

# Introduction to Passcard

Passcard is a sleek and convenient wallet-sized card that individuals can carry as proof of completed Safety Pass courses. It replaces the Safety Passport currently being used by the Industry and is distributed each time an individual successfully completes a Safety Pass class. Each card received will replace the previous card and previous cards can be discarded. Secure disposal is available at Safety Pass.

If individuals have not yet received their Passcard, they will be issued one the next time they successfully complete a Safety Pass class.

Safety Passports or Course Completion Letters do not expire, so until individuals take a Safety Pass class and receive their Passcard, they can still use their current Safety Passport or Course Completion Letter as documentation of training.

Similar to the Safety Passport, Passcard shows courses that have been completed by an individual. It also shows the classes that are required or eligible for that individual's specific job classification.

For the most up-to-date Safety Pass training information, please visit [www.safetypassiton.com](http://www.safetypassiton.com).

With the introduction of Passcard, Safety Passports will no longer be updated. Once individuals receive their Passcard, Safety Passports can be discarded.

Following is specific information about Passcard. Please contact the Labor Relations department with questions regarding the hiring policies of each company.

For additional questions, please contact the Safety Pass office at 818-847-0040 ext. 1200.



| Recertification Dates:                                      |                          |   |  |
|---|--------------------------|---|--|
| C - CI  | 06/06/2014               | <input checked="" type="checkbox"/> Completed | <input checked="" type="checkbox"/> Training is Delinquent |
| O - OI  | 05/15/2014               | <input type="checkbox"/> Not Completed        | <input type="checkbox"/> Expired Recertification           |
| <b>A</b>  | General Safety/IIPP      |   |  |
| <b>A2</b>   | Enviro. Safety/IIPP      |   |  |
| <b>B</b>  | Aerial Scissor Lift/Crib |   |  |
| <b>C</b>  | Forklift                 |   |  |
| <b>CI</b>   | Forklift Recertification |   |  |
| <b>E2</b>   | Fire Extinguisher Safety |   |  |
| <b>H</b>  | Comp. Gas/Fuel Cyl.      |   |  |
| <b>O</b>  | RTFL                     |   |  |
| <b>O1</b>   | RTFL Recertification     |   |  |
| <b>P</b>  | Hazard Communication     |   |  |
|   |                          |   |  |
|   |                          |   |  |
|   |                          |   |  |
|   |                          |   |  |
|   |                          |   |  |
|   |                          |   |  |
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## Issued Date

This is the date the card was issued and will reflect completed training as of that date. If a Passcard is lost and a replacement is requested, the replacement card will have the same date as the last card issued.

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## Name

The individual's name will be displayed here as it is shown on the Online Roster. If individuals would like to change their name, a Personal Information Update/ Name Change form, obtained from our website [www.csatf.org](http://www.csatf.org), must be submitted with proper documentation supporting the name change.

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## Photo

Photo of the individual. If individuals do not have a photo in our system, they will be asked to take a photo the next time they come to Safety Pass. A Passcard will not be issued unless a photo exists in our system.

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## Status Alerts

If applicable, important information regarding an individual's status will be displayed here.

## TCR

If an individual is connected to the Television Commercial Roster, "TCR" will appear here.

## Temporary

If "Temporary" appears, it means one of two things:

1. If only the "A" course appears on the reverse of the card, "Temporary" means this individual is in the process of applying for placement. Check with the Labor Relations department for questions regarding studio policy for hiring individuals who have not yet been placed on the Roster.
2. If more than the "A" course appears on the reverse of the card, "Temporary" means this individual has a current training timeline. This individual is in compliance with Safety Pass training requirements, but has not yet completed all training.

## Expired Recertification

If "Expired Recertification" appears highlighted in yellow, this individual is **eligible** to take a recertification course. However, **if "Expired Recertification" is highlighted in yellow, it is not a Safety Pass requirement to take the recertification course.** Check with the Labor Relations department regarding hiring individuals with an expired recertification.

## Training is Delinquent

If "Training is Delinquent" appears in this section, this individual has not completed all training within the training timeline. This means the individual is not in compliance with Safety Pass training requirements, is suspended from the Industry Experience Roster (if applicable), and therefore, is not safety trained for employment in California or to be hired in California and transported out of California.

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## Job Classification and Local

This field will display the individual's job classification and Local. If an individual has more than one job classification, a separate card will be issued for each classification.

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## Completed Courses Notification

If an individual has completed all required training as of the Issued date on the card, the following text will appear under the photo: "Completed required courses as of Issued date."

To check an individual's current safety training status, visit [www.safetypassiton.com](http://www.safetypassiton.com).

