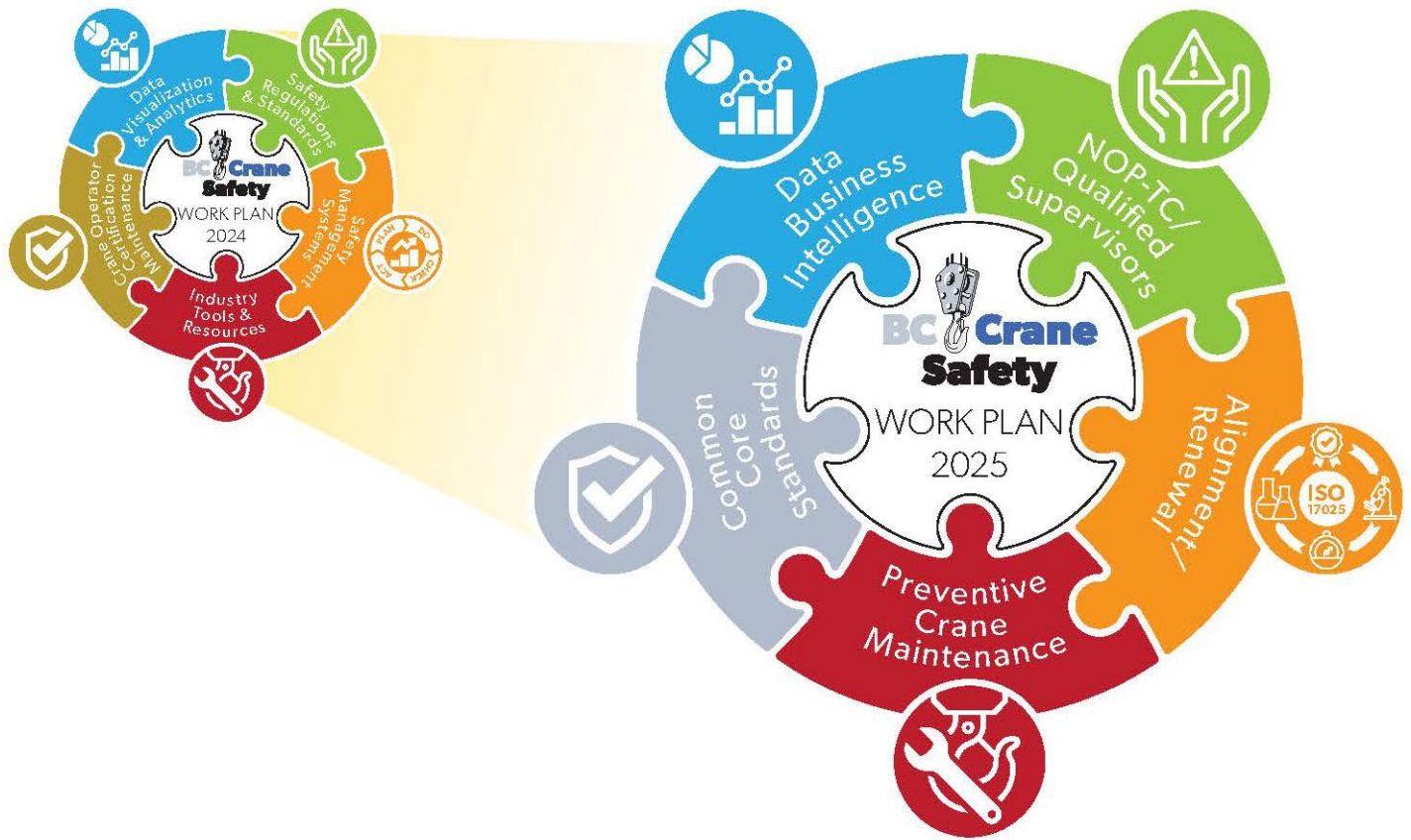




HSE WORKPLAN

2025 Workplan to align, plan, manage, and report on the Association's key initiatives for the 2025 Year.



Crane Operator Certification & Licensing Authority

HSA Initiatives Workplan Template

2020 Updated Version

As part of the ongoing effort to support the Health and Safety Associations (HSAs) in planning, reporting on, and assessing activities and outcomes, WorkSafeBC has reviewed and updated the HSA initiatives Workplan Template.

