



CrewSafe Sign-up Process

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1. Sign-up as a Company

This section is only for Companies to sign-up, individuals should sign-up using the “Sign up as an Operator” tab)

Step 1. Using your internet search engine search for www.crewsafe.com.au

The screenshot shows the CrewSafe website interface. The background features a yellow crane with an operator. The website has a white header with the CrewSafe logo and a navigation bar. The main content area is divided into several sections:

- First Time CrewSafe Operator?**: Contains two buttons: "Sign up as an operator" and "Sign up as a company".
- Assessing an Operator?**: Contains a button: "Begin assessment".
- Returning Operator?**: Contains a sign-in form with fields for "Your Email" and "Password", and a "Sign in" button.
- Lookup an Operator**: Contains a form with fields for "CrewSafe ID" and "Name (as per card)", and buttons for "Lookup operator" and "QR Code".
- Obstacle Course**: Contains two buttons: "Hire Cart" and "Do it yourself".

The website also includes a "Watch Tutorial" link in the top right corner and a "More About CrewSafe" link in the center.

Step 2: Click on “Sign up as a company” under the heading *FIRST TIME CREWSAFE OPERATOR*

The screenshot shows the CrewSafe website interface. At the top left is the CrewSafe logo. At the top right, it says 'Powered by CICA' with a CICA logo. Below the logo, a banner image shows a man in a yellow shirt operating a crane. Overlaid on this are several white boxes with green buttons and text. The 'First Time CrewSafe Operator?' box is highlighted with a red border and contains two buttons: 'Sign up as an operator' and 'Sign up as a company'. Other boxes include 'Assessing an Operator?' with a 'Begin assessment' button, 'Returning Operator?' with a 'Sign in' button, 'Lookup an Operator' with input fields for 'CrewSafe ID' and 'Name (as per card)' and buttons for 'Lookup operator' and 'QR Code', and 'Obstacle Course' with buttons for 'Hire Cart' and 'Do it yourself'. A 'Watch Tutorial' button is also visible in the top right corner.

Step 3: Complete the “Signup as a company” process which includes two sections

1. Account Information
2. Payment

(Members \$165.00 includes two assessments Non-Member \$165.00 includes one assessment per CrewSafe Membership)

CrewSafe®

Powered by CICA

Company Signup

Complete these steps to signup as a CrewSafe company.

1 Account Information

2 Payment

Your Details	Address	Contact Information & Account
First Name <input type="text" value="First Name"/>	Street Address <input type="text" value="Address"/>	Mobile <input type="text" value="Mobile No."/>
Last Name <input type="text" value="Last Name"/>	Suburb <input type="text" value="Suburb"/>	Email <input type="text" value="Email"/>
Company <input type="text" value="Company"/>	State <div>ACT</div>	Create a password <input type="password" value="Password"/>
CICA Member Number <input type="text" value="CICA Member No."/>	Postcode <input type="text" value="Postcode"/>	Confirm password <input type="password" value="Confirm password"/>
ABN <input type="text" value="ABN"/>		Number of Operators Required <div>1</div>

Continue >

Company Signup

Complete these steps to signup as a CrewSafe company.

For instructions on the signing up, click [here](#)

1 [Account Information](#)

2 **Payment**

Order Summary

Item	Qty	Price
CrewSafe Membership + ID Card	1	\$165.00
CrewSafe Crane Assessments (included free with sign up)	1	\$0.00
Sub Total		\$150.00
Credit Card Fee		\$2.35
GST		\$15.24
Total		\$167.59

Payment Details

Payment Type

✓ Credit Card
EFT



Card No.

Card No.

Name on Card

Name on Card

Address

Address

Suburb

Suburb

Country

Australia

Expiration Date

MM / YY

CV Code

CVC

✓ Process Payment and Finish

Company Signup

Complete these steps to signup as a CrewSafe company.

