

# Key to the file prefix codes

A quick reference guide to the automatic file prefix codes.

## 1. Background

When you create or copy any SafetyBase file, it will be automatically assigned a unique identifier. The identifier has a 3 letter prefix and a sequential 5 digit number. To assist you to identify file types when they are displayed in places such as an e-mail notification or Dashboard view, the following is a quick reference list to prefixes.

Please note that your account may not include some file types, depending on your original choice or configuration. If you wish to add file types for a small extra charge, call 0800 000 267 (in New Zealand) or +64 9 535 4355

## 2. Key

### Accidents

ACR = Accident Report  
ACI = Accident Investigation  
ACH = Rehabilitation Plans

### Hazards

HZR = Hazards & Risks  
HZI = Inspection Checklists  
HZM = Maintenance Checklists  
HZH = Health Monitoring  
HZF = Report Faults  
HZP = Work Permit  
HZA = Hazard Analysis  
HZV = Vehicle Management  
HZX = Virus Exposures

### Training

TNR = Training Record  
TNS = Safe Operating Procedures  
TNH = Hazardous Processes  
TNA = Training Analysis  
TNP = Training Providers  
TNT = Assessments

### Emergencies

EMD = Drills or Events  
EMP = Emergency Procedures

### Contractor Safety

CVS = Sign In  
CDA = Approved Contractors  
CVR = Site Safety Rules  
CVI = Safety Induction  
CDC = Safety Contracts

### Safety Meetings

SMM = Meeting Records

### Documents

DTD = Safety Documents  
DTR = Safety Responsibilities

### Safety Plans

SPP = Safety Plans  
SPA = Self Audit  
SPR = Safety Review  
SPO = Safety Objectives  
SPE = Critical Event Review

**\*\*Safety Ideas\*\***

SIS = Safety Suggestions