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## Industry Link Number (IL#)

The IL# is a random system-generated number, unique to each individual. The IL# will be displayed on every Passcard an individual receives. The bar code is for future use. The IL# has no connection to an individual's personal information.

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## Card Identification Number (CID)

Each Passcard will be assigned a random system-generated CID. When individuals complete a course, a new Passcard will be issued, and this number will change.

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## Recertification Dates

If an individual has recertification courses that expire, the recertification expiration date will be listed here.

### If the date is shown in black:

As of the Issued date of the card, this individual is current with recertification courses.

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| Recertification Dates: |                          | <input type="checkbox"/> Completed <input type="checkbox"/> Training is Delinquent<br><input type="checkbox"/> Not Completed <input type="checkbox"/> Expired Recertification |  |
|------------------------|--------------------------|---|--|
| C - C1                 | 06/06/2014               |   |  |
| O - O1                 | 05/15/2014               |   |  |
| <b>A</b>               | General Safety/IIPP      |   |  |
| <b>A1</b>              | Enviro. Safety/IIPP      |   |  |
| <b>B</b>               | Aerial Scissor Lift/Crib |   |  |
| <b>C</b>               | Forklift                 |   |  |
| <b>C1</b>              | Forklift Recertification |   |  |
| <b>E2</b>              | Fire Extinguisher Safety |   |  |
| <b>N</b>               | Comp. Gas/Fuel Cyl.      |   |  |
| <b>O</b>               | RTFL                     |   |  |
| <b>O1</b>              | RTFL Recertification     |   |  |
| <b>P</b>               | Hazard Communication     |   |  |
|                        |                          |   |  |
|                        |                          |   |  |

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### If the date is highlighted in yellow:

As of the Issued date of the card, the recertification course has expired and the individual is **eligible** to take a recertification course. However, **it is not a Safety Pass requirement to take the recertification course when highlighted in yellow**. Check with the Labor Relations department regarding hiring an individual with an expired recertification date.

### If the date is shown in red:

As of the Issued date of the card, this individual has not completed the recertification course and the recertification course has expired. Red also means that this course is a Safety Pass requirement, therefore the individual is not in compliance with Safety Pass training requirements, is suspended from the Industry Experience Roster (if applicable), and therefore, is not safety trained for employment in California or to be hired in California and transported out of California.

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## Color Code for Training Status

See Section 11 for additional information.

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| Recertification Dates:                                      |                          | Completed     | Training is Delinquent  |
|---|--------------------------|---------------|-------------------------|
| C - C1  | 06/06/2014               | Not Completed | Expired Recertification |
| O - O1  | 05/15/2014               |               |                         |
| <b>A</b>  | General Safety/IIPP      |               |                         |
| <b>A1</b>   | Enviro. Safety/IIPP      |               |                         |
| <b>B</b>  | Aerial Scissor Lift/Crib |               |                         |
| <b>C</b>  | Forklift                 |               |                         |
| <b>C1</b>   | Forklift Recertification |               |                         |
| <b>E2</b>   | Fire Extinguisher Safety |               |                         |
| <b>H</b>  | Comp. Gas/Fuel Cyl.      |               |                         |
| <b>O</b>  | RTFL                     |               |                         |
| <b>O1</b>   | RTFL Recertification     |               |                         |
| <b>P</b>  | Hazard Communication     |               |                         |
|   |                          |               |                         |
|   |                          |               |                         |
| <b>INDUSTRY SAFETY HOTLINE: 888.7.SAFELY (888.772.3359)</b> |                          |               |                         |

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## Training Required and Training Status

As of the Issued date of the card, these are the Safety Pass courses currently required or eligible for the individual's job classification. The highlighted color reflects the completion status of the courses according to the key in Section 10.

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| Recertification Dates:                                      |                          | Completed     | Training is Delinquent  |
|---|--------------------------|---------------|-------------------------|
| C - C1  | 06/06/2014               | Not Completed | Expired Recertification |
| O - O1  | 05/15/2014               |               |                         |
| <b>A</b>  | General Safety/IIPP      |               |                         |
| <b>A1</b>   | Enviro. Safety/IIPP      |               |                         |
| <b>B</b>  | Aerial Scissor Lift/Crib |               |                         |
| <b>C</b>  | Forklift                 |               |                         |
| <b>C1</b>   | Forklift Recertification |               |                         |
| <b>E2</b>   | Fire Extinguisher Safety |               |                         |
| <b>H</b>  | Comp. Gas/Fuel Cyl.      |               |                         |
| <b>O</b>  | RTFL                     |               |                         |
| <b>O1</b>   | RTFL Recertification     |               |                         |
| <b>P</b>  | Hazard Communication     |               |                         |
|   |                          |               |                         |
|   |                          |               |                         |
| <b>INDUSTRY SAFETY HOTLINE: 888.7.SAFELY (888.772.3359)</b> |                          |               |                         |

Individuals who are currently in the process of applying for Roster placement, and have completed the "A"—General Safety course, will receive a Passcard that only lists the "A" course on it. Once that individual has been placed on the Roster and then completes an additional course, a Passcard with all required or eligible courses shown on the back will be issued.

