) Provide the means to ensure proper curriculum delivery.
- (4) CSRT Training Sites will meet the minimum requirements to support curriculum delivery.
  - (a) A completed "Request for CSRT Course Scheduling" providing the dates and location of the upcoming course.
  - (b) The names of all CSRT instructors must be included with the request to support class size.

### (B) SITE CAPACITY

A CSRT Training Site is evaluated on its ability to deliver the required training. A One-squad Site is the minimum and is capable of delivering training to twelve (12) students or one (1) squad. Additional sites may be capable of delivering training to twenty-four (24), and up to a maximum of thirty-six (36) students simultaneously. Each capacity level represents the maximum number of students or squads that may be taught on the site at any given time. This maximum number will be determined based on the suitability of the site to safely train (12), twenty four (24), or thirty six (36) students.

- (1) One-squad site.
  - (a) Supports the instruction for teaching one (1) squad, a maximum of twelve (12) students on the site.
  - (b) One (1) CSRT Senior Instructor is required for a student instructor ratio of 12:1.
- (2) Two-squad site.
  - (a) Supports the instruction for teaching two (2) squads, a maximum of twenty-four (24) students on the site.
  - (b) One (1) CSRT Primary Instructor and one (1) CSRT Senior Instructor are required for a student instructor ratio of 12:1.
- (3) Three-squad site.
  - (a) Supports the instruction for teaching three (3) squads, a maximum of thirty-six (36) students on the site.
  - (b) Three (3) CSRT Primary Instructors are required for a student instructor ratio of 12:1.
  - (c) One (1) CSRT Senior Instructor is required.

### (C) SITE ACCREDITATION

- (1) CSRT Sites will be inspected for compliance with the CSRT Site Requirements and Equipment Standards.



## (2) Application Process and Site Inspection

- (a) A CSRT Training Site representative submits to the Chief of State Fire Training a written request for accreditation as a Conditional or Permanent CSRT Training Site. This request shall include:
  1. A detailed description of the site that lists the facilities, structures, work areas, materials, props, tools, and equipment available and ready for delivering a CSRT course.
  2. A CSRT Site Evaluation form completed by a registered CSRT Senior Instructor.
- (b) State Fire Training staff, representative and/or a registered instructor, not affiliated with the site nor the delivery of the class, operating under the direction of the Chief of State Fire Training, will conduct an inspection of the CSRT Training Site.
- (c) Any discrepancies or deficiencies will be documented and discussed with the site representative at the time of the inspection.
- (d) The Chief of State Fire Training will notify the CSRT representative of their status after the inspection.
- (e) Once all deficiencies and discrepancies (if any) have been validated and verified by State Fire Training staff or a representative for State Fire Training either a Conditional or Permanent site approval will be granted.

## (D) SITE REQUIREMENTS

The following are minimum requirements for a CSRT Training Site:

- (1) The requesting agency assumes all responsibility, liability, and maintenance for the engineering design, strength, stability, and adequacy of all props including anchor points and tie offs.
- (2) The requesting agency further assumes all responsibility, liability, and maintenance for all tools, equipment, and supplies used at the site for the delivery of CSRT classes. This includes, but is not limited to, ladders, ropes, rescue hardware and software.

## (E) FACILITIES

- (1) Classroom of adequate size and capability (audio/visual aids) to support classroom technical training.
- (2) Wash areas.
- (3) Bathrooms.
- (4) Rehabilitation area.
- (5) Safe and adequate parking.

## (F) CSRT TRAINING PROPS

- (1) Above Ground Tank. Above ground tank (minimum 8' height) with vertical (top) entry through a portal of 18" to 30", and a horizontal (side) entry through a portal of 18" to 30"
- (2) Underground Vault. While below ground vaults are preferred, it will be acceptable to place vaults at ground level and provide platforms to simulate ground level for placing tripods or other equipment on. Vertical drop from the entry point must be greater than 5'.



