

January 3, 2007

Dear Industry Trainer:

You are currently registered in CSAO's database as having taken a Hoisting and Rigging Train-the-Trainer Program. We have recently revised the program material and presentation delivery to power-point format. The revised program is still an awareness session and does not currently include any hands-on component or site specific procedures.

The following changes will commence on *April 2, 2007*:

1. Industry trainers will be required to administer their own participant reviews and exams. CSAO Field Staff will no longer conduct review and exam sessions for industry delivered programs.
2. CSAO's package will include a blank training card for Industry Trainers. No records of attendance will be entered into our database.
3. Industry trainers will no longer submit Participant Registration and Instructor forms.

The new Instructor package includes:

- Hoisting and Rigging – Basic Participant Workbook
- Hoisting and Rigging – Basic Instructor Workbook & Guide
- Hoisting and Rigging – Basic PowerPoint Presentation
- Hoisting and Rigging – Basic Instructor & Participant Exams

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If you require any assistance with the revised program material, please contact your local CSAO Field Consultant or the Training and Advisory department at CSAO's head office.

If you wish to obtain a new instructor package, please complete the attached form and return it to CSAO.

Yours truly

JS:sm
Encl.

John Sammut
Manager, Training & Advisory

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