**Safety Communication Request – Information Notice.**

An Information Notice is used as a general communication platform to notify users of pertinent information.

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| Information Notice  |
| Title |  |
| Date of Issue |  |
| Main body |  |
| Please provide the exact text for the IN as you would like it to be published, think about including information on:What is the notice about?When will it happen?What is the impact?Who will be impacted?Specific location details (Building Number, Road name, Company) |  |
| Contact Details (for questions) |
| Sign off |
| Originator  |  |
| Confirmed By (Departmental Manager) |  |