1 Account Information

2 Payment

Order Summary

Item	Qty	Price
CrewSafe Membership + ID Card	1	\$165.00
CrewSafe Crane Assessments (included free with sign up)	2	\$0.00
Sub Total		\$150.00
GST		\$15.00
Total		\$165.00

Payment Details

Payment Type

EFT

Reference No.

Your reference no.

✓ Process Payment and Finish

There are two payment options:

1. Personal or Company Credit Card information can be used or,
2. EFT will also be accepted for Company Sign-up

Step 4: Website will confirm Sign Up was Successful

Company Signup

Sign Up Successful



Thank you!

Welcome to CrewSafe. We look forward to partnering with you in ensuring the Australian crane industry is safe.

Your account details and operator sign up codes will be emailed to you.

[CrewSafe Home](#)

Step 5: An email containing the *UNIQUE SIGN UP CODES* will be sent to the email address provided.

Hi Example,

Welcome to CrewSafe.

Your unique sign up codes for operators to sign up for CrewSafe are below. Each code can only be used once.

004-558-199-056

004-961-816-057

004-974-355-058

004-251-775-059

004-607-813-060

004-346-987-061

004-908-370-062

004-972-513-063

If you have any questions please contact the CrewSafe office on (03)9501 0078.

2. Sign-up as an Operator

Step 1. Using your internet search engine search for www.crewsafe.com.au

The screenshot shows the CrewSafe website interface. At the top, the CrewSafe logo is on the left, and 'Powered by CICA' is on the right. A central banner features a man in a yellow shirt operating a yellow crane, with the text: 'CrewSafe is the standardised VOC assessment tool for the Australian crane industry. We provide machine-specific, impartial, peer assessment with documented evidence of competency.' Below the banner, there are several interactive panels:

- First Time CrewSafe Operator?** Panel with two buttons: 'Sign up as an operator' and 'Sign up as a company'.
- Assessing an Operator?** Panel with a 'Begin assessment' button.
- Returning Operator?** Panel with a 'Sign in to review your assessments.' prompt, input fields for 'Your Email' and 'Password', and a 'Sign in' button.
- Lookup an Operator** Panel with the prompt 'View VOC assessment history and evidence.', input fields for 'CrewSafe ID' and 'Name (as per card)', and buttons for 'Lookup operator' and 'QR Code'.
- Obstacle Course** Panel with two buttons: 'Hire Cart' and 'Do it yourself'.

A 'Watch Tutorial' icon is located in the top right corner. A 'More About CrewSafe' link with a downward arrow is positioned in the center of the page.

Step 2: Click on “Sign up as an operator” under the heading FIRST TIME CREWSAFE OPERATOR

The screenshot shows the CrewSafe website interface. At the top left is the CrewSafe logo. At the top right, it says 'Powered by CICA' and has a 'Watch Tutorial' link. The main heading reads: 'CrewSafe is the standardised VOC assessment tool for the Australian crane industry. We provide machine-specific, impartial, peer assessment with documented evidence of competency.' Below this, there are several interactive panels:

- First Time CrewSafe Operator?** (highlighted with a red box):
 - Sign up as an operator
 - Sign up as a company
- Assessing an Operator?**:
 - Begin assessment
- Lookup an Operator**:
 - View VOC assessment history and evidence.
 - Input fields for CrewSafe ID and Name (as per card).
 - Buttons for Lookup operator and QR Code.
- Returning Operator?**:
 - Sign in to review your assessments.
 - Input fields for Your Email and Password.
 - Sign in button.
- Obstacle Course**:
 - Hire Cart
 - Do it yourself

In the center, there is a 'More About CrewSafe' section with a downward arrow icon.

Step 3: Complete the “Sign up as an operator” process which includes three sections

1. Account Information
2. Operator Information
3. Payment
4. (Members \$165.00 includes two assessments Non-Member \$165.00 includes one assessment per CrewSafe Membership)

Operator Signup

Complete these steps to signup as a CrewSafe operator.

