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 exclude some file types, depending on your original choice of configuration. If you wish to add file types for a small extra charge, call 0800 723 371 (in New Zealand) or +64 9 535 4355.

2. Key

Accidents

ACR = Accident Report
ACI = Accident Investigation

Hazards

HZR = Hazard Register
HZA = Hazard Analysis
HZX = Virus Exposures

Training

TNR = Training Record
TNH = Hazardous Processes
TNT = Assessments

Emergencies

EMD = Drills or Events
EMP = Emergency Procedures

Safety Meetings

SMM = Meeting Records

Contractors & Visitors

CVS = Sign In
CVI = Safety Induction

Documents

DTD = Safety Documents
DTR = Safety Responsibilities