In 2020, WorkSafeBC conducted a survey to gather feedback from the HSAs on the Initiatives Workplan Template. We appreciate your feedback and have reviewed and analyzed the challenges and recommendations raised. The goals of this revised HSA Initiatives Workplan Template are to:

- Address major challenges that the HSAs have identified in the current HSA Initiatives Workplan Template
- Align the HSA Initiatives Workplan Template format with other WorkSafeBC templates (e.g., COR Workplan Template) to ensure consistency
- Improve reporting on initiative outcomes

Effective from May, 2020, the revised HSA Initiatives Workplan Template will be used by the HSAs. The HSA Initiatives Workplan Template will help you:

- **Align** your initiatives and activities with your strategic objectives/goals.
- **Plan** your initiatives or endeavour by outlining the activities to be accomplished, inputs needed, budget required, timeframes to follow, and outcome anticipated.
- **Manage** implementation of your initiatives by enabling you to track implementation against expectations
- **Report** on your progress in implementing the initiatives by sharing information in the "Workplan Measurement" section, and evaluate your outcomes by identifying the
 - Data collection methods to be used
 - Time frame(s) for collecting outcome evaluation data
 - Outcomes achieved at the end of the fiscal year
 - KPI alignment

WorkSafeBC expects the HSA Initiatives Workplan will reflect the scope and cost of your initiatives and assist by assigning a dollar value against the HSA's overall budget. Workplans are not intended to include all activities or initiatives undertaken by your organization in the upcoming year. Rather, focus on your **"key initiatives" or activities** you will undertake to address and impact the primary trends within your industry. You will explain what you are going to emphasize in the coming year; in most cases, you will have two or three key initiatives and rarely will you have more than five.



2023 Annual Report



For additional information on the British Columbia Association for Crane Safety, please [click](#) to obtain a copy of the 2023 Annual Report.

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Section A: HSA Overview

HSA Name	BC Association for Crane Safety
Year of Workplan	2025 Workplan
HSA Vision	
Vision: Safe and competent crane, hoisting, and rigging operations throughout British Columbia.	
HSA Mission	
Mission: To engage with our stakeholders concerned with cranes, hoisting, and rigging, including workers and employers, across multiple sectors to support safe crane, hoisting, and rigging operation in British Columbia.	

Section B: Summary of Strategic Objectives and Initiatives

#	Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1.0	Injury reduction	 Data Visualization, Analytics & AI Framework Publish data dashboard for select Association stakeholders: provincial OHS regulator, Association BoD, and crane employers. Develop an AI strategy, exploring tools, governance and operational objectives and data analysis reports and proposed recommendations.	Q3 – 2024 to Q4 – 2025	Dashboard implementation, feedback, and usage by select industry stakeholders.
2.0	Injury reduction	 NOP – TC / Qualified Crane Supervisors Implement a series of communications discussing new NOP-T OHSR, qualified crane supervisor registry and crane supervisor roles and competency standards through the Proposed BC Crane Safety Supervision Standard.	Q2– 2024 to Q4 – 2025	Consultation of stakeholders with the new regulation on the NOP-TC requirements, assembly/disassembly supervisor registry and crane supervisor competencies. Increased usage of the Registry and establishment of competency standards.
3.0	Injury reduction	 Certification Alignment 17024 / Renewal BC Crane Safety will administer and maintain its crane operator certification system for provincial and external stakeholders and will continue its work to align with ISO 17024, including implementing the certification renewal process.	Q2 – 2024 to Q4 – 2025	Maintained and functioning provincial certification system, in compliance with OHSR and in partnership with STBC, Fulford Certification and external stakeholders. Certification renewal system that is aligned with ISO 17024 – with a successful alignment audit completed.
4.0	Injury reduction	 Preventive Crane Maintenance Develop and implement tower crane maintenance binder templates, revised tower crane assembly / disassembly checklists and practices supporting EGBC Guidelines, OHS regulations and WorkSafeBC Prevention's Crane and Mobile Equipment Initiative.	Q2 – 2024 to Q4 – 2025	Developed and published WorkSafeBC tower and self-erect crane safe manual templates, checklists, and safe work practices.