- 1 Account Information 2 Operator Information 3 Payment

Your Details

First Name

First Name

Last Name

Last Name

Company

Company

CICA Member Number

CICA Member No.

ABN

ABN

Address

Street Address

Address

Suburb

Suburb

State

ACT

Postcode

Postcode

Contact Information & Account

Mobile

Mobile No.

Email

Email

Create a password

Password

Confirm password

Confirm password

Please include your CICA membership number for the inclusion of 2 assessments with your sign-up.

Continue >

Operator Signup

Complete these steps to signup as a CrewSafe operator.

- 1 Account Information
- 2 Operator Information
- 3 Payment

Your Licences

Driver's Licence No.

Licence No.

Driver's Licence Expiry Date

dd/mm/yyyy

Select Image

High Risk Work Licence No.

Licence No.

High Risk Work Licence Expiry Date

dd/mm/yyyy

Select Image

Licence Categories

High Risk Work Licences

- | | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> DG | <input type="checkbox"/> RB | <input type="checkbox"/> RI | <input type="checkbox"/> RA |
| <input type="checkbox"/> CN | <input type="checkbox"/> C2 | <input type="checkbox"/> C6 | <input type="checkbox"/> C1 |
| <input type="checkbox"/> CO | <input type="checkbox"/> CT | <input type="checkbox"/> CB | <input type="checkbox"/> CV |

**Please select your
licence categories as
per your High Risk
Work Licence.**

Your Photo

Select Photo

Select Photo



Terms of use

By using CrewSafe you agree to the following policies:

- Information Sharing Policy [view](#)
- Privacy Policy [view](#)
- General Terms of Use [view](#)

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Please see below examples of the 3 Photos required for the *Operator Information Page*.

(actual camera photos of the Drivers Licence, High Risk Work Licence, and Operator **NOT** photo copies)

Driver License



High Risk Work Licence;



CrewSafe Card photo;



Complete these steps to signup as a CrewSafe operator.

- 1 Account Information
- 2 Operator Information
- 3 Payment

Your Licences

Driver's Licence No.

123456789

Driver's Licence Expiry Date

08/02/2019

Select Image



High Risk Work Licence No.

WL0660170

High Risk Work Licence Expiry Date

18/03/2020

Select Image



Licence Categories

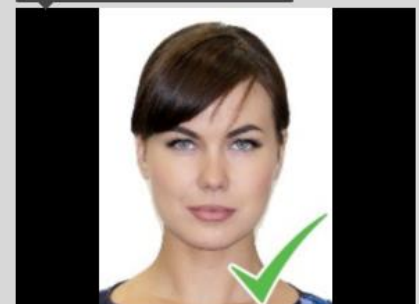
High Risk Work Licences

- ☐ DG
 ☐ RB
 ☐ RI
 ☐ RA
☐ CN
 ☐ C2
 ☐ C6
 ☐ C1
☐ CO
 ☐ CT
 ☐ CB
 ☐ CV

Your Photo

Select Photo

Select Photo



Terms of use

By using CrewSafe you agree to the following policies:

- Information Sharing Policy [view](#)
- Privacy Policy [view](#)
- General Terms of Use [view](#)

Please use the rotate or crop options to edit your photos and save them before proceeding to the payment page.

If images are found to be different to this example the signup may be rejected by CrewSafe admin.

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Continue >

Operator Signup

Complete these steps to signup as a CrewSafe operator.

For instructions on the signing up, click [here](#)

1 Account Information

2 Operator Information

3 Payment

Order Summary

Item	Qty	Price
CrewSafe Membership + ID Card	1	\$165.00
CrewSafe Crane Assessments (included free with sign up)	1	\$0.00
Sub Total		\$150.00
Credit Card Fee		\$2.35
GST		\$15.24
Total		\$167.59

Payment Details

Payment Type

✓ Credit Card
Sign Up Code



Card No.

Card No.