**Green:** If a course letter is highlighted in green, the individual has completed that course.

**White:** If a course letter is not highlighted and is shown in white, the individual has not completed that course and a training timeline deadline for that course has not passed.

**Red:** If a course letter is highlighted in red, the individual has not completed that course and the timeline for completing the course has passed, therefore, the individual's training is currently delinquent. Red also means the individual is not in compliance with Safety Pass training requirements, is suspended from the Industry Experience Roster (if applicable), and therefore, is not safety trained for employment in California or to be hired in California and transported out of California.

**Yellow:** If a course name is highlighted in yellow, the recertification date for the course has expired. A Yellow highlighted course name does not notate eligibility for hiring. Check with the studio Labor Relations department regarding the policy for hiring an individual with an expired recertification date.

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## Industry Safety Hotline

The Industry Safety Hotline number will direct callers to an automated system that will assist them in reaching their desired Studio Safety Hotline.

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| Recertification Dates:                                      |                          | Completed                | Training is Delinquent   |
|---|--------------------------|--------------------------|--------------------------|
| C - C1  | 06/06/2014               | <input type="checkbox"/> | <input type="checkbox"/> |
| O - O1  | 05/15/2014               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>A</b>  | General Safety/IIPP      |                          |                          |
| <b>A1</b>   | Enviro. Safety/IIPP      |                          |                          |
| <b>B</b>  | Aerial Scissor Lift/Crib |                          |                          |
| <b>C</b>  | Forklift                 |                          |                          |
| <b>C1</b>   | Forklift Recertification |                          |                          |
| <b>E2</b>   | Fire Extinguisher Safety |                          |                          |
| <b>H</b>  | Comp. Gas/Fuel Cyl.      |                          |                          |
| <b>O</b>  | RTFL                     |                          |                          |
| <b>O1</b>   | RTFL Recertification     |                          |                          |
| <b>P</b>  | Hazard Communication     |                          |                          |
| <b>INDUSTRY SAFETY HOTLINE: 888.7.SAFELY (888.772.3359)</b> |                          |                          |                          |

Here are some examples of cards individuals may receive:

### Example #1

Example of Passcard with “Temporary” Status Alert

Issued: 08/13/2012 Temporary

## SAFETY PASS

**Your Name**

Classification: **YOUR CLASSIFICATION**      Local: ###

Completed required courses as of Issued date.  
For latest training status, please visit [www.safetypassiton.com](http://www.safetypassiton.com)

IL# CID: 1098756789-5

SP8604U5TTF

| Recertification Dates:                                      |                          | Completed                | Training is Delinquent   |
|---|--------------------------|--------------------------|--------------------------|
| C - C1  | 06/06/2014               | <input type="checkbox"/> | <input type="checkbox"/> |
| O - O1  | 05/15/2014               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>A</b>  | General Safety/IIPP      |                          |                          |
| <b>A1</b>   | Enviro. Safety/IIPP      |                          |                          |
| <b>B</b>  | Aerial Scissor Lift/Crib |                          |                          |
| <b>C</b>  | Forklift                 |                          |                          |
| <b>C1</b>   | Forklift Recertification |                          |                          |
| <b>E2</b>   | Fire Extinguisher Safety |                          |                          |
| <b>H</b>  | Comp. Gas/Fuel Cyl.      |                          |                          |
| <b>O</b>  | RTFL                     |                          |                          |
| <b>O1</b>   | RTFL Recertification     |                          |                          |
| <b>P</b>  | Hazard Communication     |                          |                          |
| <b>INDUSTRY SAFETY HOTLINE: 888.7.SAFELY (888.772.3359)</b> |                          |                          |                          |

The Status Alert on the upper right hand corner is “Temporary.”

On the back of the card, notice that the individual has completed all classes except the “E2” as the “E2” is not highlighted and is shown in white.

This means that the training timeline deadline has not passed for “E2”, which is why the front of the card currently says “Temporary.”

If only the “A” course appears on the reverse of the card, “Temporary” would mean this individual is in the process of applying for placement. Check with the Labor Relations department for questions regarding studio policy for hiring individuals who have not yet been placed on the Roster.

