	St. Clair Twp. New Miami Life Squad	Document No.: DOC-P-003	Revision: XA	Pg. 1 OF 8
		Title: Policy, Documentation Process		

Revision History:				
Rev.	Description of change:	Initiated By:	Approved By:	Effective Date:
X-	Initial formatting and sections added	S.Weigold		11/21/01
XA	Updated formatting	S.Weigold		12/27/03

1.0 PURPOSE

The purpose of this document is to provide the officers and members of the St. Clair Twp. – New Miami Life Squad with direction as to proper process for handing documentation of department policies and procedures

2.0 SCOPE

2.1 APPLICABILITY

This procedure is applicable to all department personnel who initiate , revise, control or use documents. This procedure is applicable to all departmental policies, procedures, instructions and forms.

2.2 RESPONSIBILITY


Document Control Administrator – Responsible for the following:

- ? Assigning document numbers
- ? Maintaining Controlled documents
- ? Maintaining the Master List of documents and revision history
- ? Updating documents
- ? Notifying managers and supervisors of new or updated documents

Document Users – Responsible for performing documentation work in accordance with the requirements of this procedure.

3.0 DEFINITION OF TERMS

Administrative Change – Any clerical change to a document that does not have an impact on its basic intent. Administrative changes are limited to grammatical and typographical fixes and format changes. An administrative change results in

	St. Clair Twp. New Miami Life Squad	Document No.: DOC-P-003	Revision: XA	Pg. 2 OF 8
		Title: Policy, Documentation Process		

a revision change, however designating a change as administrative provides information to users as to the significance of the change.

Document – A policy, procedure, work instruction, manual or associated form that is used to control processes.

Document Control Administrator (DCA) – Person responsible for control of documents.

Master List – List that identifies department documents and includes revision status.

Redline – Method used to make changes to a document. Used in lieu of a change form.

Responsible Manager – Person having the responsibility and authority to accomplish/implement a specific activity or process

4.0 REFERENCE DOCUMENTS

Documents referenced in this procedure are applicable to the extent specified herein.

5.0 EQUIPMENT USED

Not Applicable

6.0 SAFETY CONSIDERATIONS

Not Applicable


7.0 SPECIAL REQUIREMENTS

Not Applicable

8.0 PROCEDURE

8.1 NUMBERING

The document number will be in the following format:

	St. Clair Twp. New Miami Life Squad	Document No.: DOC-P-003	Revision: XA	Pg. 3 OF 8
		Title: Policy, Documentation Process		

DDD-T-NNN

DDD = Three letter code signifying the department responsible for the document.

Documentation Functional Elements

Document System Reference	Description
DOC	Documentation
OPS	Operations
ADM	Administration
PER	Personnel
EQU	Equipment

NNN = Three digit number between 001 and 999 specifying the document number. Numbers should be sequential. However individual series may be designated within a department.

T = Type of document. P ? Policy, I ? Instruction, F ? Form

Example: PER-P-001-P = Personnel, Policy, Uniform and Dress Code

8.2 FORMAT


The document template is available at network location

(TBD).

8.2.1 HEADER

The header will consist of the following information:

- ? The document number in accordance with the above format
- ? The document revision. Initial release will be signified by a "-". Subsequent revisions will be alphabetical. The letters I, O, Q, S, X and Z will not be used.
- ? The page number and total number of pages.

	St. Clair Twp. New Miami Life Squad	Document No.: DOC-P-003	Revision: XA	Pg. 4 OF 8
		Title: Policy, Documentation Process		

? The title of the document

8.2.2 REVISION HISTORY

The Revision History will contain the following:

The revision history of the document, which includes the revision letter, description of change (a summary of changes made), the name of the change initiator, the name of the person responsible for approving the document (signature appears on current controlled copy) and the effective date of the document. All versions from initial release through current revision will be listed.

8.2.3 PARAGRAPHS

The document consists of the following sections:

1.0 Purpose – A description of why the document is being written.

Example: “This procedure describes the process by which the department ...”

2.0 Scope – State the applicability and limits to which the procedure shall be used. The scope answers questions of applicability, such as “This procedure applies to ... (what, where, when, whom).

Example 1: “This procedure applies to all department members”


Example 2: “This procedure applies to XYZ members”

3.0 Definition of Terms – Define special terms not previously described or any terms used differently from common meanings.

4.0 Reference Documents – List documents by the number and title.

? Do not list revision levels.

? All documents listed must be actually referenced in the document.

	St. Clair Twp. New Miami Life Squad	Document No.: DOC-P-003	Revision: XA	Pg. 5 OF 8
		Title: Policy, Documentation Process		

? Do not list lower level documents.

- 5.0 Equipment Used – If an equipment list is extensive and a lower level document provides detailed information, the equipment may be listed in that document.
- 6.0 Safety Considerations – List any safety related information required during performance of the process.
- 7.0 Special Requirements – List any information or requirements not specified elsewhere.
- 8.0 Procedure – Fully describe the sequential steps required.
- 9.0 Documentation – Embed or list any referenced forms or attachments. As a minimum, include the form number and name.