5.0	Injury reduction	 Crane Operator Common Core Standards BC Crane Safety will publish and communicate its crane operator core competencies for industry stakeholders.	Q2 – 2024 to Q4 – 2025	Established and communicated standard of competencies (requirements) for provisional and certified crane operators.
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Section C: Workplan Template – Initiative 1.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	
	 Data Visualizations, Analytics and AI Framework One of BC Crane Safety’s corporate objectives was to address risk factors that could lead to incidents and injuries associated with crane incidents and operational contributing factors. BC Crane Safety has been developing an industry data dashboard since 2022 – using filtered Tableau data (available through WorkSafeBC) to provide a system of data for risk identification and trend analysis that covers cranes, crane operators, crane employers/contractors. Considerable progress has been made in developing data relationships. The Data Visualization and Analytics Dashboard will be used for BC Crane Safety staff to conduct ongoing analysis and for select external stakeholders to obtain more definitive data about risks, hazards, and incidents unique to their operations. In support of data analytics, develop an AI framework to enhance health and safety initiatives. Review currently known and relevant AI tools (i.e. machine learning, natural language processing, robotics, generative AI) to conduct health and safety related processes such as risk assessments, incident management, compliance monitoring and occupational competencies. Establish governance frameworks to ensure ethical AI use, accountability, and adherence to regulations. Define operational objectives that align with Association mandate, objectives and goals, focusing on improved safety outcomes and efficiency. Employ data analysis reports to identify trends, recommend competency solutions and make informed decisions. Propose actionable recommendations based on insights gathered, fostering a culture of continuous improvement and leveraging AI to proactively address occupational health and safety challenges.

Initiative Goal/ Expectation	BC Crane Safety continues to develop its dashboard finding data relationships or identifying anomalies or trends to conduct injury and incident preventive work. Continued work on this initiative will be conducted through: • Obtaining outstanding data requests (AWCBC and WorkSafeBC) by establishing a data sharing MOU with WorkSafeBC for organizational data, • Upon receipt of current WorkSafeBC and other data, continue building out the proof-of-concept report(s) using the tools available and the source data • Determining and building the queries and requests to be answered through the report data (using stakeholder feedback) and making data dashboards available to select stakeholders. • Developing a foundational AI strategy and framework for the Association.
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Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget (2025)	Time Frame/ Completion Date	Anticipated Output	Actual Output
Obtaining outstanding data requests (WorkSafeBC, AWCBC)	Marketing/ Outreach Other type:	Fulfilled data requests from key stakeholders	5k	Q3 – 2024 to Q4 - 2025	Identified data relationships from collected data	

Developing a MOU between WorkSafeBC and BC Crane Safety and continue to build out proof-of-concept report(s) using the tools and source data available	Research Other type:	Agreement principles for data sharing Evaluated proof-of-concept reports	11k	Q2 – Q4 2025	MOU between WorkSafeBC and BC Crane Safety and sample report(s) for use by both internal and select external stakeholders	
Determining and building the queries and requests to be answered through the report data (using stakeholder feedback)	Marketing/ Outreach Other type:	Survey or interview key stakeholders for report feedback	3k	Q4 - 2025	Interview or survey feedback from users of prototype reports	
Developing a foundational AI strategy and framework for the Association.	Marketing/ Outreach Other type:	AI research	10k	Q4 - 2025	Foundational AI strategy and framework	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 2: Workplan Measurement Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g., surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Outreach communication to industry stakeholders	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31 2025	Interview or survey feedback from industry stakeholders	

Drafted foundational AI strategy and framework	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31 2025	Drafted AI strategy and framework reviewed by external AI specialists	
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Below are blank templates pre-copied for you. Please click on the "expanding sign" on the left of the heading  **Section C:** to expand the template and fill out one for each initiative indicated in [Section B](#). Please update initiative numbers accordingly.

Section C: Workplan Template – Initiative 2.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	 NOP – TC / Qualified Crane Supervisors Implement a series of communications discussing new NOP-T OHS Regulation which will be implemented in October 2024, and the associated requirements / work processes including: the qualified tower crane /disassembly supervisor registry, crane supervisor roles and competency standards through the Proposed BC Crane Safety Supervision Standard (reference attached separately), and assembly / disassembly checklists and reports. Working closely with the Crane and Mobile Equipment Prevention / Prevention Programs Services teams to communicate and implement OHSR requirements with affected stakeholders in obtaining and maintaining compliance.
Initiative Goal/ Expectation	BC Crane Safety is working with WorkSafeBC’s Prevention teams and industry stakeholders (private sector companies and other industry associations) to communicate requirements of the new regulation through online / in-person meetings, presentations, and other vehicles (i.e. attendance at the UBCM conference for discussion with other provincial municipalities). Related communications will include safe work practices, checklists and other support resources including crane /disassembly supervisor registry, crane supervisor competency requirements and crane supervisor roles and competency standards.

