

SFPE GUIDE AND ENGINEERING PRACTICE DOCUMENT DEVELOPMENT PROCEDURES

1 General

SFPE documents are developed according to one of two procedures depending on whether they are an engineering guide or an engineering practice document. Engineering practice documents are tools that summarize the available equations, correlations and models for performing a certain type of analysis, along with data requirements, data sources, inherent assumptions, and limitations. Engineering guides are tools that describe acceptable processes and procedures. Since engineering guides are more subjective than engineering practice documents, their development procedures require broader opportunity for review and comment.

1.1 Project Initiation

All new guide development projects shall be approved by the Technical Steering Committee, subject to concurrence by the SFPE Board of Directors. New guide development projects may be assigned to an existing task group or a new task group may be created for the purpose of developing the guide. Open solicitation to participate in the task group will be made to all SFPE members through our newsletter, *SFPE Today*.

1.2 Task Group Membership

Task group membership is open to individuals with expertise within the scope of the task group. Task group chairs shall be appointed by the Technical Steering Committee. On task groups where there is no limit to the number of members, task group chairs shall appoint task group members. On task groups where the number of members is limited, the Technical Steering Committee shall appoint members. When a document that is being developed by a task group is nearly complete, defined as issued for public comment or sent to the Technical Steering Committee for review and comment, appointment of new members shall be effective after the document is approved by the Technical Steering Committee. Members may be taken off the task group due to lack of participation, failure to respond to ballots, etc.

2 Engineering Guide Development

2.1 Guide Drafting

The task group will develop a draft guide utilizing related research efforts, national and international documents relevant to the topic, and input from organizations and individuals that possess required expertise. As the draft is being developed, the task group will continually review the document with regard to technical content, balance, completeness, usability, and references. Staff will serve as secretariat to the task group, incorporating comments from the task group over the course of the draft development and documenting this activity. The draft will be considered complete when task group approval has been reached (2/3 majority from a minimum quorum of 50%+1). The task group will regularly report on their activities in *SFPE Today*.

2.2 Review Procedures

2.2.1 Once the draft guide has received approval of the task group, and it is released by the Technical Steering Committee following a policy review, a public notice in *SFPE Today* will invite comment from the membership.

2.2.2 The task group, with record keeping by staff, will address all comments received and incorporate those accepted by the task group majority. The task group may organize to address these comments in any way it sees fit; each comment shall be given due consideration, documented, and communicated to the commenter.

2.2.3 Once the task group has approved the revised draft by 2/3 majority (by a minimum quorum of 50%+1), the draft will be sent to the Technical Steering Committee.

2.2.3.1 The Technical Steering Committee shall evaluate whether the above described procedures have been followed.

2.2.3.2 The Technical Steering Committee will hear any appeals regarding the action taken by the cognizant task group on a comment. When hearing appeals, the appellant, the original commenter, and any interested members of the cognizant task group shall be given the opportunity to address the Technical Steering Committee prior to their rendering a decision.

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

2.2.3.4 Any modifications made by the Technical Steering Committee as a result of an appeal shall be balloted by the cognizant task group. A 2/3 majority (by a minimum quorum of 50%+1) shall be required to affirm the modification. If the cognizant task group does not affirm the action of the Technical Steering Committee, the Technical Steering Committee may either revise their action or return the appeal to the cognizant task group for resolution.

2.2.3.5 Final release of the guide, pending resolution of any petitions to the Board of Directors (see 2.2.4) will be by 3/4 approval of the Technical Steering Committee in a letter ballot.

2.2.4 Actions of the Technical Steering Committee regarding compliance with these procedures may be petitioned to the Board of Directors, who shall have the final authority. There shall be a \$1000 fee for submitting a petition to the Board of Directors. The Board of Directors may appoint an ad-hoc task group to hear petitions.

3 Engineering Practice Document Development

3.1 Document Drafting

The task group will develop a draft engineering practice document utilizing related research efforts, national and international documents relevant to the topic, and input from organizations and individuals that possess required expertise. As the draft is being developed, the task group will continually review the document with regard to technical content, balance, completeness, usability, and references. Staff will serve as secretariat to the task group, incorporating comments from the task group over the course of the draft development and documenting this activity. A draft of the engineering practice document shall be sent to the Technical Steering Committee for their review and comment prior to finalization by the task group. The document will be considered complete when task group approval has been reached (2/3 majority by a minimum quorum of 50%+1). The task group will regularly report on their activities in *SFPE Today*.

3.2 Document Approval

3.2.1 Once the task group has approved the document, the draft will be sent to the SFPE Technical Steering Committee, which shall evaluate whether these procedures have been followed and will review the Engineering Practice for consistency in meeting SFPE goals and adherence to policies and bylaws.

3.2.2 Appeals. The Technical Steering Committee will hear any appeals.

3.2.3 Any modifications made by the Technical Steering Committee as a result of an appeal shall be balloted by the cognizant task group. A 2/3 majority (by a minimum quorum of 50%+1) shall be required to affirm the modification. If the cognizant task group does not affirm the action of the Technical Steering Committee, the Technical Steering Committee may either revise their action or return the appeal to the cognizant task group for resolution.

3.2.4 Final release of the Engineering Practice Document, pending resolution of any petitions to the Board of Directors will be by $\frac{3}{4}$ approval of the Technical Steering Committee in a letter ballot.

3.2.5 Actions of the Technical Steering Committee regarding compliance with these procedures may be petitioned to the Board of Directors, who shall have the final authority. There shall be a \$1000 fee for submitting a petition to the Board of Directors.

4.0 Revision of Guides and Engineering Practice Documents

All guides and engineering practice documents will be dated. If appropriate, the task group will review and revise the guide on a regular basis and reissue it with a new date.