8.3 DISTRIBUTION AND CONTROL

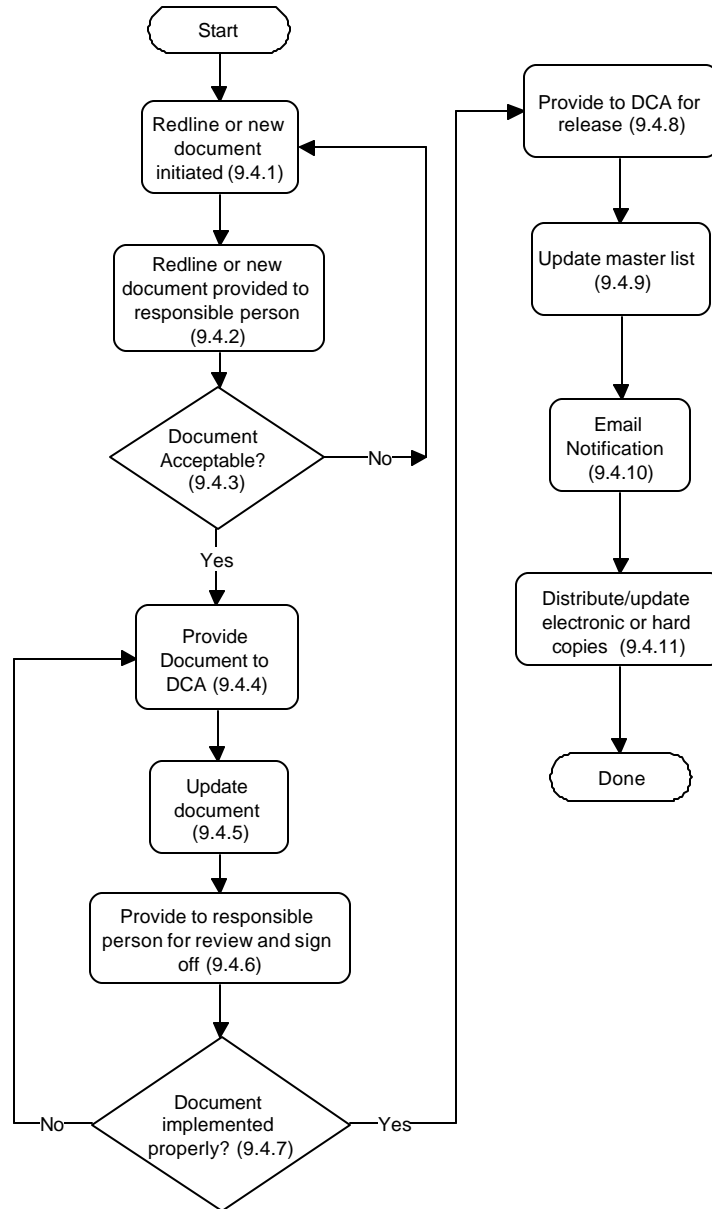
- ? The Master manual containing controlled copies of the documents will be stored in Document Control.
- ? The DCA is responsible for maintaining the Master manual.
- ? The Master List will be updated upon release of a new document or revision of an existing document.
- ? All document users shall check the Master List to verify that a hardcopy version of the document is the current revision.
- ? All hardcopy versions of a document are considered uncontrolled.


8.4 CREATION AND REVISION

New documents will be created in accordance with the format and numbering requirements of this document. Revision of documents will be in accordance with the following:




Document Modification Process Flowchart



	St. Clair Twp. New Miami Life Squad	Document No.: DOC-P-003	Revision: XA	Pg. 7 OF 8
		Title: Policy, Documentation Process		

- 8.4.1 Redline or new document initiated – The process begins when a new document is authored or an existing document is modified. Changes made to an existing document are accomplished by marking changes in red pen. A change may be originated by any employee familiar with the policy or procedure covered by the document.
- 8.4.2 Redline or new document provided to responsible person – The new or revised document is then provided to the individual responsible for review of documents of that classification.
- 8.4.3 Revision acceptable? – The person responsible for the document in question will then decide if the new or revised document is acceptable. If not, the document is returned to the originating individual for correction.
- 8.4.4 Provide document to Document Control Administrator – Once the responsible person is satisfied with the new or revised document, it is provided to the Document Control Administrator. The Document Control Administrator assumes responsibility for the document at this point.
- 8.4.5 Update document – The Document Control Administrator then coordinates the update of the document. Actual changes to the document may be made by other employees, but the Document Control Administrator is responsible for ensuring that the task is completed.
- 8.4.6 Provide to responsible person for review and sign off – The Document Control Administrator will then provide the new or updated document to the responsible person for review.
- 8.4.7 Document implemented properly? – The responsible person will then review the document, and ensure that it is correct. If not, it is returned to the Document Control Administrator for correction.
- 8.4.8 Provide to Document Control Administrator for release – If the document is correct, the Document Control Administrator will complete the steps needed for release.
- 8.4.9 Update Master List – The Master List is a reference for all documents in existence. The list includes the document name, number, and revision, as well as other information. Once a document is released, this list will be updated.
- 8.4.10 Email Notification – The Document Control Administrator will then email all interested parties, and advise them of the existence of a new or revised document.
- 8.4.11 Distribute/update electronic and hard copies – The Document Control Administrator will then distribute all electronic and controlled hard copies.

	St. Clair Twp. New Miami Life Squad	Document No.: DOC-P-003	Revision: XA	Pg. 8 OF 8
		Title: Policy, Documentation Process		

9 DOCUMENTATION

Not Applicable