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget (2025)	Time Frame/ Completion Date	Anticipated Output	Actual Output
Hosting online meetings / attending conferences and webinars to communicate requirements, developing, and implementing related resources, i.e., crane supervisor registry, supervisor roles, competency descriptions and competency standards development.	Other, please specify Other type: Program Development & Implementation	Develop the materials for use at meetings, webinars, conferences	15k	Q2 - 2024 to Q4 - 2025	Completed and vetted development process with defined roles, responsibilities, and registration steps	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 2: Workplan Measurement Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Hosted meetings or presentations on regulation implementation and published resources and qualified crane supervisor registration system and supervisor roles and competency standards.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2025	- Completed surveys by stakeholders providing through polling, surveys, or interviews - Number of crane supervisors maintained in the crane supervisor registry	

Section C: Workplan Template – Initiative 3.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	 Certification Alignment 17024 / Renewal BC Crane Safety will administer and maintain its crane operator certification system for provincial and external stakeholders and will continue its work to align its policies, procedures, and systems with ISO 17024, including introducing the certification renewal process and the impact of skill fade of certified crane operators. BC Crane Safety will collaborate with SkilledTradesBC, Fulford Certification, employers, crane operators and external stakeholders on crane operator certification maintenance, certification challenges and new certifications. The BC Minister of State for Workforce Development has been given a mandate to improve credential recognition in BC, as BC is one of only two jurisdictions in Canada without a guiding framework for the fair treatment of internationally trained professionals. BC Crane Safety will continue to work with the Credential Recognition Network to share its historical development and continued credentialling work and its existing WSBC-accepted occupational competency standards, which will support with existing legislative measures (Professional Governance Act and the Health Professions and Occupations Act) and will support the Association's current measures in removing barriers and ensuring out of province / country qualified crane-related applicants can be eligible to work.
Initiative Goal/ Expectation	Certification, Alignment 17024 / Renewal Maintained and functioning provincial certification system, in compliance with OHSR and in partnership with SkilledTradesBC, Fulford Certification and external stakeholders. Implementing a certification renewal system that is aligned with ISO 17024, Accreditation for Certification Organizations and obtaining a successful alignment audit completed with WorkSafeBC for existing and new crane operators that are part of the BC Association for Crane Safety certification scheme.

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget (2022)	Time Frame/ Completion Date	Anticipated Output	Actual Output
Complete psychometric review of existing certification system, including exam bank for all crane types	Other, please specify Other type: Program Development & Implementation	BCACS Skill Record Passport system and procedures; exam bank contents	178k	Q2 – 2024 to Q4 - 2025	Maintained SkillRecord Passport system and current processing policies and procedures that are ISO compliant	
Finishing existing ISO 17024 policies and related resource documents including handbooks, etc.	Other, please specify Other type: Program Development & Implementation	Draft ISO policies, procedures, and resources	25k	Q2 - 2024 to Q4 - 2025	ISO 17024 aligned policies and certification resource materials	
Developing certification renewal requirements and ensuring communication on value and impact of skill fade to employers and operators.	Other, please specify Other type: Program Development & Implementation	Certification renewal process overview	10k	Q2 - 2024 – Q4 - 2025	Published certification renewal resources and the impact of skill fade.	
Implementing certification renewal requirements / system according to given expiry dates	Other, please specify Other type: Program Development & Implementation	Certification renewal plan	10k	Q4 - 2024 – Q4 2025	Renewed certified crane operators who hold certificates with expiry dates	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 2: Workplan Measurement Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Crane owners / contractors and operators' awareness of crane operator certification and renewal requirements, value, and impact of skill fade.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2025	Completed feedback results from a sampling of stakeholders providing through polling, surveys, or interviews	

Section C: Workplan Template – Initiative 4.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	 Industry Tools and Resources Develop and implement industry-recommended crane equipment maintenance practices in support of the OHS regulations (safe for use), EGBC Guidelines, WorkSafeBC's Crane and Mobile Equipment Initiatives and BC Crane Safety's 2021 Level Up Inspection booklets / questions. BC Crane Safety will develop safe work practices and a tower crane maintenance binder system to support effective maintenance.
Initiative Goal/ Expectation	Crane Equipment Maintenance Binder and Maintenance Safe Work Practices Reduce the number of incidents related to cranes and crane equipment maintenance: • Develop and implement sample crane maintenance binders for tower and self-erect crane operations • Develop and offer binder electronic template(s) and binder tabbing systems for employers and make these available through the website, stakeholder meetings or webinars. • Educate and communicate to employers on their responsibilities that crane equipment is inspected, maintained, and documented based on elements of recommended equipment maintenance practices (qualified maintenance personnel, inspection frequency and record keeping). Regular maintenance practices will assist to identify potential risks, hazards, and problems, and can contribute to the reduction of the frequency and severity of equipment-related incidents and adherence to EGBC guidelines and OHS Regulations. Publish a safe work practice on the importance of regular equipment maintenance.

