



**Policy**  
**Formal Documents**  
**Version: 5**

<b>Summary:</b>	The Institute of Fire safety Manager’s policy outlining the types of formal documents, their purpose, control, and formatting.	
<b>Target Audience:</b>	Members, Staff and Council	
<b>Next Review Date:</b>	May 2029	
<b>Approved by:</b>	Management Team	19/10/23
<b>Ratified by:</b>	Council	12/07/23
<b>Date issued:</b>	December 2019	

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## **Formal Documents of the Institute**

The Institute has many formal documents. These documents are necessary so that Council, staff and members can refer to them in all matters relating to the Institute. They provide the basis of the quality management system by which the Institute is run.

### **Types of Formal Documents**

Policy Documents – These outline the governance, principle goals and acceptable procedures of the Institute.

Guidance / Strategy Documents – These will usually relate to a policy and give further detail and instructions or strategy on how to achieve the principles set out.

Process Documents – Internal documents, these set out the procedures in place to correctly achieve an outcome.

Internal Documents & Forms – These controlled documents are in place to ensure the smooth running of day-to-day activities within the Institute.

It is the role of the Management Team to ensure that all documents are up to date. All agreed changes must be documented in the Institute's policy, guidance, process or internal documents.

A new policy or change in policy that impacts the Institute as a whole and effects membership must be approved by Council.

Where no formal document exists for a policy decision taken by Council, the Management Team will be responsible for ensuring that a formal document is created and filed according to this policy.

### **New, Altered and Updates of Formal Documents**

Where it is necessary to produce a new formal document or alter/update an existing one, the Management Team should be informed. They will either ask a person who has primary responsibility for the subject, e.g., the Director responsible for that area, or another member of the Council or staff member, to submit the draft new document or intended changes to an existing formal document via them. Alternatively, the Management Team may produce or alter the formal document directly.

Changes to a policy, a new policy, or a clarification of policy, that impacts the Institute as a whole and effects membership, should be circulated to all members of Council for approval. That approval should be validated at the next meeting of the Council. The Management Team will ensure this document will be an agenda item for validation at the

next Council meeting. Policy changes that do not impact membership, grammatical errors or typos do not need to go through this process but need to have a revision update.

Members will be notified of any significant changes affecting membership. All current and applicable policies will be made available on the Institute's website. Documents will be listed in order of modification, with the most recently updated displayed first. Details of any amendments will be clearly recorded within each document's revision history to ensure transparency and traceability.

For all formal documents, except Internal Documents & Forms, a summary of all changes made should be documented within a version control section on the last page. Any document reviews should also be recorded in the version control section.

Formal documents should be reviewed at least triennially or more often where required.

For all formal documents, the version number and date should be updated in the footer and within the formal document library which lists all documents. The previous version should not be deleted it should be saved in the online archive folder.

Draft formal documents will be watermarked with the words 'DRAFT' diagonally across the page.

## **Minutes of Meetings**

In addition, minutes of all meetings of the Institute are also a formal document.

The Management Team will ensure that draft minutes and notes of meetings are produced within two weeks of any formal meeting and sent to the Chair for checking within that period.

Once any minutes or notes of meetings have been approved as a true record by presentation at the following Council Meeting, the Management Team will upload the minutes on the website.

Minutes of Annual General Meetings will also be placed on the website, using the same administrative process as the Council Minutes, but as the time period between these meetings is approximately one-year, draft Minutes from the previous AGM will be posted until the next AGM approves them as a true record.

Council will use its discretion in posting on the website the minutes or notes of any other meetings that may be held by Council, e.g. Ethics Committee, Extraordinary Council Meeting, Directors etc.

Once any set of Minutes has been posted on the website, they should remain there for a period of two years. The Management Team will be responsible for overseeing the removal of those minutes that have expired.

### **Storage of Formal Documents**

The policy of the Institute is for transparency in its governance. To give effect to this, all formal documents relating to governance will be posted on the Institute's website, where members and the general public can access them.

The Management Team will be responsible for ensuring that formal documents are posted on the website.

There will also be a central library of all formal documents, including the minutes of all meetings convened by Council, which will be kept by the Management Team. These will be available for access by staff and Council Members (read only) so that they can refer to them when appropriate.

All formal documents will be given a unique identification code which will relate to the subject area and the type of document it is.

The library of documents will be listed with their identification code, title, current version number and last date modified in the formal document library list.

The Institute will wherever possible only hold e-copies of documents, these will be stored on the Institute's shared OneDrive which is automatically backed up in case of accidental deletion. Financial Information will be stored for at least seven years. Health and Safety related information will be stored for at least five years. Personal information will be stored as set out in the Data Retention Policy.

### **Format of Formal Documents**

For unity, all documentation within the Institute will use the same house style. This includes but is not restricted to formal policy documents, internal formal documents, minutes of meetings and emails. As documents are reviewed and updated, they will adopt the Institute's agreed house style as follows:

- a) Main titles will be in Work Sans type, font size 18, black, regular, centre aligned.
- b) Main subtitles will be in Work Sans type, font size 16, black, regular, centre aligned.

- c) Paragraph titles will be in Source Sans Pro font size 12, black, bold, left aligned, with a single space left blank below and a double space above.
- d) Paragraph body text will be in Source Sans Pro font size 12, black, regular, justified, single spacing.

Longer documents will have a front cover, a table of contents, page numbering and appendices where necessary. Paragraph headings may also use a multi-level decimal-style numbering system with alphabetic bulleting, as seen below.

## 1. Paragraph heading

### 1.1. Paragraph subheading

### 1.2. Paragraph subheading

#### 1.2.1. Paragraph sub subheading

- a) First bullet point

- b) Second bullet point

The logo will be included on all paperwork either at the start of the document, centre aligned (4cm x 6cm) or the top right-hand corner within the header (2cm x 3.5cm)

The footer will hold the company registration details and document details, including title, version number and date it was updated. This will be in Source Sans Pro, font size 8, colour #808080

## Version Control

### Change Record

Date	Author	Version	Page	Reason for Change
27/07/21	H Hilton	2	All	Added format section, details on version control & changed from BSM responsibility to BM
09/03/22	H Hilton	3	1	Removal of authors name
19/10/23	H Hilton	4	ALL	Document number change from PF008. Change of responsibility from Business Manager to Management Team, further explanation of different types of formal documents. Clarification on when Council approval is needed. Further information on storing, protecting & disposing of documents included.
06/05/26	H Hilton	5	1,3,4 & 5	Reference to Data Retention Policy, Directors and members. Details on member notification & policies on website. Removal of Membership register & subgroups.

### Reviewers/contributors

Name	Position	Version Reviewed & Date
HH, RD & DW	Management Committee	V2 - 15/07/21
HH	Business Manager	V3 - 09/03/22
HH, RD, DW	Management Team	V4 - 19/10/23
HH	Business Manager	V5 - 06/05/26