First Safety Scotland Ltd

Training & Competence Matrix – Guide for Customers

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> First Safety Scotland Ltd publishes the training and competence record of its technicians online, so that customers, principal contractors and auditors can check at any time that the people attending site hold current, verifiable certificates for the work they carry out. The matrix is live – it is updated by us as certificates are gained or renewed – so there is never an out-of-date copy in circulation. This note explains how to read it, and can be opened at any time from the **User guide** button on the page.

1. Opening the matrix

The matrix is at the address below. No login or registration is needed, and it works on a phone or tablet as well as a desktop.

> `https://www.firstsafetyscotland.co.uk/training-matrix/`



Figure 1 – The header shows the date the record was last updated, and the tiles give the overall position at a glance

2. What the matrix shows

The **Matrix** tab lists each competency down the left-hand side, grouped as core skills, access equipment and health, with the Company's refresher interval for that competency shown beneath it. Each member of staff has a column, with their job title. The chip where a row and column meet shows the person's current certificate for that competency and its status.



Figure 2 – Rows are competencies; columns are people; each chip is a current certificate

Colour	Status	Meaning
Green	Current	In date. Chips show the expiry date, or – for certificates that carry no expiry – the date by which the Company refreshes the training.
Amber	Expires within 90 days	Still valid; renewal is being arranged.
Red	Expired	Out of date. The person does not carry out that activity until the certificate is renewed.
Teal	Refresher due	The certificate itself has no expiry, but the Company's refresher period under its Training & Competence Policy (FSS-POL-16) has passed; refresher training is being arranged.
Grey –	Not held	No current certificate – normally because the competency is not required for that person's role.



Figure 3 – The tab bar and colour legend – the Staff login button is for First Safety Scotland staff who maintain the record; customers do not need to log in

3. Viewing and downloading a certificate

Click any coloured chip. A panel opens showing the scanned certificate alongside its details – competency, awarding body, certificate number, issue date and expiry or refresher date. Use **Download certificate** to save a copy for your records, or **Open in new tab** to view it full size.



Figure 4 – Click a chip to see the certificate and download a copy

4. Other views

- **By person** lists each technician's current certificates in one place – useful when checking a named operative before a visit.
- **All certificates** is the complete history, including earlier certificates that have since been renewed or superseded, so that training records going back several years can be reviewed.
- **Print** (top right of the matrix) produces a dated paper copy or, by choosing *Save as PDF* as the printer, a PDF of the whole matrix for your files.
- **User guide** opens this note.

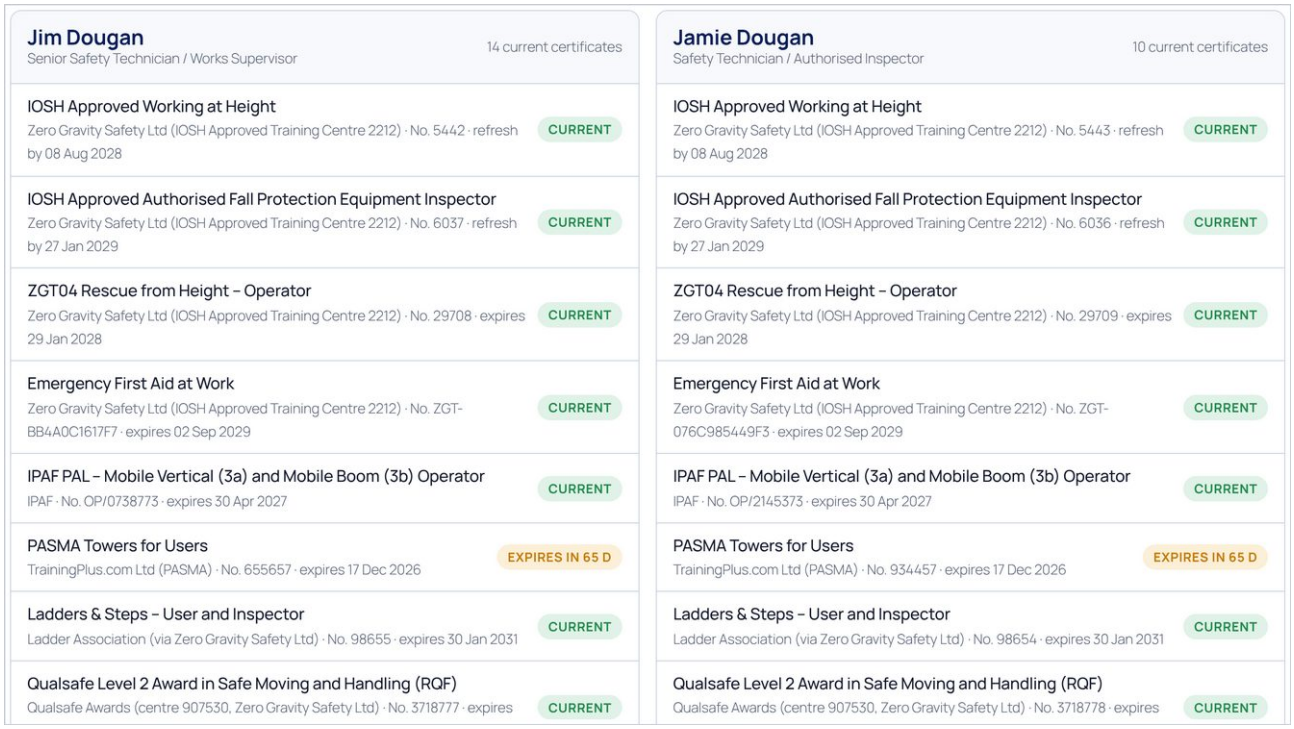


Figure 5 – The By person tab

5. Verifying a certificate

Certificate numbers are shown so that they can be verified directly with the awarding body – for example IPAF, PASMA, IOSH, Qualsafe Awards or the Ladder Association – through their online card or certificate checkers. Training delivered through Zero Gravity Safety Ltd, our sister company, is certificated under its IOSH Approved Training Centre number 2212.

6. Further information

The record is maintained by the Company's Compliance Officer. If you need a certificate that is not shown, a competency confirmed for a particular task, or copies of our insurance, SafeContractor (SSIP) certificate or Health & Safety Policy, please contact us:

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Version	Date	Change
1.0	13 October 2026	First issue.
1.1	13 October 2026	Updated for the User guide button and current page layout.