

26 March 2022

## Executive Summary

CICA, as the peak crane industry body, has worked with crane owners, equipment manufacturers, and national and international trainers to develop a standardised assessment program that is machine-specific, impartial, and peer assessed, independently verified. This assessment module is called CrewSafe and uses an app for documenting evidence of competency.

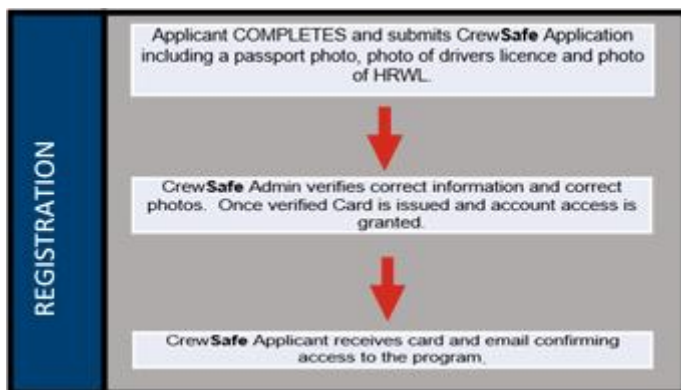
### *CrewSafe – the Crane Industry’s VoC*

Each operator is assessed using the same criteria and by demonstrating those criteria on a specific make and model of crane, the operator’s familiarity with unique functions are confirmed. Operators are assessed by peer operator assessors who are experts in operating a specific crane.

Photo and video evidence of the assessments being completed, ensures impartiality, and provide a frame of reference that is universally accessible by site supervisors.

The criteria for assessing an operator’s competency includes roadability; performing daily inspections; crane setup; configuring the rated capacity indicator; accessing information in the operator’s manual and manoeuvring a load safely. Assessments can be reviewed online at the job site to confirm competency.

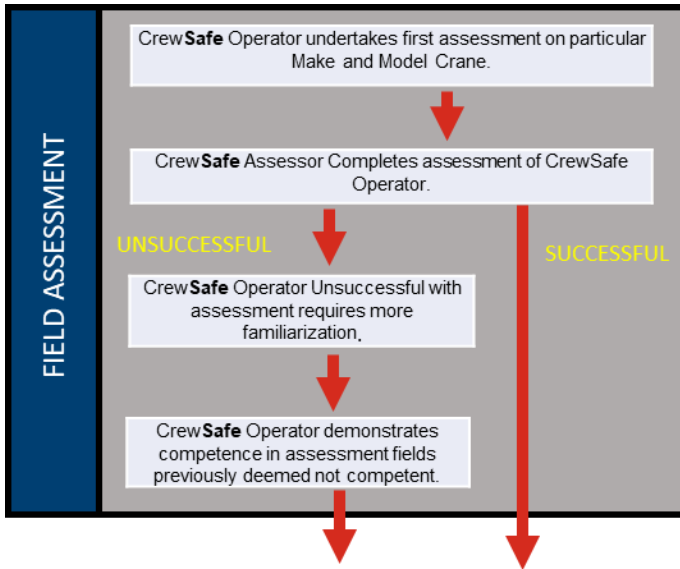
Each operator is assessed using the crane specific criteria, and because potential operators are evaluated by proficient operators with a high level of experience and expertise, they ensure crane-specific functions of unique pieces of mobile plant are met. Impartiality is achieved using photo and video evidence of the assessment which is easily accessed.



Initial registration is a three-step process.

1. The applicant is required to sign up to the CrewSafe program. The sign process consists of the personal details including a passport photo, photos of their driver’s licence and photo of their high-risk work licence.
2. The CrewSafe Admin team verify the 3 photos are of the same person and the categories the applicant has select corresponds to their high-risk work licence. The license categories on their high-risk work licence are entered into the database.
3. The CrewSafe Admin team issues the approved applicant with a unique CrewSafe card with their photo and a QR code to allow for VoC lookup when on sight. Each applicant has a unique numeric CrewSafe reference number and login password for using the app.