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- (3) Tapered Cross Section. One prop shall be provided that provides an internal configuration of inwardly converging walls or a floor which slopes downward and tapers to a smaller cross-section. Entry into this prop may be vertical or horizontal, but must be above the section which tapers downward.
  - (4) Horizontal Pipe. To consist of below grade or above ground pipes between 18" to 36" in diameter. A minimum of 25' of continuous pipe shall be provided with at least one 45 degree or 90 degree bend.
  - (5) Lock-Out/Tag-Out. One or more of the above listed spaces shall include a Lock-Out/Tag-Out prop as part of the evolution.
  - (6) Permit Required Confined Spaces. Minimum training prop requirements can be fulfilled by using actual permit-required confined spaces or representative spaces.
  - (7) Opening Size. One portal of entry, on any of the above props, shall be less than 24 inches. Opening size is determined by measuring the shorter side of the opening.
- (G) EQUIPMENT STANDARDS
- (1) The following is a list of the minimum equipment that is required to conduct a Confined Space Rescue Technician course. It is recommended that scenarios be limited to 8-12 students. As the class size increases, the amount of equipment must increase. Refer to ENDNOTES for additional information.

Description	Up to 12 Students – One scenario at a time	Each additional scenario to run concurrently
Generator with fuel can	1	See Endnote A
Extension cord	1	See Endnote B
Atmospheric monitor	1 See Endnote C	1 See Endnote C
Ventilation fan with duct	1	1
Saddle vent with 90 degree elbow	1	N/A
SCBA	2	See Endnote D
Supplied air manifold	1	See Endnote E
Airline	200' See Endnote F	See Endnote F
Supplied air respirator with escape cylinder	2	See Endnote G
Victim respirator	1 See Endnote H	N/A
Breathing Air	See Endnote I	See Endnote I
Hardline communication system	1 See Endnote J	N/A

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Portable radio	2	N/A
Commercially available tripod	1 See Endnote K	See Endnote L
Commercially available cable winch	1	See Endnote M
Commercially available 4:1 Pre-Rig	1	N/A
SKED stretcher or equivalent	1	N/A
Backboard	1	N/A
LSP Half-Back or equivalent	1	N/A
Spreader bar	1	N/A
Basket stretcher	1	N/A
Wristlets	1 set	N/A
Class III harness	2	2
Entrant light source	2	2
Personal alert device	2	N/A
Edge protection	1 See Endnote N	See Endnote N
Pulley (one or more must be prusik-minding)	6	2
Double sheave pulley	2	N/A
Friction device (i.e. brake bar rack, figure 8 descender)	1	N/A
½" static kernmantle rope with rope bag, 150' minimum	3 See Endnote O	3 See Endnote O
8mm prusik loop, short, 57"	5	5
8mm prusik loop, long, 70"	5	5
1" tubular webbing, 5' – Green	10	10
1" tubular webbing, 12' – Blue	10	10
1" tubular webbing, 15' – Yellow	10	10
1" tubular webbing, 20' – Orange	10	10
Carabiners, large steel locking	20	20
Fire service ground ladder	2	N/A
Mask cleaning materials	See end note (P)	N/A



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Clipboard	1	1
Sample entry permit forms for each scenario	1	1
Lock-Out/Tag-Out Kit	1	N/A

