POLICY AND STANDARDS DEVELOPMENT

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Replaces:

Statement of Policy

A Feather River Rail Society policy or standard clearly defines an operational or procedural requirement that must be implemented consistently within affected departments of the Society or Museum organization to:

- ensure safety.

- comply with regulatory requirements.

- conduct business uniformly and efficiently.

- support volunteers and members.

Failure to follow the requirements set forth in a Feather River Rail Society policy or standard could have serious consequences, such as:

- endangering volunteers', members', employees' lives or public safety.

- exposing FRRS to regulatory or other penalties.

- reducing FRRS ability to operate efficiently.

Although the content of each Feather River Rail Society policy or standard varies, the process by which policies or standards are developed shall not change. Because of the important role these documents play in setting forth the standards of FRRS operations, the development process is meticulous and thorough. The process ensures that if a document is issued as a Feather River Rail Society policy or standard, it should be considered to be a key operating document and its procedures must be followed

The Feather River Rail Society policies, standards and guidelines are now published for each member to view at the Museum. The official FRRS website, wplives.org, contains all of the most current and up-to-date versions of these documents that may be available.

The following table provides definitions of FRRS operational documents.

### *Table 1 - FRRS Guide to Policies, Standards and Guidelines*

Type	Definition	Responsibility for Approving & Distributing
Policy	Describes how FRRS operates to achieve its goals. A Policy is set to clearly define a requirement.	Board of Directors (approval)
Standard	Clearly defines an operational or procedural requirement that **shall** be implemented consistently across the FRRS in order to: • ensure safety • comply with regulatory requirements • conduct business uniformly and efficiently • implement a FRRS policy	President and Board of Directors
Guideline	Provides strongly recommended actions, work processes or general specifications. Guidelines are the result of extensive investigation into effective/efficient processes and procedures. Compliance with guidelines will allow uniformity in work procedures and will result in best overall performance by FRRS. Guidelines should provide general "parameters, boundaries, and/or limits" for volunteers and employees to follow for specified work activities. Guidelines **must** be followed unless business reasons dictate otherwise, in which case non-compliance must be justified by the appropriate department.	Department Heads or others as appropriate, write and issues; officers and/or directors approves
Bulletin	For immediate distribution, a document that contains information on safety and other general or specific types of information. Bulletins must specify whether they are for informational purposes, mandated or recommended actions.	Department Heads or designee
Manual	Consolidation of detailed instructions that identify best practice work methods, operating procedures, engineering practices and other information specific to selected functions or processes. Manuals may also contain authorized documents and be attached to standards and guidelines. The instructions contained in all manuals that are not specifically identified as a standard, guideline, numbered document or information bulletin shall be treated as a guideline.	Department Heads or designee authorizes and issues.
Procedure	Provides a detailed work process, the steps necessary to perform a defined work activity. May be included in a manual.	Department Heads or designee authorizes and issues.

The following are two significant aspects of the FRRS policy and standards development process.

The standard developer (project coordinator) has the key role of working with appropriate departments to identify representatives to participate in standard development efforts, resolve issues, as applicable, and review the standard. The developer must consult with the departments and must secure their cooperation in developing the standard. In addition, the impact of each proposed standard must be assessed and weighed against the risk of not developing it.

FRRS Policy and Standard Committee members have a key role in ensuring consistency and uniformity in standard development efforts. They recommend standard development policy and processes, provide general guidance and support to standard developers, assist with standard departments identification and provide general input in standard development and review efforts.

