



ABINGTON TOWNSHIP FIRE DEPARTMENT

OG - 100-101

PROCEDURE TO ESTABLISH AND MAINTAIN OPERATIONAL GUIDELINES

1.0 PURPOSE

To identify the actions required to establish and maintain Procedures and Work Instructions for the Abington Fire Department and to ensure that Procedures and Work Instructions are developed in a consistent manner throughout the Township. This document applies to all Township Fire Companies.

2.0 RESPONSIBILITY

The responsibility to ensure that the above actions are taken in an appropriate manner are defined as indicated below:

- 2.1 Company Members (CM)
- 2.2 Company Officers (CO)
- 2.3 Document Control Administrator (DC)

3.0 PROCEDURE

3.1 ESTABLISHING NEW PROCEDURES

When the need to establish a new policy, procedure, work instruction or form has been identified, the CO and CM are to work to develop the new procedure and document flow.

This process includes the following steps:

3.1.1 Develop the proposed new document in an acceptable electronic form (i.e.: MS Word, Excel, etc.) Structure each policy and procedure in four sections as identified below:

- Purpose
- Responsibility
- Procedure
- Records

3.1.2 Review the draft of each proposed new document with the parties involved with the process prior to final approval. (CO)

PROCEDURE TO ESTABLISH AND MAINTAIN OPERATIONAL GUIDELINES continued

3.1.3 Once a document is generally accepted, submit the document to the membership and/or company officers for approval. The document is to be routed to the Document Control Administrator for formal distribution to each company.

3.1.4 Once input has been obtained via the routing process, the document is to be entered into the master document listing as the current version.

3.2 MAINTAINING AND REVIEWING CURRENT PROCEDURES OR WORK INSTRUCTIONS

3.2.1 All Operational Guidelines will be reviewed at a minimum every three (3) years.

3.2.2 Upon review, if there are any changes, corrections and or updated practices or procedures required, the procedures identified in section 3.3 shall be followed.

3.2.3 All reviews, changes or updates will be documented on the guideline indicating date and change if applicable.

3.3 CHANGING OF CURRENT PROCEDURES OR WORK INSTRUCTIONS

3.3.1 Any company may initiate a change to a procedure by making a copy of the page or pages of the procedure or work instruction to be changed and writing the changes on the page. In the case of major revisions, a separate page listing the changes should be used and attached to the document.

3.3.2 Review suggested changes with the other companies affected to reach a consensus that meets the needs identified. Present suggested changes to company officers and route document as indicated in 3.1.3 of this document.

3.3.3 Once input has been obtained via the routing process, the document is to be entered into the master document listing as the current version.

4.0 RECORDS

4.1 Master Document Listing