## ENDNOTES

- A. A generator is required for each scenario. If there is a readily available power supply, an additional generator would not be needed.
- B. As needed to supply power to necessary equipment.
- C. A minimum of one atmospheric monitor is required for each scenario. Four gas monitors are recommended, but separate monitors that detect O<sub>2</sub> levels, flammable gases, and toxic gases that would be expected in the spaces to be entered would suffice. One monitor should have a pump and extension hose for pre-entry assessment. A second monitor can be a diffusion type for the entry team.
- D. Students can be required to supply their own.
- E. Two scenario course - one supplied air manifold and 2 SCBA's.  
Three scenario course - two supplied air manifolds and 2 SCBA's.
- F. 200' is a minimum. Additional airlines of sufficient length for the entry team and back-up team may be required for additional scenarios.
- G. None needed if SCBA's are used for the second or third scenario.
- H. This can be a supplied air system, emergency escape breathing apparatus (EEBA), or an SCBA.
- I. Enough Grade "D" Breathing Air must be available to run the required scenarios. This can be supplied by a compressor with back-up cylinders, or by having enough air cylinders and/or a refill capability.
- J. The hardline communication system should accommodate the attendant and entrants.
- K. The tripod shall have a minimum breaking strength of 5000 pounds to meet OSHA requirements. To better prepare the students for what they may encounter in the field, as many different high point anchors as possible should be available.
- L. If the second scenario is a vertical entry, a second high point anchor is required. A ladder system, a second tripod or davit, or other anchor point will work. If the second scenario is a horizontal entry, nothing is required.
- M. A rope retrieval system can be used for a second vertical entry.
- N. More may be required as situations warrant.
- O. Other lengths may be required by the scenarios. Low stretch kernmantle is also acceptable in place of static kernmantle.
- P. Mask cleaning materials must comply with Cal-OSHA GISO Section 5144.



## CONFINED SPACE RESCUE TECHNICIAN SITE EVALUATION FORM

SITE LOCATION \_\_\_\_\_ EVALUATOR \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE OF EVALUATION \_\_\_\_\_

CONFINED SPACE	DESCRIPTION	YES	NO
Above Ground Tank	Above ground tank (minimum 8' height) with a vertical (top) entry through a portal(s) of 18" to 30", and a horizontal (side) entry through a portal(s) of 18" to 30"  <input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site Name of Location:		
Underground Vault	Below grade vault with a vertical (top) entry portal between 18" and 30". Portal covers should have weep holes.  (Note: While below grade vaults are preferred, it will be acceptable to place vaults at ground level and provide platforms to simulate the ground level for placing tripods or other equipment on. The vertical drop from the entry point shall be greater than 5'.)  <input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site Name of Location:		
Tapered Cross Section	One prop shall be provided that provides an internal configuration of inwardly converging walls or a floor which slopes downward and tapers to a smaller cross-section. Entry into this prop may be vertical or horizontal, but must be above the section which tapers downward.  <input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site Name of Location:		
Horizontal Pipe	Below grade or above ground pipes between 18" to 36" in diameter. A minimum of 25' of continuous pipe shall be provided with at least one 45 degree or 90 degree bend.  <input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site Name of Location:		
Lock-Out/Tag-Out	One or more of the props must include a		





## CONFINED SPACE RESCUE TECHNICIAN INSTRUCTOR LEVELS

### (A) PRIMARY INSTRUCTOR TRAINEE

- (1) The Primary Instructor Trainee is the entry level for becoming a Primary Instructor for the Confined Space Rescue Technician (CSRT) course.
  - (a) This position is valid for two (2) years after beginning the Instructor Trainee Task Book process.
- (2) Primary Instructor Trainees are not registered with SFT.

### (B) PRIMARY INSTRUCTOR

- (1) A Confined Space Rescue Technician Primary Instructor is qualified to teach a squad (up to 12 students) in Confined Space Rescue Technician class with two or three squads.

### (C) SENIOR INSTRUCTOR TRAINEE

- (1) The Senior Instructor Trainee is entry level for becoming a CSRT Senior Instructor.
  - (a) This position is valid for two (2) years after beginning the Senior Instructor Trainee Task Book process.

### (D) SENIOR INSTRUCTOR

- (1) A Confined Space Rescue Technician Senior Instructor is required for any delivery of a Confined Space Rescue Technician course.
- (2) For courses with only one or two squads, the CSRT Senior Instructor may also function as the Primary Instructor for a squad.

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## CSRT PRIMARY INSTRUCTOR TRAINEE

### (A) QUALIFICATIONS

- (1) Course work.
  - (a) Have attended and passed a SFT Rescue Systems 1 course
  - (b) Have attended and passed a SFT Confined Space Rescue Technician course.
- (2) Instructor requirements [one (1) of the following five (5) options]:
  - (a) Have attended and passed Fire Instructor 1A and 1B.
  - (b) Have a valid community college teaching credential.
  - (c) Completed the UC/CSU 60-hour Techniques of Teaching course.
  - (d) Completed the NFA's Fire Service Instructional Methodology course.
  - (e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.
- (3) Teaching experience.
  - (a) None.
- (4) Rank and experience.

