

ITEM 4 – APPENDIX B – DRAFT COMMISSIONING BRIEF TEMPLATE

Date issued	
Title of Fire Standard	
Business Area/Activity	
NFCC Sponsoring Committee / Programme	
Development work to be led by	
Proposed Consultation start date	
Proposed Final Approval date	

The Fire Standard Board’s decision to produce [name of Fire Standard] was taken in order to achieve the following aim:

[insert text here]

The Board’s intention in including this Fire Standard is to result in the following outcome:

[insert text here]

Please note the following points as you develop the draft Fire Standard:

- A list of what is required by services to achieve the desired outcome once written is needed as part of the Fire Standard. This will generally be a list of statements using [“*must*”] for those that are considered mandatory, [“*should*”] for those that are desirable and [“*may*”] for those that are optional.
- The benefits of the Fire Standard will need to be specifically identified.

We are creating a suite of Fire Standards that are consistent in presentation and style. It is important that those being commissioned to work on a Fire Standard refer to the guidance below to ensure that the Fire Standard they are producing is in line with the Board’s requirements.

- Fire Standards Development Guide
- Fire Standards Style Guide

The NFCC CPO team are in place to help coordinate, help and support Fire Standards development work. Please liaise with them as you develop the Fire Standard.