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget (2022)	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop and implement a tower crane maintenance binder (templates) and tabs illustrating the OHSR documentation / system requirements	Consultation Services Other type:	Tower Crane maintenance binders	15k	Q2 – 2024 to Q4 - 2025	Implementation of a tower crane maintenance binder (templates) and binder tabbing systems	
Communicate to industry that crane equipment must be inspected, maintained, and recorded following Safe for Use requirements.	Consultation Services Other type:	Safe-for-Use bulletins / safe work practices and checklists	25k	Q3 – 2024 to Q4 - 2025	Safe for use requirements and related equipment maintenance requirements communicated to crane stakeholders	
Publish safe work practice on the importance of regular equipment inspections. Communicate resources through meetings and webinars.	Consultation Services Other type:	Safe work practice development	15k	Q3 – 2024 to Q4 - 2025	Results from industry stakeholders through surveys, polls, and interviews	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 2: Workplan Measurement

Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g., surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.

Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Equipment maintenance requirements will be communicated through multiple vehicles and platforms to employers, contractors, supervisors, and crane operators.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2025	Results from interviews and surveys from a cross section of crane stakeholders on their knowledge of equipment maintenance requirements.	

Section C: Workplan Template – Initiative 5.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	 Crane Operator Common Core Competencies BC Crane Safety has developed a common core standard of crane operator competencies (2022); and will update, publish, and communicate this standard and workbook supplement to crane stakeholders including regulators, crane owners, contractors, supervisors, trainers, and others. Working from the SkillRecord Passport platform and partnering with Fulford Certification’s evaluation criteria, BC Crane Safety aims to conduct expansion of this micro credentialing software system and digital badges and implement the SkillRecord Passport to collect competency / evaluation data by employers, contractors, evaluators, and trainers. <i>This work includes BC Crane Safety collaboration with WorkSafeBC’s crane and Mobile Equipment team to flesh out the core competency standard to ensure uniformity and regulatory compliance.</i> The overall objective of the crane operator common core project is to communicate the path and requirements more effectively for provisional / training crane operators to become fully certified.
Initiative Goal/ Expectation	Crane Operator (Competency) Evaluation Check, Provisional Crane Operator Competency Standard Reduce the number of incidents related to crane operator competency by ensuring all employers and operators have a clearer awareness and understanding of the common core competency requirements for provisional / training crane operators and • Ensure provisional and certified crane operators are evaluated regularly assessing common and critical competencies through crane operator assessment tools / systems and supplementary workbook • Ensure provisional crane operators can demonstrate required competencies and are familiar with machine operator instructions, based on a provisional crane operator competency standard • Monitor provisional crane operators’ competency with regards to safe assembly, operation, inspection, and maintenance of the machine through provisional crane operator supervision, based on a crane supervisor tool for indirect and direct supervision.

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget (2022)	Time Frame/ Completion Date	Anticipated Output	Actual Output
Ensure crane operators are evaluated regularly and are provided with adequate training, instruction, and supervision promoting the safe operation of cranes at the workplace.	Consultation Services Other type:	SkillRecord Passport expansion	30k	Q2 – 2024 to Q4 - 2025	Enhanced SkillRecord Passport software system	
Ensure provisional crane operators can demonstrate competency and are familiar with machine operator instructions, based on a provisional crane operator competency standard and supplementary workbook	Consultation Services Other type:	BC Crane Safety Common Core Standard for provisional crane operators	20k	Q2 – 2024 to Q4 - 2025	Crane operator common core competency standard documents and supplementary workbooks	
Monitor provisional crane operators' competency with safe assembly, operation, inspection, and machine maintenance through provisional crane	Consultation Services Other type:	Level up Self-inspection Workbooks	10k	Q2 – 2024 to Q4 - 2025	Reprinted Level Up Workbooks (400 copies)	

operator supervision, based on a crane supervisor tools for indirect and direct supervision.						
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You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 2: Workplan Measurement Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g., surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
New crane operators and interested persons or existing crane operators in or outside the province will be made aware of certification requirements.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2025	- Results from stakeholders' surveys - Numbers of downloads or hits on website products or numbers of certificants	

WorkSafeBC Management Comments

Board Chair Approval

Name

Signature

Date