*(Performing in an "acting" capacity does not qualify.)*

  - (a) Have a minimum of three (3) years experience within a California fire department in the field of rescue.
    1. For example, being a member of an identifiable rescue team.

### (B) APPLICATION

Submit the following to the CSRT Senior Instructor who will be evaluating you:

- (1) Resume.
  - (a) A current resume of education, position/rank, and experience.
- (2) Course work.
  - (a) Copies of your SFT course completion certificates.
- (3) Instructor requirements.
  - (a) Instructor training.
    1. Copies of your SFT Fire Instructor 1A and 1B certificates or qualifying equivalents.
- (4) Rank and experience *(performing in an "acting" capacity does not qualify)*.
  - (a) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the rank and experience requirement(s).

### (C) RESPONSIBILITIES

Under direct supervision of a registered CSRT Senior Instructor, the Primary Instructor Trainee will:



- (1) Assist in classroom and field exercise setup.
- (2) Support the logistics of the component(s) being trained in.
- (3) Teach no more than 50% of a single course delivery.
  - (a) Completing a Primary Instructor Trainee Task Book requires participating in at least two (2) CSRT courses.
- (4) Carry out all other related tasks as assigned by the Senior Instructor.
- (5) Satisfactorily complete and have signed by a CSRT Senior Instructor the Primary Instructor Task Book within two (2) years of beginning the Primary Instructor Trainee process.

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## CSRT PRIMARY INSTRUCTOR

### (A) QUALIFICATIONS

- (1) Course work.
  - (a) Have attended and passed a SFT Rescue Systems 1 courses.
  - (b) Have attended and passed a SFT Confined Space Rescue Technician course.
- (2) Instructor requirements (all of the following):
  - (a) Regional Instructor Orientation.
    1. Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.
      - a. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.
  - (b) Ethical Leadership in the Classroom.
    1. Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.
  - (c) Instructor Training [one (1) of the following five (5) options]:
    1. Have attended and passed Fire Instructor 1A and 1B.
    2. Have a valid community college teaching credential.
    3. Completed the UC/CSU 60-hour Techniques of Teaching course.
    4. Completed the NFA's Fire Service Instructional Methodology course.
    5. Completed four semester units of upper division credit in educational materials, methods, and curriculum development.
  - (d) Primary Instructor Task Book
    1. Completed the CSRT Primary Instructor Trainee Task Book.
      - a. Signed off by at least one (1) CSRT Senior Instructor within two (2) years of beginning the Primary Instructor Trainee process.
- (3) Teaching experience.
  - (a) Taught a minimum of 80 hours within a fire service related program.
- (4) Rank and experience  
(*Performing in an "acting" capacity does not qualify.*)
  - (a) Have a minimum of three (3) years experience within a California fire department in the field of rescue.
    1. For example, being a member of an identifiable rescue team.

### (B) APPLICATION

Submit a complete application package for a PACE II review that includes all of the following:



- (1) Application form.
  - (a) A current instructor application signed by the applicant (available online).
- (2) Resume.
  - (a) A current resume of education, position/rank, and experience.
- (3) Course work.
  - (a) Copies of your SFT course completion certificates.
- (4) Instructor requirements.
  - (a) Regional Instructor Orientation.
    1. A copy of your SFT course certificate.
  - (b) Ethical Leadership in the Classroom.
    1. A copy of your SFT course certificate.
  - (c) Instructor training.
    1. Copies of your SFT Fire Instructor 1A and 1B certificates or qualifying equivalents.
  - (d) Primary Instructor Task Book.
    1. Copy of your Primary Instructor Task Book signed off by at least one (1) CSRT Senior Instructor within two (2) years of beginning the Primary Instructor Trainee process.
- (5) Teaching experience.
  - (a) A current, original letter written on department letterhead and signed by the Fire Chief, College Administrator, or his/her authorized representative, describing your specific background as it relates to your teaching experience.
    1. May be combined in one letter with the rank and experience verification.
- (6) Rank and experience (*performing in an "acting" capacity does not qualify*).
  - (a) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the rank and experience requirement(s).
    1. May be combined in one letter with the teaching verification.

