

PA Trainer Guide: Safety Briefing Audio Clip

1. Overview

These safety briefing audio clips are designed to deliver consistent safety information to all course participants across PA Dance and Sports & Fitness courses. Each language version contains two parts that should be played during different segments of your class:

- **Part 1:** Intro + Safety Message (play at the beginning of class)
- **Part 2:** After Cool Down (play before dismissal)

1.1. Playback Requirements: Trainers to play the audio clip using a handphone, iPad or tablet through the speaker, if available. Otherwise, play it with your devices' speaker at high volume or portable speaker, ensuring all participants can hear clearly.

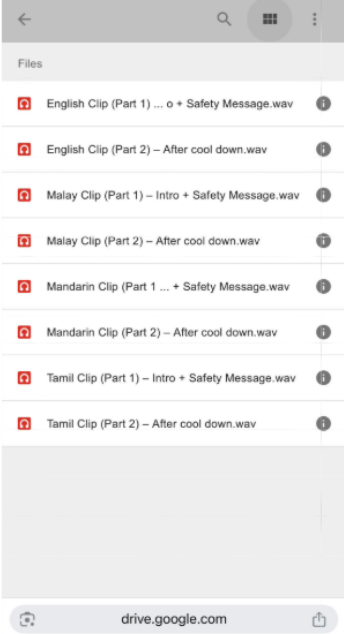
2. Step-by-Step Download Instructions

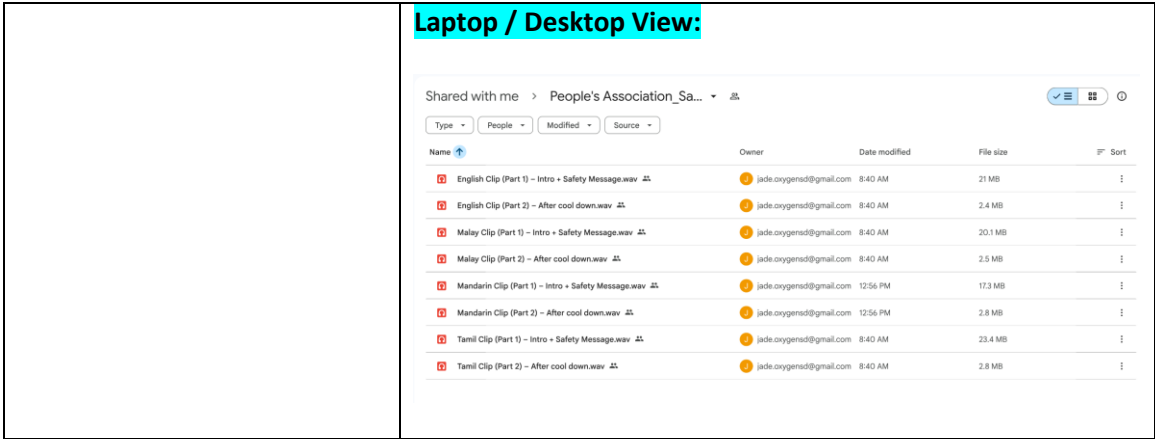
This guide explains how to download audio files from a shared link hosted on Google Drive.

- The link is **view-only**
- No sign-in is required
- Files can be viewed and downloaded, but not edited

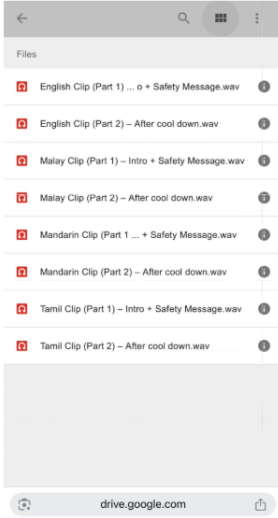
Note: The interface may look slightly different depending on your device or browser.

