



TECHNICAL BULLETIN

Ministry of Transportation
and Highways

HIGHWAY ENGINEERING
TRAFFIC ENGINEERING - ELECTRICAL
SUBJECT: **INTRODUCTION TO
TECHNICAL BULLETINS**
BULLETIN NUMBER: **HE94001**

Subject: Introduction to Technical Bulletins	
Date: May 4, 1994	Author: Peter Boudreau
Control Information	Standards Affected
Bulletin Number: HE94001 Bulletin Type: Information Only Action Required: None Effective Date: May 4, 1994	Other: No Standards Affected

Introduction

After discussion with the Electrical Trades Supervisors, it was decided that Highway Engineering - Electrical needs a forum to distribute technical information. Technical information including changes to standards, safety notices and controller information will be distributed in the form of Technical Bulletins. All Technical bulletins will be numbered and will be available on the LAN (see footer for location). In the near future, you will receive a three ring binder to store the bulletins. The intent of this document is to describe the purpose and structure of the Technical Bulletins. This is the first bulletin.

Bulletin Structure

The bulletin structure is divided into the following sections:

Date: The issue date of the Technical Bulletin.

Author: Person responsible for the production of the Technical Bulletin.

Bulletin Number: A unique number issued to all Technical Bulletins. The format of the bulletin number (HE94001) is as follows:

HE	Highway Engineering
94	Year of Release
001	Bulletin Identification Number

This number is unique to the document. Please use it when referencing individual bulletins.



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Bulletin Type: The bulletins will be divided by type as follows:

1. Information Only.
2. Safety.
3. Maintenance Procedure Change.
4. Change to Standard.
5. Clarification of Standard.

Action Required: The action required section has been divided into the following sections:

1. None - Means no action required, for information or clarification only.
2. Next Scheduled - Means action required as soon as can be scheduled.
3. Immediate - Means immediate action required.
4. Effective Date - Means action must be taken on the date specified (this will be used only for critical issues).

Standards Affected: Standards that can be affected are as follows:

1. Electrical Material Standards.
2. Electrical and Signing Construction Standards (SP235).
3. Maintenance Standards for Standard Electrical Equipment.
4. Maintenance Standards for Specialised Electrical Equipment.
5. Electrical Design and Drafting Standards.
6. Electrical Inspection Standards (not available at this time).

Process

Technical bulletins will be used to provide immediate updates to existing supported documentation. Bulletins that describe changes to existing standards may become the basis for revisions to the next release of that standard.

Distribution

A distribution list will be established and bulletins will be issued along with a binder for storage. An index will be issued quarterly. Bulletins that are obsolete (i.e. now form part of standards) or superseded by another bulletin will be identified in the index. The index can be found on the LAN (see below for location).