Name on Card

Name on Card

Address

Address

Suburb

Suburb

Country

Australia

Expiration Date

MM / YY

CV Code

CVC

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✓ Process Payment and Finish

Operator Signup

Complete these steps to signup as a CrewSafe operator.

For instructions on the signing up, click [here](#)

1 Account Information

2 Operator Information

3 Payment

Order Summary

Item	Qty	Price
CrewSafe Membership + ID Card	1	N/A
CrewSafe Crane Assessments (included free with sign up)	1	\$0.00
Sub Total		N/A
GST		N/A
Total		N/A

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Payment Details

Payment Type

Sign Up Code

Sign Up Code

Your sign up code

✓ Process Application and Finish

There are two payment options:

1. Personal or Company Credit Card information can be used or,
2. If you have a sign-up code from your company, select "Sign Up Code". The sign-up code can only be used once.

Step 4: Website will confirm Sign Up was successful

Operator Signup

Payment Successful



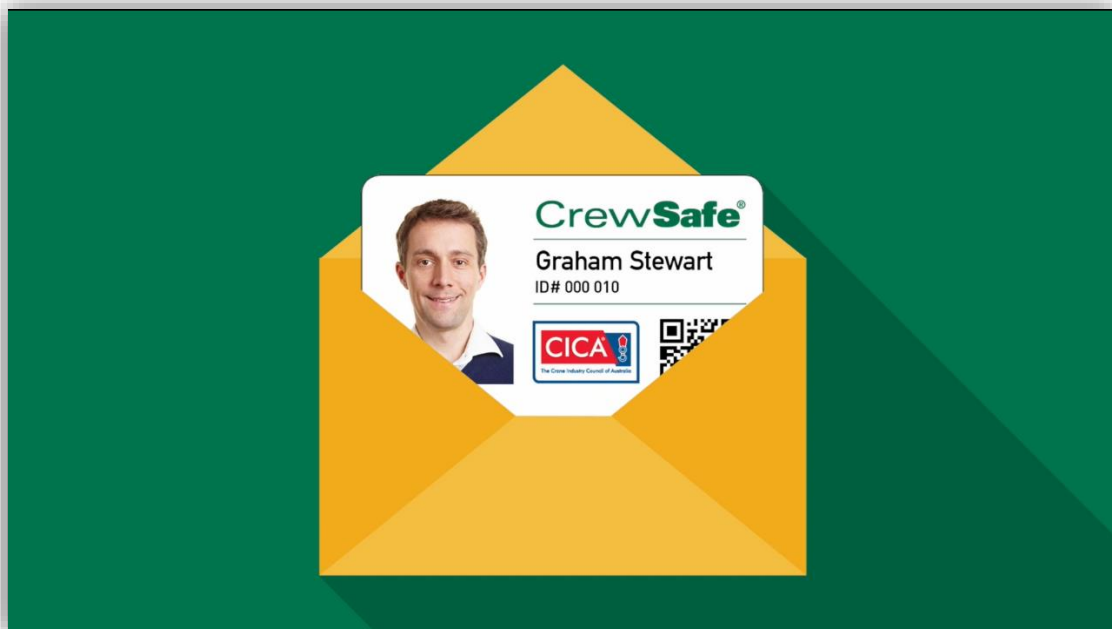
Thank you!

Welcome to CrewSafe. We look forward to partnering with you in ensuring the Australian crane industry is safe.

Your payment receipt and account details have been emailed to you.

