FIRST PASS SAFETY

How to Use Your Program Templates

PRODUCT	Safety Program Templates	APPLIES TO	All programs	WEB	firstpasssafety.com

What to do next. Your programs are ready to use; most need only a quick check.

1. Your Company Name Is Already Filled In

- We fill it in on every order at no charge. Check the spelling; if it is wrong, email support@firstpasssafety.com before you upload and we will fix it.

2. Check the Role Titles

- The programs use standard titles such as Safety Manager, Supervisor, and Competent Person. Check that each one matches the person who actually does that job in your company, and change any that differ (for example, Safety Director instead of Safety Manager). This is an expected adjustment.
- These changes keep your free-revision guarantee: role titles, names, dates, training records and forms, and deleting the buyer instruction page. Other wording changes do not.

3. Train Your People and Keep the Records

- Fill in the training records and forms when the training happens, and keep them at least 3 years.
- Confirm the site details each program relies on: emergency contacts, trained persons, equipment, and any stricter client or host-facility requirements.

4. Upload to Your Platform

- Delete the buyer instruction page, save the program as a PDF, and upload it to the matching program on your prequalification platform (for example, ISNetworld RAVS). On ISNetworld, answer the questions using the RAVS crosswalk (last appendix).
- ISNetworld is self-upload: we build the programs, you upload them. For Avetta and Veriforce, upload yourself or add our Optional Avetta & Veriforce Upload Service ($18/program for 1–9 programs, $15/program for 10+, capped at $299). Questions? Email support@firstpasssafety.com.

5. If a Reviewer Flags Anything, Contact Us

- Forward the reviewer comments to support@firstpasssafety.com within 30 days of the review notice. We revise our programs free under the First Pass Guarantee (including after the step 2 changes) and send back the fixed file to re-upload.

6. Keep It Current

- Review each program at least once a year and after incidents, new work, or regulation changes. Record each change in the revision history.

Templates are general guidance, not legal advice, and do not guarantee compliance or platform approval; no regulator or platform reviews or approves them. First Pass Safety (First Pass Safety Compliance, LLC) is not affiliated with, endorsed by, or sponsored by ISN Software Corporation, Avetta, Veriforce, or any other platform. ISNetworld, RAVS, Avetta, and Veriforce are trademarks of their respective owners.