

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM	
BUSINESS SUPPORT FOU (FOR OFFICIAL USE) COPIES OF HSE PUBLICATIONS	BSS/IMT/011
	ISSUE 001
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1. Purpose & Scope

1.1 Inform NSD staff as to the existence and availability of the system within HSE for obtaining copies of HSE publications for work-related use.

2. Policy

2.1 NSD will adhere to HSE policy regarding the issuing of FOU copies of HSE publications to staff.

2.2 In general, only single copies of publications will be obtained for a member of staff. Therefore, requests for multiple copies of a publication for a single member of staff will only be accepted and forwarded to DIAS if accompanied by a valid reason - e.g. reciprocal international agreement.

3. Responsibilities

3.1 It is the responsibility of the Registry team member who handles FOU orders to forward the list of forthcoming HSE publications to all inspectors in NSD.

3.2 It is the responsibility of all staff in NSD not to abuse the system by requesting copies of HSE publications which are not required for work purposes.

3.3 It is the responsibility of all staff in NSD to be aware that when NSD responds to DIAS' initial notification of forthcoming publications, those copies do not have to be paid for by HSE. However, for all subsequent orders must be paid by HSE. Therefore, all staff should take care to order their copies whenever possible, via the initial FOU demand.

4. Definitions

4.1 See **Annex 1**.

5. **Procedure**

5.1 See **flowchart**

6. **Associated Documents**

6.1 Form FOU 2