## (C) APPLICATION REVIEW

Instructor applications will be reviewed by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

- (1) If the application is complete and approved, a letter from SFT confirming instructor registration will be mailed.
  - (a) The applicant will then be formally recorded as a Registered Instructor with SFT.
- (2) If the application is incomplete, SFT staff will return to the applicant a check-off sheet indicating what documentation is lacking.
  - (a) The application will remain on file until follow-up documentation is submitted.
    1. Any identified application deficiencies must be satisfactorily resolved within one (1) year of the date of the application.



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- (b) Follow-up documentation for an incomplete application will be reviewed at the next regularly scheduled PACE II meeting.
  - 1. A copy of the review form must accompany the follow-up documentation.
- (3) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.
- (4) If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a SFT instructor, approval may be denied.

## (D) RESPONSIBILITIES

Under supervision of a registered CSRT Senior Instructor, the Primary Instructor will:

- (1) Administration.
  - (a) Setup the classroom and field exercises.
- (2) Course.
  - (a) Teach the current curriculum as adopted by SFT.
    - 1. Abiding by the information and requirements listed in the Course Information and Required Materials manual for the course.
  - (b) Ensure all objectives of the course curriculum are met.
  - (c) Teach at least 50% of the course.
    - 1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and teach at least 50% of that shift's course schedule.
    - 2. A Primary Instructor may be assigned to more than one (1) shift.
  - (d) Administer any skills exams.
  - (e) Ensure the safety of all students and adjunct instructors.
- (3) Student task books.
  - (a) Evaluate student/team performance and sign each student's task books.
- (4) Recordkeeping.
  - (a) Record and maintain:
    - 1. Daily attendance records.
    - 2. Student progress chart.
    - 3. Student assignment records.
    - 4. Calendar of events identifying the topics taught.
  - (b) Turn over all class records to the Senior Instructor upon completion of the class.
- (5) Supervision.
  - (a) Verify the qualifications for a Guest Lecturer and directly supervise by attending and monitoring the presentation.

## (E) MAINTAINING PRIMARY INSTRUCTOR STATUS



- (1) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
- (2) Be the CSRT Primary Instructor for at least two (2) SFT Confined Space Rescue Technician courses every four (4) years.
- (3) Submit any change of address or phone number.
  - (a) Department.
  - (b) Home.
  - (c) Cell.
  - (d) Email.
- (4) Attend an update course delivered by SFT when required.

DRAFT #1



## CSRT SENIOR INSTRUCTOR TRAINEE

### (A) QUALIFICATIONS

- (1) Course work.
  - (a) No additional course work required.
- (2) Instructor requirements (all of the following):
  - (a) Currently registered as a SFT CSRT Primary Instructor in good standing.
- (3) Teaching experience.
  - (a) No additional experience required.
- (4) Rank and experience.
  - (a) No additional experience required.

### (B) APPLICATION

Submit the following to the CSRT Senior Instructor who will be evaluating you:

- (1) Resume.
  - (a) A current resume of education, position/rank, and experience.
- (2) Instructor requirements.
  - (a) Verification of your Primary Instructor status.

### (C) RESPONSIBILITIES

Under direct supervision of a registered CSRT Senior Instructor, the Senior Instructor Trainee will:

- (1) Administration.
  - (a) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:
    1. Submitting a "Request for Course Scheduling."
    2. Qualifying each Assistant Instructor, Skills Evaluators, and Guest Lecturers.
    3. Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.
  - (b) Verify student eligibility.
- (2) Course.
  - (a) Ensure all objectives of the course curriculum are met.
  - (b) Ensure the maximum student limit is not exceeded for the class.
  - (c) Function as the Safety Officer to ensure the safety of all students and adjunct instructors.
    1. Coordinate and monitor all safety issues during the delivery of the course.
- (3) Senior Instructor Trainee Task Book.
  - (a) Complete the Senior Instructor Trainee Task Book within two years.
- (4) Recordkeeping.



