

## An overview of SkillRecord Passport

SkillRecord passport is the information-management system that records and maintains crane operators' certification data in the B.C. crane industry.

Operators use SkillRecord passport as a one-stop electronic record-keeping system to:

- Record their professional status and training experience
- Provide evidence of their certification to employers or WorkSafeBC

Operators can access their electronic logbook and credential information online or through a mobile app.

### Registration

Operators must have a certificate acceptable to BC Crane Safety to operate in any of the three general crane categories (boom trucks, mobile cranes, and tower cranes). This requirement is the same for both new operators (including trainees and registered apprentices) and experienced operators in B.C.

Follow these steps to access your SkillRecord passport:

1. Visit [bccranesafety.ca/register](https://bccranesafety.ca/register) and register yourself with BC Crane Safety. (Every crane operator working in B.C. is required to register with BC Crane Safety.) If you're already registered, go to step 4.
2. Fill in your personal information (including a valid email address), create a password, and submit the registration form.



3. Newly registered users will receive a welcome email and a verification email which must be opened and clicked on to verify their email address.
4. Once registered, you can access your SkillRecord passport account, including the electronic logbook, by logging in to the SkillRecord passport mobile app. Use the email address and password you used when registering for BC Crane Safety.
5. Once logged in, you can manage your SkillRecord passport account, including your contact and personal information.

### Logbook

Record your work hours and experience in the SkillRecord passport logbook. You can enter your daily work according to employer, crane type, or project.

Through the SkillRecord passport, apprentice operators can invite their employer or designated supervisor to review and approve their logbook. This is the final step before completion of an apprenticeship program.

Project: .....

Address: .....

Employer: .....

Supervisor: .....

Date: .....

Time: .....

Shift: .....

Number in crew: .....

Number attending: .....

Other safety concerns or suggestions: .....

**Record of those attending:**

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: .....

Manager: .....  
(Signature)

Supervisor: .....  
(Signature)

For more information on health and safety requirements for crane operations in B.C., refer to the *Workers Compensation Act* and the OHS Regulation on [worksafebc.com](http://worksafebc.com).