tie's ETN Document Control needs

1. From Monday 12th November 2007, all docs being issued to tie by SDS to be sent electronically by SDS direct to tie's Sharepoint database in a manner that fulfils points 2a and 2b, below.

2. For previously issued docs, SDS asap to compile and issue to tie docs that are clearly identified by:
   a. Each doc having the following details:
      i. Doc number
      ii. Doc name (Title)
      iii. Issue status (number)
      iv. Programme Activity ID no.
      v. Route section

   b. Each doc being listed on one, or more, index lists which detail the individual deliverables associated with each:
      i. Prior approval batch
      ii. Technical approval batch
      iii. Tracker batch

3. For Informal Consultation batches, SDS to provide controlled access on their "Collaborate" database to:
   a. the docs comprising each batch to the following people:
      i. tie – Gavin Murray, Linda Melville, Elaine Ross
      ii. CEC – Robin Goodwin, Duncan Fraser, Andy Conway and Alan Bowen
      iii. Transdev – Jim Harries, Roger Jones
      iv. D&W – Trudi Craggs, Aileen Grant

   b. Docs that fulfil point 2a above for these docs also.

A. Glapbrook

Co-Director of Engineering, Approvals and Assurance, ETN
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