

International Fire Service Accreditation Congress

Degree Assembly

Handling Procedures for Degree-Related Documents

□ Purpose

The purpose of this procedure is to describe the process of preparing, editing, and storing degree-related documents. Collectively, such documents are those that support the different activities undertaken by the Degree Assembly, the DABOG, or associated committees. The aim of the procedure is to achieve a far greater degree of control and organization in relation to such degree-related documents. If the proposed procedures are applied effectively there should be a beneficial outcome in terms of the:

- **control** over different versions or editions of degree-related documents that are prepared;
- **consistency** of such documents, in terms of presentational style, layout, and agreed "house style";
- **identification** of the specific responsibilities that different people have in relation to preparing, editing and storing different documents.

PROCEDURES

1. Categories of Documents

For the purpose of these procedures, the preparation of degree-related documents will fall into one of the five categories.

1.1 Executive Documents

These are documents that are subject to the approval of the Degree Assembly before they can be used to progress professional accreditation activity. Examples would include:

- The *Criteria and Basis for Judgment Statements for the Accreditation of Fire Related Degree Programs* document.
- Degree-related by-law proposals.

1.2 Guidance Documents

Documents in this category, which may or may not be subject to the approval of the Degree Assembly or the DABOG, are those that facilitate the actual accreditation process. Such documents will include:

- information about the degree accreditation process.
- guidance and advice on applying and preparing for accreditation.
- application forms, self study reports.
- procedural notes for Readers and Site Visitors.

1.3 Papers and Reports

Documents in this category would include:

- Reports on the accreditation of particular degree programs.
- Papers written to support and enhance the cause of accreditation, and the systems and processes used, for publication in journals, magazines etc.

1.4 Promotional Documents

This is a fairly new category and future items may well be developed in association with the Committee for Marketing and Promotion. However, degree-related documents that will fall in this category might include:

- leaflets, brochures, fliers etc.
- detailed textual information about IFSAC, the Degree Assembly and member benefits.

1.5 Training Documents

Documents in this category will include:

- student notes, handouts and assignments.
- organizational items, such as training schedules and timetables.
- PowerPoint presentations, or similar.

2. Authorship

Documents may be prepared, written, edited and made ready for issue by:

- an individual member of the Degree Assembly, DABOG or associated committee, either working on his/her own initiative or as a result of a request from the Assembly, Board, or Committee.
- a small group of people from the Degree Assembly, DABOG or associated committees. In such cases the group will nominate one member to assume responsibility for the development of the document in accordance with the procedures listed here.

3. Drafts, Editions and Dates

- 3.1 During the different stages of its preparation a document will be defined as being in **draft** form. Where partially completed documents are submitted to others for review, comment and/or amendment, a **draft number** and **date** will be allocated to the document by the author, or the person nominated as being responsible for the development of the document. Documents submitted for further, or final, review and comment will be allocated a different **draft number** and **date**.
- 3.2 When the review, comment, amendment and final editing process is complete, the document will be defined as being in **1st Edition** form. Subsequent changes to the document, other than minor ones, will move the document to **2nd Edition** form, and so on. Each edition of a document will show the **date** on which it became an edition, or new edition.

4. Paper Size

All text documents will be finally prepared, whether in draft or edition form, as Letter Size paper - the common standard used in the USA and Canada. The author(s) of draft or edition documents prepared in other parts of the world, where there are different default paper sizes, will ensure that such document files are formatted as Letter Size.

5. Software Standardization

Word and PowerPoint in Microsoft Office will be the standard software for preparing degree documents. This will ensure the ease of transfer and transmission of documents between different individuals and groups within the Degree Assembly. During one of the DABOG meetings at each Annual Meeting the **version** of Microsoft Office that will be standard for the following year will be decided and recorded in the minutes. IFSAC Administration will be asked to contribute to the discussion leading to this decision.

6. Document Identification

- 6.1 All documents will carry the following identifying information.

In the **Header:**

- The **title** of the document (or an abbreviated version if the title is very long)

In the **Footer:**

- The **draft** or **edition** number
- The **date** of the draft or edition
- The **filename** of the document
- The **page number** - in the format "Page X of Y"

At the **end of the document:**

- The name(s) of the author(s) of the document

Notes:

- a) The header and footer of this document illustrate how these procedures might be implemented.*
- b) For documents in the Executive category (1.1 above) the authorship will probably be in the name of a Board or committee, such as the DABOG.*
- c) For documents in the Promotional category (1.4) above, header, footer and authorship information can be removed if such documents are professionally printed for distribution as brochures, leaflets etc. In such cases only edition and date information need be retained on the printed publication.*

6.2 When documents have been prepared as an "edition" they will carry a cover or frontispiece showing the following information.

- The full title
- The edition number
- The date of the edition
- The author(s)

Note:

Ideally, there should be a common format or style for degree document covers and frontispieces. This is something that might be addressed at the meeting of the DABOG when this paper is discussed.

7. Document Storage and Document Custody

7.1 The author of a document, or the nominated person if a group is preparing a document, will be responsible for storing successive drafts and editions of documents - as both hard copy and on disk. The author, or nominated person, will

also be responsible for making secure backup copies of documents. The storage and backup process may be carried out at the person's place of work or his/her home.

- 7.2 When a document has reached the 1st edition stage, the author, or nominated person, will send a copy of the document, either on a disk or as an e-mail attachment, to IFSAC Administration. The document will be addressed to either the IFSAC Manager, or to the Manager's nominee for this task, and will be sent as soon as possible after the document has been finally prepared. A note explaining clearly what the document is, its title, author, edition and date will accompany the document transfer. The IFSAC Manager will announce at each Annual Meeting the named person to whom documents should be sent during the forthcoming year.
- 7.3 The IFSAC Manager will ensure the setting up and maintenance of a degree document storage system using whatever methods, materials, or technologies thought appropriate. The structure of this storage system will be left to the discretion of the IFSAC Manager but will reflect the five categories of documents described in section 1 above. All new or revised degree documents sent in by authors or nominated persons will be added to this storage system.
- 7.4 As authors, or nominated persons, prepare new documents, or new editions of documents, they will send copies to the IFSAC Manager, or to the Manager's nominee, as described in 7.2.
- 7.5 The IFSAC Manager will ensure the maintenance of a current index of degree related documents. This index will show: title of document, author(s) or nominated person, edition number and date. This index will be placed in an appropriate frame on the IFSAC Web Page and updated on a quarterly basis. The index will be forwarded as an e-mail attachment to DABOG members on request.

8. Document production and document distribution

- 8.1 The IFSAC Manager will negotiate matters relating to the production and distribution of degree related documents for particular purposes (for example, Degree Evaluation Training seminars) with interested parties on a year-by-year basis.