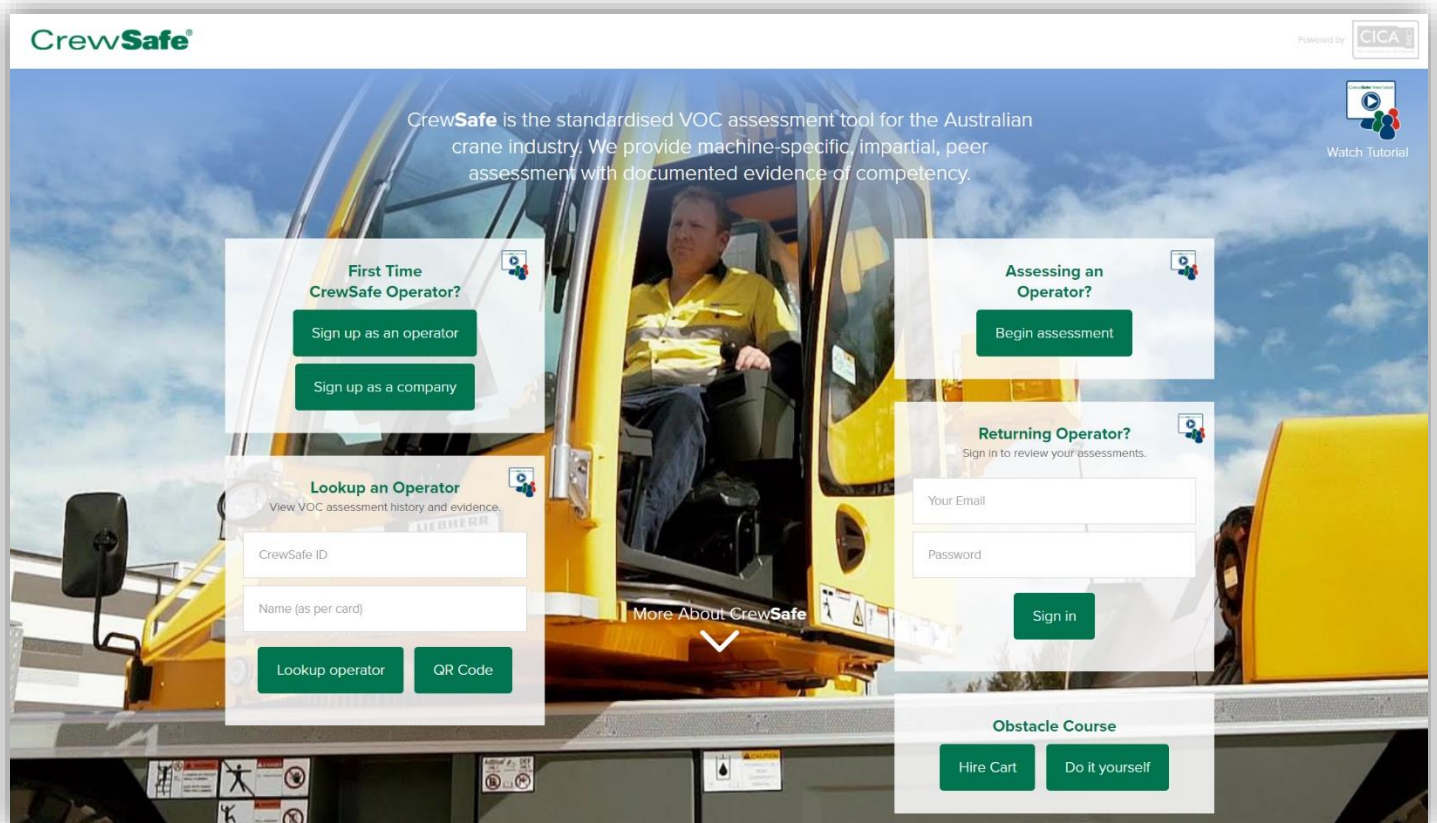
[CrewSafe Home](#)

Step 5: An email will be sent confirming login & password details, and the personal CrewSafe card will be posted to the address provided.



3. Additional Information

For any other assistance, please refer to the free tutorials supplied on the CrewSafe website.



4. Further Information

This Information Bulletin contains summary information only and further information is available by contacting The Crane Industry Council of Australia:

Contact details	
Postal address	PO Box 136, Mount Waverley, Victoria, 3149
Street address	Unit 10, 18-22 Lexia Place, Mulgrave, Victoria, 3170
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Mobile	+61 488 004 274
Email	admin@crewsafe.com.au