The figure below indicates the basic steps in the development process.
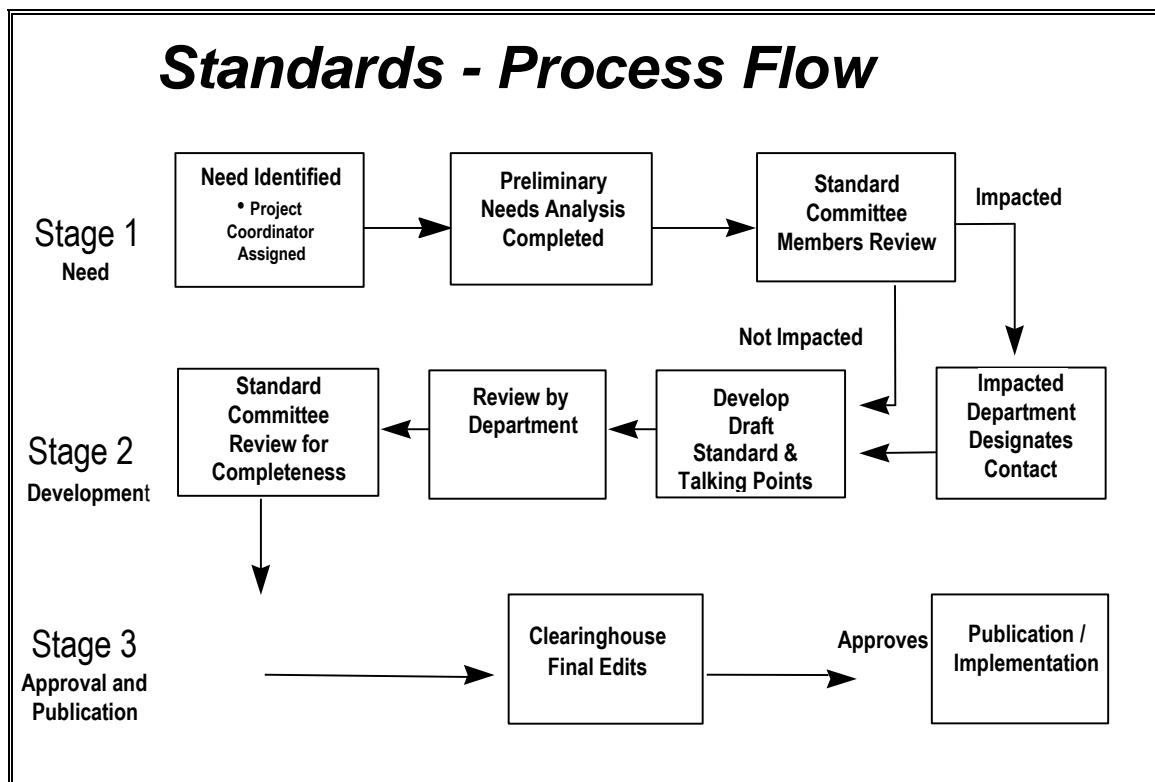
FIGURE 1
FRRS STANDARD DEVELOPMENT PROCESS FLOW

Overall Accountability

The overall accountability of each position and organization that is involved in developing and implementing a FRRS standard is broken down into roles and responsibilities as follows:

Table 2 - Accountability

Title/Organization	Role	Responsibilities
FRRS Board of Directors	To authorize FRRS policies.	• Authorizes FRRS policies. • Ensures that they are issued, updated as required, and monitored for compliance.
FRRS President and FRRS Board of Directors	To authorize FRRS standards.	• Sponsors standards and supports the development process. • Approves new and revised standards. • Appoints member(s) to the Standard Committee. • Cancels obsolete standards.
FRRS Department Heads	To sponsor FRRS standards.	• Sponsors standards and supports the development process. • Supports the project coordinator to ensure appropriate resources, communications, support and awareness of standard, as needed. • Reviews the standard and recommends approval. • Requests updates of standards.
FRRS President	To assign a project coordinator and support standard development.	• Supports the project coordinator to ensure appropriate subject matter experts and resources are provided. • Reviews and approves the preliminary needs analysis. • Reviews the standard and recommends approval. • Supports the project coordinator to ensure appropriate resources, communications, support and awareness of standard across department lines, as needed.

Title/Organization	Role	Responsibilities
Project Coordinator (Standard Developer)	To write and coordinate development of the FRRS standard and to communicate with all participating individuals throughout the entire development process. The project coordinator should expect to devote a significant amount of time to developing a technically accurate and operationally feasible FRRS standard that complements existing practices and procedures.	• Develops and completes the preliminary need. • Develops and writes the FRRS standard, ensuring it is thorough and complete. • Initiates communication and builds awareness of the FRRS standard across functional and department lines, as needed. • Identifies appropriate subject matter experts and resource requirements. • Coordinates and secures all necessary approvals.
FRRS Policy and Standard Committee Member(s)	To ensure that a standard is the proper communication tool, that adequate resources are allocated to the development process, and that all impacted groups are given the opportunity to participate. To ensure that the developers comply with the requirements of the process. To represent the functional department as delegated by the responsible FRRS officer.	• Reviews, provides input and recommends approval of the preliminary standard(s). • Sponsors the FRRS standard at Standard Committee meetings. • Supports the project coordinator in standard development efforts, as needed. • Identifies appropriate subject matter experts and provides other input.
Clearinghouse Can be the same as the Project Coordinator (Standard Developer) **or the Policy and Standard Committee**	To serve as a central source of information for developing FRRS standards and as a repository for completed standards.	• Coordinates committee meetings. • Provide materials for the development process. • Provides assistance during standard development, including technical writing and editing, and quality control. • Ensures the FRRS standards meet publication requirements. • Produces, distributes and archives FRRS standards. Follows up and tracks review dates and communicates with issuing departments.

Title/Organization	Role	Responsibilities
Departments	To implement all of the provisions of the FRRS standard. To determine if the proposed standard is operationally feasible. (Experts may come from any area of the FRRS) Third party reviewers such as safety or engineering experts can also review the standard.	Reviews the FRRS standard for functional and operational feasibility, and technical accuracy.

Development Process Details and Training

As a central source of information, the Clearinghouse maintains the development process details and develops the materials for those involved in developing standards. These details include the minimum requirements and any associated templates for the standard, preliminary needs. These and other administrative details are handled with the concurrence of the FRRS Policy and Standard Committee. Those involved in developing FRRS standards are to contact the Clearinghouse for information.

Authorization for Issue

Original signed by:

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