

Example 23

PROCEDURE FOR STRUCTURE AND RESPONSIBILITY	Form 23 Completed by: <u>Jeff Miller</u> Date: <u>3/10/00</u>								
Prepare a procedure to maintain the organizational structure and responsibility requirements.									
<p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #9: Structure And Responsibility</i> <i>Issue Date: March 10, 2000</i></p> <p><u>I. Purpose</u></p> <p><i>To provide a standard procedure to define the necessary roles and resources (human, technological, and financial) to facilitate effective EMS management and to ensure the effective implementation and control of the EMS System. Implementation of this procedure will ensure that the roles, responsibilities and authorities (with regard to EMS management and performance) are defined, documented and communicated.</i></p> <p><u>II. Definitions</u></p> <p><i>(none).</i></p> <p><u>III. Supporting Documents</u></p> <table data-bbox="162 955 1136 1102"><thead><tr><th><u>Document Identification</u></th><th><u>Title</u></th></tr></thead><tbody><tr><td><i>Form 2</i></td><td><i>EMS Team Member Roster</i></td></tr><tr><td><i>Form 21</i></td><td><i>Organizational Responsibilities</i></td></tr><tr><td><i>Form 22</i></td><td><i>Organizational Chart And Structure</i></td></tr></tbody></table> <p><u>IV. Procedure</u></p> <ol style="list-style-type: none"><i>Every March or April, Top Management will review and maintain Forms 21 and 22, Organizational Responsibilities and Organizational Chart And Structure, respectively.</i>		<u>Document Identification</u>	<u>Title</u>	<i>Form 2</i>	<i>EMS Team Member Roster</i>	<i>Form 21</i>	<i>Organizational Responsibilities</i>	<i>Form 22</i>	<i>Organizational Chart And Structure</i>
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