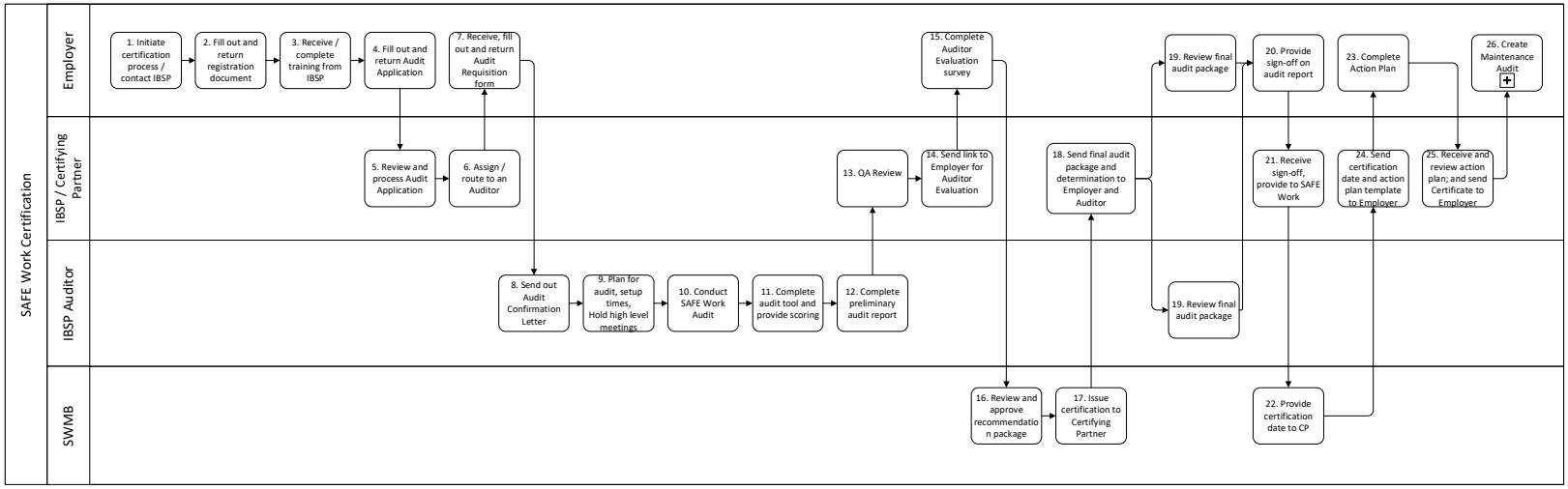
SAFE Work Certification
Employer
IBSP / Certifying Partner
IBSP Auditor
SWMB
1. Initiate certification process / contact IBSP
2. Fill out and return registration document
3. Receive / complete training from IBSP
4. Fill out and return Audit Application
5. Review and process Audit Application
6. Assign / route to an Auditor
7. Receive, fill out and return Audit Requisition form
8. Send out Audit Confirmation Letter
9. Plan for audit, setup times, Hold high level meetings
10. Conduct SAFE Work Audit
11. Complete audit tool and provide scoring
12. Complete preliminary audit report
13. QA Review
14. Send link to Employer for Auditor Evaluation
15. Complete Auditor Evaluation survey
16. Review and approve recommendation package
17. Issue certification to Certifying Partner
18. Send final audit package and determination to Employer and Auditor
19. Review final audit package
19. Review final audit package
20. Provide sign-off on audit report
21. Receive sign-off, provide to SAFE Work
22. Provide certification date to CP
23. Complete Action Plan
24. Send certification date and action plan template to Employer
25. Receive and review action plan; and send Certificate to Employer
26. Create Maintenance Audit