The CrewSafe operator can now undertake assessments on unique crane makes and models.

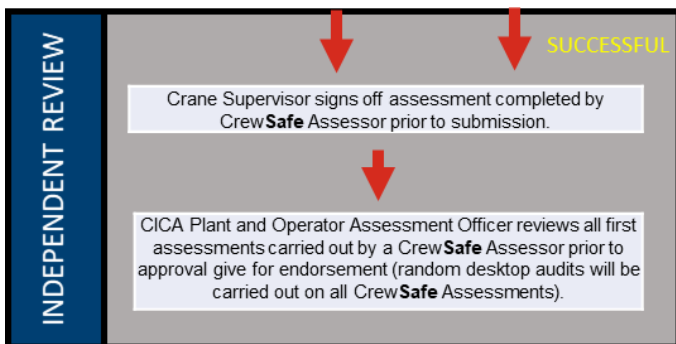
5. A CrewSafe assessor (who is a CrewSafe Operator but at the time of the assessment satisfies the role of the Assessor due to their intimate operational knowledge of the unique crane) will observe the CrewSafe operator completing the standardised assessment.

6. If the CrewSafe Assessor deems the CrewSafe operator unsuccessful in any aspect of the standardised form, the CrewSafe Assessor can recommend more familiarisation training on the unique make and model of crane.

Once the CrewSafe Operator is now familiar with the particular aspect of the crane, the assessment can be completed. When the CrewSafe Operator effectively completes the unsuccessful task(s), the CrewSafe Operator can now be deemed successful.

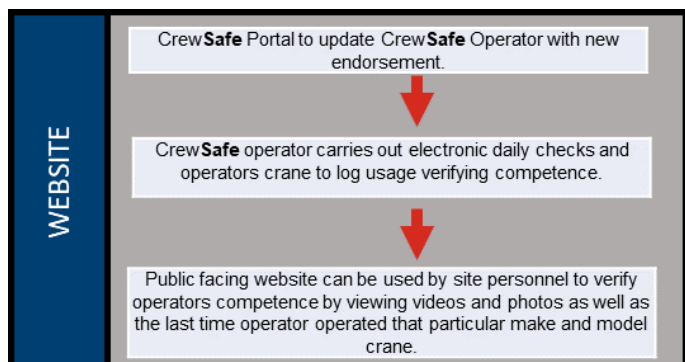
The CrewSafe Operator is now successful, and the standardised assessment is completed.

The CrewSafe assessment also includes business rules not allowing the assessment to be submitted without these rules being finalized. Some of these business rules include, photo and video evidence and the sign-off by a supervisor once the assessment has been reviewed by supervisor.



7. As a CrewSafe Assessor, 100% of the very first completed assessments are audited by CICA's CraneSafe & CrewSafe Technical Advisor who has a Certificate IV in Training and Assessing. Also, CICA's CraneSafe & CrewSafe Technical Advisor will conduct random audits generated by the system of the CrewSafe Assessors assessments.

8. CICA's CraneSafe & CrewSafe Technical Advisor will mark any assessments as failed if they don't meet the standards of evidence required by CrewSafe. Audited assessments will not be logged on the CrewSafe website unless approved by CICA's CraneSafe & CrewSafe Technical Advisor.



9. Once approved or assessment completed depending of the audit status, the CrewSafe Operator will now have endorsement for the unique make and model of crane.

10. Using the CICA electronic Daily Checklist the CrewSafe Operator's competency is verified and logged within the system, therefore, there is no expiry of competency for a unique make and model of crane.

10. With the use of the public facing website [www.crewsafe.com.au](http://www.crewsafe.com.au), site personnel or other related personnel have the ability to verify the CrewSafe Operator's competency including the last time the specific make and model crane was used. The website requires the CrewSafe Operator's i.d. number and their first and last name or scanning the QR code on the CrewSafe card for instant access to the Operator's competency endorsements.