

State Firemen's & Fire Marshals' Association of Texas	PAGE 1 OF 5	REVISION NUMBER & DATE 001 - May 2007
Texas Industrial Emergency Services Board Operating Procedure		CREATION DATE July 1993
DOCUMENT TITLE Process For Writing T.I.E.S.B. Procedures, Guidelines, Forms and Attachments		
DOCUMENT NUMBER SFFMA-TIESB001	DOCUMENT AUTHORS Brian Sossaman, Bud Melder	APPROVERS SIGNATURE

PURPOSE

To identify and define the procedure, format, and content of all procedures, guidelines, forms and attachments written by the Texas Industrial Emergency Services Board (TIESB).

SCOPE

All procedures and policies created by the Texas Industrial Emergency Services Board for the Boards operation.

REFERENCES/DEFINITIONS

Attachment (or Appendices)

- An attachment is a document that resides with a SOP or SOG. They support, in some fashion, the document they reside in.
- Attachments for TIESB documents are to be located at the end of the document.
- Attachments, similar to forms, may be documents that are utilized separately from the main document.
- Attachments are not given a unique document number, as they are part of the document they reside in.

Form

- A form is a document that is utilized as a "working document". Forms can be applications, blanks, charts, data sheets, letters, papers, questionnaires, sheets, diagrams, etc.
- Forms may be created specifically for TIESB use, or they may be existing documents created by non- TIESB entities.
- Forms, in general, do not reside within SOPs, SOGs or Criteria, although they may be referenced within these documents. They are generally stand-alone documents.
- Any TIESB document that is given the designation of Form is given its own unique TIESB document number.

Industrial Coordinator - The staff member designated by the Executive Director, State Firemen's and Fire Marshals' Association of Texas, to coordinate activities for the registration of industrial emergency vehicles.

SFFMA – State Firemen's and Fire Marshals' Association of Texas

Standard Operating Procedure (SOP)

- A standard operating procedure (SOP) is "an organizational directive that establishes a standard course of action." In other words, TIESB SOPs are written directives that explain what is expected and required of all TIESB members.
- Any TIESB document that is given the designation of SOP is a document that is required to be complied with by all TIESB members. A TIESB SOP that has exclusions for a certain classification of TIESB member must list the exclusion(s) within the document.
- Any TIESB document that is given the designation of SOP is given its own unique TIESB document number.

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Standard Operating Guideline (SOG)

- A standard operating guideline (SOG) is “an organizational directive that establishes a preferred course of action.” In other words, TIESB SOGs are written directives that explain what the best course of action is to be followed by all TIESB members. SOGs are typically best practices that are more flexible in nature than SOPs.
- Any TIESB document that is given the designation of SOG is a document that the TIESB would like its members to follow/adhere to, even though it is not a requirement.
- Any TIESB document that is given the designation of SOG is given its own unique TIESB document number.

TIESB - A standing committee of Industrial representatives that administer the training program requirements, emergency response vehicle registration, and membership requirements of industry for participating in the State Firemen's and Fire Marshals' Association of Texas.

RESPONSIBILITY

It shall be the responsibility of the Texas Industrial Emergency Services Board Chairperson to ensure that all necessary programs are reduced to writing and the approved format is used, the appropriate information is included in each operating procedure, and each procedure is approved by the majority of the Board present.

BOARD CRITICAL

This document is Board critical as it relates to providing consistent procedures, guidelines, forms and attachments of all written policies created by the TIESB.

REVIEW

This procedure will be reviewed as per the revision cycle assigned or at the discretion of the Chairperson.

TRAINING

Training is to be conducted by the Chairperson or Vice- Chairperson to any committee leader that has been assigned to write an operating procedure, guideline, form and/or attachment for the Board.

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PROCEDURE/POLICY – FORMAT FOR SOPS & SOGS

Procedure/Policy and guideline documents will be in this approved format. The format consists of the sections listed below. The content of each section is defined:

- **Purpose** Describe the purpose and objectives of the document/policy/procedure.
- **Scope** Define what is covered by the document and it's boundaries.
- **References/Definitions** List programs, other procedures, documents and manuals which may provide additional information, understanding, clarity or may be needed for procedure implementation. Documentation and/or forms that may be required. Define terms that are specific to the procedure which may need clarification.
- **Responsibility** Identify the responsibilities of the users and the controllers of the document.
- **Board Critical** Identify issues that effect or have the potential to effect the operation of the Texas Industrial Emergency Services Board or its membership.
- **Review** Designate who is to review the document and frequency. Review of the document is to ensure understanding, accuracy and performance. If there are any questions or changes required during the review process the document should be forwarded to the responsible individual or creator.
- **Training** Specify the training and/or skill level required by the procedure. If applicable, who is responsible for training and how it will occur.
- **Procedure/Policy** Describe the procedure in detail and consequences associated with deviation and what approval is necessary for deviation.
- **Revision History** Describe briefly the revisions being made with each revision cycle.

