



FRAMEWORK FOR FORMAT AND APPROVAL OF ENFSI DOCUMENTS

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1. Introduction

The number of documents published within ENFSI is substantial and therefore guidance for the identifying, layout, approval and archiving is necessary.

2. Scope

This Framework applies for all types of ENFSI documents (see paragraph 3) except the ENFSI Constitution, Application Forms, Minutes, Agendas and Certificates.

3. Types of documents

ENFSI has many official documents; some examples of which are given below:

- Statutory and Policy documents: Constitution, Framework for Membership, Strategic Plan and Terms of Reference of Standing Committees.
- Policy statements: ENFSI policy statement on Laboratory Accreditation.
- Guidance documents: Guidance for best practise in proficiency tests.
- Work instructions or manuals: best practice manuals.
- Project plans: overview of project plan with standardised items like the title, abbreviation, leader, members, goals, activities, planning, communication, etc.
- Annual reports: report of the Board, Standing Committees and WG's. Regular items are changes in aims and organisation, updates of strategic plans, meetings (dates and venues), membership lists, projects and evaluation of the previous year's work.
- Application form: application form for ENFSI membership.
- Minutes and agendas: minutes and agendas of Business and Board meetings, etc.
- Certificates: certificate of Membership or certificate for Honorary Members

4. General Requirements

Each document should satisfy the following requirements:

- Consistent with other, approved documents;
- In accordance with ISO 17025/ILAC document G-19 "Modules in a Forensic Science Process";
- Uniform, clearly structured and neatly laid out;
- Uniquely identified (reference code).

5. Format

This Framework itself follows the agreed format and should be used where possible either as an example or a template.

5.1 Header.

The document should have a header on the first page containing:

- ENFSI Logo
- Issuing entity (e.g. Board or WG)
- Title
- Type
- Reference Code
- Issue number
- Issue date

5.2 Footer

The document should have a footer on every page containing:

- Reference code
- Issue number
- Page number and the total number of pages (e.g. 1/3 or page 1 of 3)

5.3 Left margin

The status of the document 'DRAFT' or 'APPROVED BY [name issuing entity e.g. the Board] ON [date of approval]' has to be stated on the left margin of every page.

6. Reference code

Each document should have a unique reference code. This code could consist of:

- Letters identifying the issuing entity e.g. QCC: relate to the Quality and Competence Committee
- Abbreviations (letters or characters) related to the subject of the document.
Examples of these abbreviations (identification codes) are given in appendix 1.
- Sequential number [in case more documents on the same subject are created]

An example of these codes is: QCC-RFM-001 (Quality and Competence Committee document about Reference Materials and Databases, sequential number 001)

7. Filename

The filename should be close related to the reference code, contain the issue number and a short title of the subject. Example for this document:

BRD-FWK-004-005-format-and-approval.doc

The beginning would allow for traceability and the short title to understand quickly what it is about.

8. Lay-out

Each document should be formatted as follows:

- Letter type: Times New Roman
- Colour: black (except the logo)
- Size:
 - Title (first page): **16 PNTS, BOLD, CAPITALS**
 - Header (first page): 10 PNTS, CAPITALS
 - Regular text: 12 pnts
 - Footer: 8 pnts

1st level paragraph title: **14 pnts, bold**

2nd level paragraph sub-title: 12 pnts, underlined

3rd level paragraph sub-title: 12 pnts

- Left margin: 24 – 36 pnts, capitals, vertical, grey

9. Templates / examples

Templates and examples can be downloaded from the ENFSI intranet (<https://epe.europol.europa.eu/group/enfsi/>).

10. Approval and routing

- The authority for the approval of ENFSI documents depends on the subject, the type of the document and the issuing entity. It is the responsibility of the issuing entity to ensure that the document goes through the appropriate stages. This table may serve as guidance.

Type of document	Approval authority	Issuing entity	Remarks
Statutory and Policy documents	Membership	Board	-
Policy statements	Membership	Board	-
Guidance documents	Board / SC's	Board / SC's	Depends on the subject or scope
Work instructions or manuals	SC's / WG's	SC's / WG's	Depends on the subject or scope
Project plans	Membership / Board / SC's / WG's	Board / SC's / WG's	Depends on the subject or scope
Annual reports	Membership	Board / SC's / WG's	-

SC = Standing Committee; WG = Working Group

- The documents sent for approval should have been circulated to relevant groups for comments (e.g. QCLG members). The group should have at least 2-3 weeks response time. This is to ensure a good status of the document within relevant groups and the ENFSI community.
- The issuing entity is permitted making linguistic and/or grammatical corrections in the document without formal approval of the authorising ENFSI body as long as the meaning of the document will not be changed. This does not apply to the Constitution. All amendments should be communicated to the membership.

11. Archive

After approval the document will be published on the ENFSI website.

The issuing entity (usually its secretary) will keep a record of the history of the documents (current status, historic versions, dates of issue, etc.).

12. Amendments against previous version

12-05-2016

Apart from small editorial changes following points have been amended:

Topic 2: The ENFSI constitution has been added as type of document which is excluded from the scope of application of this framework.

Topic 3: Under the fourth bullet point the formulation “issued by some WGs” has been deleted with the attempt to leave it open by whom BPM are issued.

Topic 4: Under the second bullet point the name document G-19 has been changed from “Guidance for forensic laboratories” into “Modules in a Forensic Science Process” which is the original name of it.

Topic 7: The filename example has been changed from “BRD-GEN-001-001” into “BRD-FWK-004-005”.

Topic 9: ENFSI website has been replaced by ENFSI intranet (<https://epe.europol.europa.eu/group/enfsi/>)

Appendix 1: Some abbreviations have been deleted (SC, WG, ANREP, MEM, ACR, COM, DOC, RFM, WPASS, ILAC, BPM, PT, CAP, VAL) as they are not in the scope of format and approval of ENFSI documents. The abbreviation RDSC has been added.

**THE LATEST VERSIONS OF ALL ENFSI DOCUMENTS CAN BE FOUND ON THE WEBSITE (www.enfsi.eu).
CHECK THE WEBSITE TO BE SURE THAT THIS VERSION IS THE LATEST!!**

Appendix 1

Examples of abbreviation letters used to identify documents related to specific subjects:

BRD	Board
QCC	Quality & Competence Committee (SC)
RDSC	Research & Development Steering Committee
EAFS	European Academy of Forensic Science
GEN	General
FWK	Framework
TOR	Terms of Reference

**ISSUING ENTITIES ARE REQUESTED TO LIMIT THE NUMBER OF DIFFERENT ABBREVIATIONS AS MUCH AS POSSIBLE.
THEY SHOULD ALSO AVOID CREATING NEW ABBREVIATIONS FOR ABBREVIATIONS THAT ALREADY EXIST.**