- (a) Maintain class records under the supervision of the Senior Instructor in accordance with the State Fire Training Policy and Procedures Manual.
- (5) Supervision.
  - (a) Ensure that the student/instructor ratio is maintained.
  - (b) Supervise the Primary Instructor's presentation of the course.

DRAFT #1



## CSRT SENIOR INSTRUCTOR

### (A) QUALIFICATIONS

- (1) Course work.
  - (a) None.
- (2) Instructor requirements (all of the following):
  - (a) Currently registered as a SFT CSRT Primary Instructor in good standing.
  - (b) Senior Instructor Trainee Task Book.
    1. Completed the CSRT Senior Instructor Task Book.
      - a. Signed off by at least two (2) CSRT Senior Instructors within two (2) years of beginning the Senior Instructor Trainee process.
- (3) Teaching experience.
  - (a) No additional experience required.
- (4) Rank and experience.
  - (a) No additional experience required.

### (B) APPLICATION

Submit a complete application package for a PACE II review that includes all of the following:

- (1) Application form.
  - (a) A current instructor application signed by the applicant (available online).
- (2) Resume.
  - (a) A current resume of education, position/rank, and experience.
- (3) Instructor requirements.
  - (a) Verification of your CSRT Primary Instructor status.
  - (b) Task book (when applicable).
    1. Copy of your Senior Instructor Task Book signed off by at least two (2) CSRT Senior Instructors within two (2) years of beginning the Senior Instructor Trainee process.

### (C) APPLICATION REVIEW

Instructor applications will be reviewed by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

- (1) If the application is complete and approved, a letter from SFT confirming instructor registration will be mailed.
  - (a) The applicant will then be formally recorded as a Registered Senior Instructor with SFT.
- (2) If the application is incomplete, SFT staff will return to the applicant a check-off sheet indicating what documentation is lacking.
  - (a) The application will remain on file until follow-up documentation is submitted.



1. Any identified application deficiencies must be satisfactorily resolved within one (1) year of the date of the application.
  - (b) Follow-up documentation for an incomplete application will be reviewed at the next regularly scheduled PACE II meeting.
    1. A copy of the review form must accompany the follow-up documentation.
  - (3) Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.
  - (4) If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of a SFT instructor, approval may be denied.
- (D) RESPONSIBILITIES
- (1) Administration.
    - (a) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:
      1. Submitting a "Request for Course Scheduling."
      2. Qualifying each Assistant Instructor, Skills Evaluators, and Guest Lecturers.
      3. Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.
    - (b) Verify student eligibility.
  - (2) Course.
    - (a) Ensure all objectives of the course curriculum are met.
    - (b) Ensure the maximum student limit is not exceeded for the class.
    - (c) Ensure the safety of all students and adjunct instructors.
      1. Coordinating and monitoring all safety issues during the delivery of the course.
  - (3) Instructor Trainee Task Book.
    - (a) Evaluate a Primary Instructor Trainee's performance and sign the Primary Instructor Task book.
    - (b) Evaluate a Senior Instructor Trainee's performance and sign the Senior Instructor Task Book.
  - (4) Recordkeeping.
    - (a) Maintain all class records received from the Primary Instructor(s) for a minimum of four (4) years.
      1. SFT may request, at any time, the Senior Instructor to submit these records for review. Failure to comply shall result in disciplinary action.
  - (5) Supervision.
    - (a) Ensure that the student/instructor ratio is maintained.
    - (b) Supervise each Primary Instructor's presentation of the course.

(E) MAINTAINING SENIOR INSTRUCTOR STATUS



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- (1) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
- (2) Be a CSRT Senior Instructor for at least two (2) SFT Confined Space Rescue Technician courses every four (4) years.
- (3) Submit any change of address or phone number.
  - (a) Department.
  - (b) Home.
  - (c) Cell.
  - (d) Email.
- (4) Attend an update course delivered by SFT when required.

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