

Guidelines for Technical Steering Committee Review of Proposed Standards and Documents

As Approved by the Technical Steering Committee on April 22, 2013

The following checklist was produced based on a review of the relevant documents governing the Technical Steering Committee.

Attachment #1 of this document describes the development of the review criteria and the SFPE documents referenced as part of this process.

TSC Document Review Checklist

Criteria	Guidance to Reviewer
1. Is the document free of substantive grammatical or technical errors?	High level review to identify substantive errors. It is not intended that the reviewer conduct a detailed grammatical or technical review.
2. Does the document advance the practice of fire protection engineering through the transfer of information and standards?	Addresses SFPE goal of Technical Excellence and Communication. If no, document may not be in-line with SFPE goals. Review all goals to assure consistency.
3. Does the document describe or affect the roles and responsibilities of design professionals during the construction phase as it pertains to fire protection and life safety?	If yes, review the policy on “The Role of Fire Protection Engineer in the Construction Process” to determine if the document is consistent with its content.
4. Does the document describe or affect the roles and responsibilities of engineers and technicians when designing fire protection systems?	If yes, review the position paper “The Engineer and the Technician Designing Fire Protection Systems” to determine if the document is consistent with its content.
5. Does the document describe or affect professional licensure?	If yes, review the position paper “Professional Licensure” to determine if the document is consistent with its content.
6. Does the document affect the initiation, scope or details of a peer review, or the choice of a peer reviewer?	If yes, review the position paper “Guidelines for Peer Review in the Fire Protection Design Process” to determine if the document is consistent with its content.
7. Does the document describe or affect the use of Building Information Modeling?	If yes, review the position paper “Building Information Modeling and Fire Protection Engineering” to determine if the document is consistent with its content.
8. Does the document describe or affect residential fire safety?	If yes, review the position paper “Supporting the Use of Engineering to Improve Residential Fire Safety” to determine if the document is consistent with its content.
9. Is the document’s terminology and approach consistent with that of other SFPE standards, guidelines and engineering practice documents?	If no, identify inconsistencies.

Attachment #1

Responsibilities of TSC

for Review of Standards and Guidelines

The process used to establish guidelines for TSC review of proposed standards and other documents was to identify TSC responsibilities as identified in various SFPE documents. Once identified, criteria in checklist form were developed based the information.

Responsibilities (SFPE Standards Development Procedures)

All new standards development projects and scopes of standards shall be approved by the Technical Steering Committee, subject to approval by the SFPE Board of Directors.(3.2)

Review standards for consistency in meeting SFPE goals and adherence to SFPE policies and bylaws. (7.2)

Responsibilities (SFPE Guide and Engineering Practice Document Development Procedures)

The Technical Steering Committee will review the Guide for consistency in meeting SFPE goals and adherence to policies and bylaws. (2.2.3.3)

SFPE Goals (Strategic Plan dated October 2010)

SFPE's vision and mission are further defined by goals and strategic objectives for nine important areas of activity: recognition, recruitment, technical excellence, professional competence, membership, chapter support, education, information, and organization.

Primary to the areas of Technical Excellence and Information is the following goal: "establish SFPE as the primary resource for fire protection engineering information and advancements."

SFPE Constitution

Section 3.1: The purpose of the Society shall be to advance the science and practice of fire protection engineering and its allied fields, to maintain a high ethical standard among its members and to foster fire protection engineering education.(3/99)

SFPE Bylaws

Article B1 of the Bylaws set for the goals of the Society. Theses goals mirror the goals set forth in the Strategic Plan. Those of interest to this topic are:

Technical Excellence: Establish SFPE as the primary source of fire protection engineering information and advancements.

Article B10 set forth the standing committees of the Society. Section B10.13 Technical Steering Committee states "Purpose: To guide and direct the technical activities of the Society and to oversee the activities and membership of the Society's standards-making committees and technical task groups. "

SFPE Policies

SFPE policies are part of the Society's Bylaws. There are ten currently policies referenced:

1. SFPE Position Statement P-01-05: The Engineer and the Technician: Designing Fire Protection Systems
2. SFPE Position Statement P-02-07: The Role of the Fire Protection Engineer in the Construction Design Process
3. SFPE Position Statement P-03-09: Guidelines for Peer Review in the Fire Protection Design Process
4. SFPE Position Statement P-04-06: Professional Licensure
5. SFPE Position Statement P-05-11: Building Information Modeling and Fire Protection Engineering
6. SFPE/NSPE/NICET Position Statement The Engineer and the Engineering Technician - Designing Fire Protection Systems (July, 2008)
7. SFPE Position Statement P-06-12: Supporting the Use of Engineering to Improve Residential Fire Safety
8. Policy on Chapter Participation in Public Service Projects (June, 1990)
9. Policy Governing SFPE Representatives (October, 1998)
10. Policy on Approval of Press Releases, brochures, etc. (March, 1994)
11. Policy on Use of Society Mailing List (October, 1995)
12. SFPE Social Networking Guidelines (July, 2009)
13. Policy on Translation of SFPE Publications into Languages Other Than English (October, 2012)

Based on a review of the policies it does not appear that policies #8, #9, #10, #11, #12 & 13 would have a significant bearing on the majority of the guidelines and standards already published by SFPE.

Position Statement on the Engineer and the Technician Designing Fire Protection Systems

This position statement describes reasonable and prudent roles and responsibilities of engineers and technicians when designing fire protection systems.

Position Statement on the Role of the Engineer in the Construction Process

This position statement describes how the FPE can be a necessary element of the construction process, coordinating the fire and life safety aspects of the design disciplines (architectural, structural, civil, mechanical, electrical) and focusing the design team's attention on solving appropriate fire and life safety issues.

Position Statement P03-09, Guidelines for Peer Review in the Fire Protection Design Process

The purpose of the policy is to provide guidance to members of the Society of Fire Protection Engineers and others in the fire protection engineering community concerning the peer review process of fire protection engineering designs.

Position Statement P04-06, P-04-06: Professional Licensure

The Society of Fire Protection Engineers encourages individuals engaged in the engineering profession to strive for professional recognition by enhancing their individual credentials through licensure. Licensure demonstrates to the public an individual's

competency, qualification and expertise in professional practice. Moreover, licensure implies a commitment to understanding professional , ethical and societal responsibilities, with emphasis on protecting public health, safety and welfare

Position Statement P-05-11: Building Information Modeling and Fire Protection Engineering

In this document, the Society of Fire Protection Engineers (SFPE) outlines how Building Information Modeling (BIM) technology is currently being used in the fire protection engineering profession and provides recommendations for the profession's future direction in the BIM arena.

Position Statement P-06-12: Supporting the Use of Engineering to Improve Residential Fire Safety

In order to reduce the loss of life from residential fires the Society of Fire Protection Engineers supports the use of engineered components, systems and technologies such as smoke alarms, fire sprinklers, improved safety controls on cooking and heating appliances, and improved fire safe material technologies to reduce the fire hazard within residential structures and thereby reduce the loss of life from residential fires.