Step 1: Access the Files

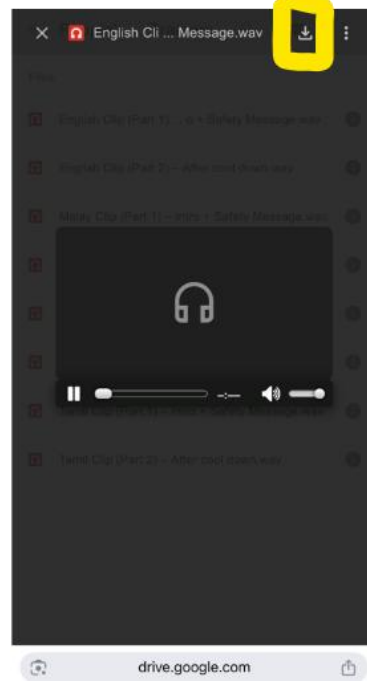
Step	Image Reference(s)
Open the link: People's Association Pre-Safety Audio Clip for Courses	Mobile view:  A screenshot of a mobile Google Drive interface. At the top, there is a navigation bar with a back arrow, a search icon, and a menu icon. Below the bar, the word "Files" is displayed. A list of audio files follows, each with a red square icon containing a white 'a' and a circular information icon to its right. The files are: "English Clip (Part 1) ... + Safety Message.wav", "English Clip (Part 2) – After cool down.wav", "Malay Clip (Part 1) – Intro + Safety Message.wav", "Malay Clip (Part 2) – After cool down.wav", "Mandarin Clip (Part 1 ... + Safety Message.wav", "Mandarin Clip (Part 2) – After cool down.wav", "Tamil Clip (Part 1) – Intro + Safety Message.wav", and "Tamil Clip (Part 2) – After cool down.wav". At the bottom of the screen, there is a browser address bar showing "drive.google.com" and a share icon.



Step 2: Select And Download Your Files

Step	Image Reference(s)
<p>Select the preferred language medium [Highly recommended to download all the language medium]</p>	<p>Mobile View:</p> <ul style="list-style-type: none"> ➤ Require to download each file individually. ➤ Select the respective file. 

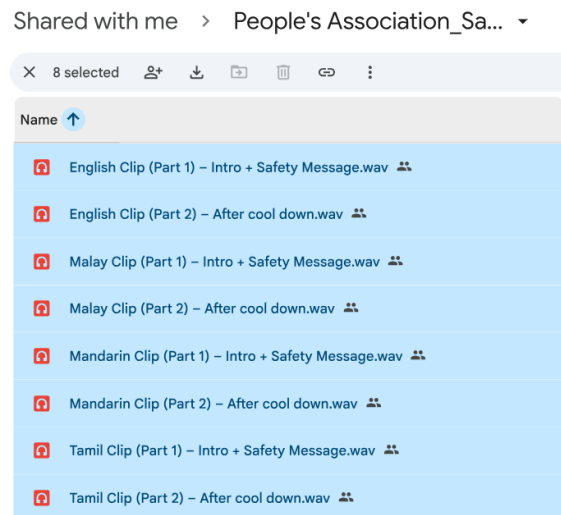
- Select the download icon on the right hand side



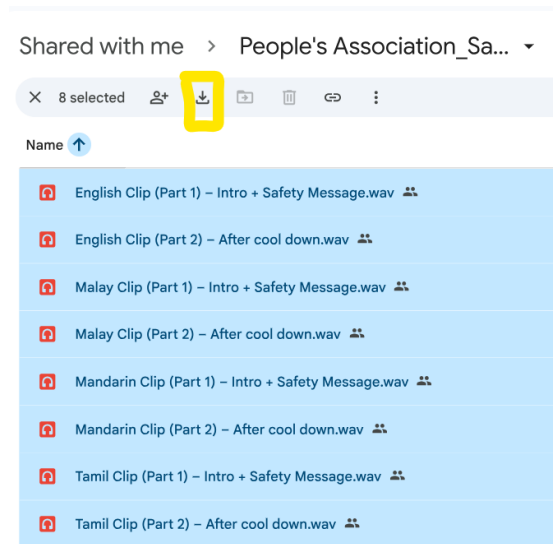
Afterwards, click 'Save to Files / Folder' to save the file(s).

Laptop / Desktop View:


- Highlight all files



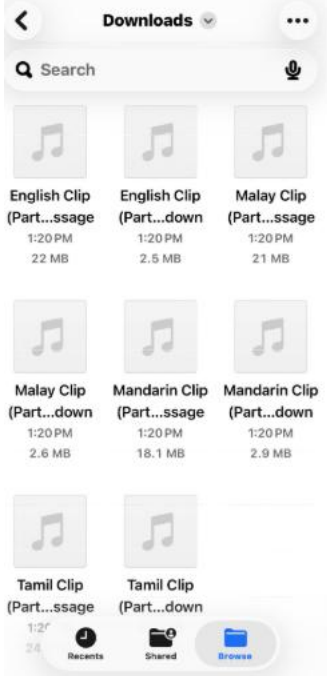
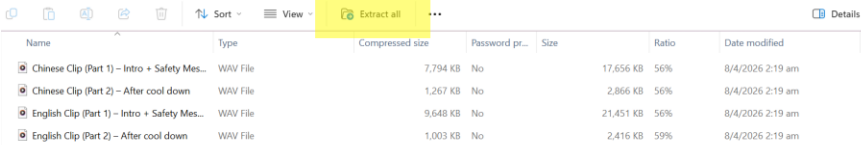
➤ **Select the download icon.**