PROCEDURE/POLICY – ISSUE OF DOCUMENTS

When a new document is drafted for addition to TIESB, it must be approved by Chairperson if there are questions on the impact to TIESB or its members. Before introduction and use, the objectives of the document shall be reviewed with the TIESB Board.

When the document has received proper authorization, it will be issued to the appropriate distribution list (determined by document author(s) and/or Chairperson). In addition, the appropriate hardcopy master(s) and the SFFMA/TIESB website will be updated.

Each document has a reference, which shows the number and issue of the document.

Working drafts of documents may be used while being finalized and approved. A working draft will be designated by the word "**DRAFT**" in the "Creation Date" section of the header.

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Master copies are retained on file by the Industrial Coordinator.

If an attachment such as an information table or work sheet is included as part of the document it must have the same revision date and approval signature as the document.

PROCEDURE/POLICY – MAINTENANCE OF DOCUMENTS

All documents must be legible and identifiable. All documents created for use by the TIESB Board and/or its members will be typewritten and the electronic file stored at the SFFMA Business Office by the Industrial Coordinator. Each TIESB document covered by the scope of this SOP must have a unique number.

PROCEDURE/POLICY – REVIEW, REVISION, RE-APPROVAL, AND RE-ISSUE OF DOCUMENTS

Documents will be reviewed at least every **three (3) years** by the appropriate TIESB Board members, or as assigned by the TIESB Chairperson. If no changes are required, this must be clearly indicated on the signed original copy by wording such as “No change required.” The reviewer must sign and date this statement. In addition, the reviewer is responsible for ensuring that all other controlled copies of the document show the same information.

Documents shall be re-issued after a practicable number of changes have been made. It may be necessary from time to time to revise the style and use of documents.

Revisions and modifications may only be authorized by the personnel responsible for the current issue or the Chairperson as appropriate. Revisions may be issued or distributed only by the Industrial Coordinator or designee.

If a document has an attachment or an accompanying form, that attachment and/or form must be revised to correspond with any changes to the written procedure/guideline.

The revised version of a document will be sent to designated approvers (Chairperson) for signature. When the signature is obtained, the Industrial Coordinator will update the SFFMA/TIESB website before the revised document(s) are distributed to appropriate TIESB Board members and/or TIESB industrial members.

PROCEDURE/POLICY – REVISION STATUS OF DOCUMENTS

A new document will be designated by using “No Prior Revision” for “CREATION DATE” and “REVISION NUMBER & DATE” in the heading.

For revised documents, the “CREATION DATE” in the heading will be the date of the previous version.

For documents revised a second time and for each subsequent revision, the REVISION NUMBER & DATE will be the most current version/date.

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PROCEDURE/POLICY – WITHDRAWAL OF DOCUMENTS

When a document has been discontinued, the Industrial Coordinator recalls existing copies.

Obsolete documents, in most instances, will be destroyed. The electronic copy of such documents will be removed from the SFFMA/TIESB website and any manuals. Archived copies for historical and/or reference purposes are to be kept in separate manuals and/or separate electronic files.

All obsolete documents not destroyed shall be clearly marked as obsolete, for reference only, or other clearly definable identification.

The Industrial Coordinator will update any "Master Document List(s)" as appropriate to show the withdrawal of the document.

REVISION HISTORY		
DATE	CHANGED BY	CHANGES MADE
5/20/07	G.B. Melder	<ol style="list-style-type: none"> 1. Placed material located at top of document in a "header" to have it appear on all pages. 2. Added definitions in References/definitions section to be consistent with other operating documents, and to add clarity as to the differences in types of documents. 3. Added new section – Issue of Documents 4. Added new section – Maintenance of Documents 5. Added new section – Review, Revision, Re-Approval, and Re-Issue of Documents with a 3-year review as adopted @ 04/27/07 meeting 6. Added new section – Revision Status of Documents 7. Added new section – Withdrawal of Documents 8. Added revision history table.