As of the Issued date of the card, this individual is in compliance with Safety Pass training requirements. For the latest training status, please visit [www.safetypassiton.com](http://www.safetypassiton.com).

## Example #2

Example of Passcard with “Training is Delinquent” Status Alert



| Recertification Dates: |                          | Completed                | Training is Delinquent   |
|------------------------|--------------------------|--------------------------|--------------------------|
| C - C1                 | 06/06/2013               | <input type="checkbox"/> | <input type="checkbox"/> |
| O - O1                 | 05/15/2014               | <input type="checkbox"/> | <input type="checkbox"/> |
|                        |                          | Not Completed            | Expired Recertification  |
| <b>A</b>               | General Safety/IIPP      | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>A1</b>              | Enviro. Safety/IIPP      | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B</b>               | Aerial Scissor Lift/Crib | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C</b>               | Forklift                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C1</b>              | Forklift Recertification | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>E2</b>              | Fire Extinguisher Safety | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>H</b>               | Comp. Gas/Fuel Cyl.      | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>O</b>               | RTFL                     | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>O1</b>              | RTFL Recertification     | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>P</b>               | Hazard Communication     | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>R</b>               | Rigging Safety           | <input type="checkbox"/> | <input type="checkbox"/> |
|                        |                          | <input type="checkbox"/> | <input type="checkbox"/> |
|                        |                          | <input type="checkbox"/> | <input type="checkbox"/> |

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The Status Alert on the upper right hand corner shows “Training is Delinquent” in red letters.

This means the individual has not completed the required training within the given timeline.

On the back of the card, notice that the course letter “R” is highlighted in red, which indicates that the individual has not completed the “R” course and the timeline for completing the course has passed. Therefore, this individual’s training is delinquent.

Also on the back of the card, notice the individual has a class that is not highlighted and is shown in white, the “E2”. This means the individual has not completed that class, but the training timeline deadline has not passed.

Though the deadline for the “E2” had not passed at the time the Passcard was printed, the individual’s training is delinquent due to the “R” course needing to be completed.

As of the Issued date of this card, this individual is not in compliance with Safety Pass training requirements, is suspended from the Industry Experience Roster (if applicable), and therefore, is not safety trained for employment in California or to be hired in California and transported out of California.

For the latest training status, please visit [www.safetypassiton.com](http://www.safetypassiton.com).



## Example #3

Example of Passcard with “Expired Recertification” Status Alert



| Recertification Dates: |                          | <input type="checkbox"/> Completed <input type="checkbox"/> Training is Delinquent<br><input type="checkbox"/> Not Completed <input type="checkbox"/> Expired Recertification |                      |
|------------------------|--------------------------|---|----------------------|
| C                      | 02/05/2011               |   |                      |
| A                      | General Safety/IIPP      | L1  | Excav. & Trenching   |
| A2                     | Enviro. Safety/IIPP      | P   | Hazard Communication |
| B                      | Aerial Scissor Lift/Crib |   |                      |
| C                      | Forklift                 |   |                      |
| C1                     | Forklift Recertification |   |                      |
| D                      | General Fall Protection  |   |                      |
| E                      | Hand & Power Tools       |   |                      |
| E2                     | Fire Extinguisher Safety |   |                      |
| F                      | Scaffold Erec. & Dism.   |   |                      |
| I                      | Respiratory Protection   |   |                      |
| J                      | Welding & Cutting        |   |                      |
| K                      | Noise Exposure           |   |                      |
| L                      | Confined Spaces          |   |                      |

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The Status Alert on the upper right hand corner reads “Expired Recertification” highlighted in yellow.

This means that the individual is **eligible** to take a recertification course, however, **if highlighted in yellow, it is not a Safety Pass requirement for this individual to take the recertification course.** Check with the Labor Relations department regarding hiring individuals with an expired recertification.

If the recertification course was a Safety Pass requirement, “Training is Delinquent” would appear here.

On the back of the card, the recertification date on the upper left hand corner is highlighted in yellow. This means that, as of the Issued date of the card, the recertification date has expired and the individual is eligible to take the recertification course. When the date is highlighted in yellow, it is not a Safety Pass requirement for this individual to take the recertification course. Check with the Labor Relations department regarding hiring individuals with an expired recertification.

If the recertification course was a Safety Pass requirement, the date would be red.

Also on the back of the card, the name of the “C1”–Forklift Recertification course is highlighted in yellow, which indicates that the recertification date for the course has expired. A yellow highlighted course name does not notate eligibility for hiring. Check with the studio Labor Relations department regarding the policy for hiring individuals with an expired recertification date.

If the recertification course was a Safety Pass requirement, the course letter would be highlighted in red.

The individual in this example is in compliance with Safety Pass training requirements.