

**PHOENIX REGIONAL
STANDARD OPERATING PROCEDURES**

Review and Revision Timeline

M.P. 208.01

12/18

Page 1 of 1

Purpose

The purpose of this procedure is to outline the process for initiating the review of Phoenix Regional Standard Operating Procedures (RSOP).

Policy

The Phoenix Fire Department, with consideration from the Regional Operations Consistency Committee (ROCC), is responsible for the management of the RSOP index as well as the M.P. Review Cycle. The M.P. Review Cycle is the ongoing review time frame identified for each procedure. Procedures are scheduled for review on a five-year cycle. Additionally, procedures may require review or revision secondary to training/studies/operations etc. before the 5-year review date.

Procedure

The Scheduled Review Date is the deadline for a procedure to complete the review process. The review of RSOP's should begin 3-6 months prior to the Scheduled Review Date. The Phoenix Fire Department, with consideration from the ROCC, is responsible for initiating procedural reviews and making the necessary revisions to keep RSOP's current. A review of a procedure may involve the following:

1. Revision of a procedure
2. Rewrite of a procedure
3. Addition of a new procedure
4. Deletion/removal of a procedure
5. Validation of a procedure

A revised date and the next scheduled review date shall be updated on Fire Point upon a procedure's completion of the review process.