Single file / Multiple files: Press and hold 'Ctrl' key and click on the file(s) you want to download at the same time. (i.e. **Ctrl + Click**)

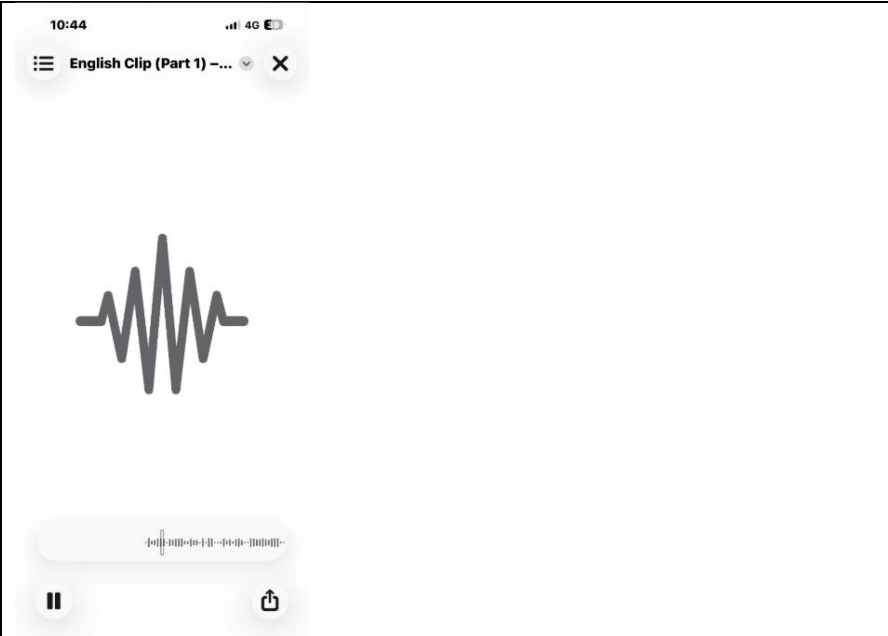
Thereafter, select the download () icon.

Step 3: Locate and Extract the Files

Step	Image Reference(s)
<p>Locate the downloaded file on your device (default download location)</p> <p>➤ If it's a ZIP file, right-click and select Extract before use.</p>	<p>Mobile View:</p>  <p>Locate the file(s) under Downloads. Click on the respective language and play.</p> <p>Laptop / Desktop View:</p>  <p>Select the folder. Thereafter, click on 'Extract All'</p>

Step 4: Test Playback

Playback Double-click the audio file to test playback and ensure clear sound quality before your first class.



The screenshot shows a mobile audio player interface. At the top, the time is 10:44 and the signal strength is 4G. The title bar reads "English Clip (Part 1) -...". Below the title bar is a large waveform icon. At the bottom, there is a progress bar and two icons: a pause button and a share button.

3. Files Available in the Link

All files are provided in **.wav** format. No sign in is required.

Language(s)	File
English	English Clip (Part 1) – Intro + Safety Message English Clip (Part 2) – After Cool Down
Mandarin	Mandarin Clip (Part 1) – Intro + Safety Message Mandarin Clip (Part 2) – After Cool Down
Malay	Malay Clip (Part 1) – Intro + Safety Message Malay Clip (Part 2) – After Cool Down
Tamil	Tamil Clip (Part 1) – Intro + Safety Message Tamil Clip (Part 2) – After Cool Down

4. Troubleshooting

Q: The link prompts me to login.

A: The link should not require sign-in. Try these solutions:


1. Try a different browser (Chrome, Safari, Firefox, etc.)
2. Clear your browser cache and cookies for Google Drive sites

If the issue persists after trying these steps, contact [Farzanah Mohideen@pa.gov.sg](mailto:Farzanah.Mohideen@pa.gov.sg) for assistance

Q: I cannot edit the files.

A: This is normal. The link is view-only for security purposes.


Q: The Download button isn't working.

A: Ensure at least one file is selected (icon  should be visible beside the file).

Q: I don't see the downloaded files.

A: Check your device's default download location. On mobile devices, this may be in a Downloads app or folder.

4.1. Troubleshooting Checklist

- Do I see a download icon () above the file?
- Did I click **Download**?
- Did I locate the downloaded file?
- Did I extract the ZIP file (if applicable)?