



Technical Fire Safety Bulletin No 1

Subject	Technical Fire Safety Bulletins
Date	2/03/2007
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In order to ensure that everyone in the Technical Fire Safety Department is informed of decisions, technical issues, new documents or procedures; a new system of Technical Fire Safety Bulletins will be used.

Usually the bulletins will be issued centrally by the TFS Policy and Implementation Manager or The TFS Procedures Manager. However, anyone in the department who thinks a bulletin is necessary can request one to be issued.

The bulletins will be kept on the X-drive in a folder at the below location.

X:\Fire Safety\Technical Fire Safety Bulletins

In the folder will be a spreadsheet which will act as the index for the bulletins. Eventually the bulletins will be put on the Intranet site and Trove for ease of access.