



SOG Format

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Revisions & Effective Date			
Letter	Description	Date	Prepared
A	New	01/01/2005	TAB

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Approved By: Keith Powell	Title: Chairman Standards Committee	Date: 07/01/2005
Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2005



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-103**
Date: **01/01/05**
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Revision: **A**

1.0 Purpose

- 1.1. To define a standard policy template to be used for standard Operating Guidelines, making each document uniform in appearance.

2.0 Outline

- 2.1. The document should have the paragraphs as listed below. However, some variations in this format are acceptable.

- Purpose
- Scope
- Responsibilities
- Definitions
- Requirements
- Associated Documents