

Publishing



















🕒 EST. 2 MINUTE READING TIME

When the plan is ready, *Apollo* turns it into a set of finished documents you can hand to the crew, the client, or WorkSafe. Use **Publish SSSP** in the footer of the [builder](#) to generate them.

Close File Viewer

Publish SSSP #48 - SSSP J-1001 Reinstatement Works

Generated Files (6) ▼

	SSSP #48 - SSSP Document.pdf 1.84 MB • Document	 
	SSSP #48 - WBS Schedule.pdf 224 kB • Document	 
	SSSP #48 - Gantt Schedule.pdf 112 kB • Document	 
	SSSP #48 - Toolbox Meeting Sheet.pdf 272 kB • Document	 
	SSSP #48 - Pre-start Checklist Sheet.pdf 235 kB • Document	 
	SSSP #48 - Combined H&S Pack.pdf 2.05 MB • Document	 

The generated documents, ready to preview and download.

Apollo produces six documents from the one plan:

- **SSSP Document** - the full Site Specific Safety Plan.
- **WBS Schedule** - the Work Breakdown Structure as a written schedule.
- **Gantt Schedule** - the same programme laid out on a timeline.
- **Toolbox Meeting Sheet** - the agenda for on-site toolbox talks.
- **Pre-start Checklist Sheet** - the checks the crew works through before starting.
- **Combined H&S Pack** - all of the above gathered into a single pack.

Select any document to preview it, and use the download (↓) button on its row to save it to your device. The **Combined H&S Pack** is the one to reach for when you want to send everything at once.

Output Mode

Documents can be published under any of our brands. The **Output Mode** shows the brand currently in use - **Duncan & Taylor** by default - and you can switch it to **Garth** or **Flooring Design** so the finished documents carry the right

letterhead.

Sending to Fergus

If the SSSP was started from a Fergus job, each document also has a **Send to Fergus** action that files it straight back onto the job in Fergus, so the paperwork lives alongside everything else for that job.

Regenerating

If you change the plan after publishing, use **Regenerate** to rebuild the documents from the latest version. Until you do, *Apollo* keeps the set it already made so they open quickly.

Note: always regenerate after editing the plan, so the documents you hand out match what is in the builder. If a document does not generate, refresh and try again, or reach out to support@samconsulting.co.nz.