



<b>Policy TITLE:</b>	<b>Creation and Use of Guidance</b>
<b>Policy NO.:</b>	<b>1-105</b>
<b>REVISION NO:</b>	<b>0.1</b>
<b>Program</b>	<b>Administration and Support</b>

<b>Policy Committee Approved Date:</b>	3-9-10
<b>TNI Board of Directors Endorsed Date:</b>	3-10-10
<b>POL Effective Date:</b>	4-1-10

#### I. PURPOSE AND APPLICABILITY

This policy provides guidelines for creating guidance, defines its scope, and establishes rules for its proper use. This policy applies to all TNI programs.

#### II. DEFINITIONS

Guidance is non-mandatory information, rendered in any medium intended for communication, which explains, illustrates, or summarizes a subject without imposing requirements, establishing policy, or becoming a standard operating procedure.

#### III. PROPER USE OF GUIDANCE

1. Guidance may be used to complement existing documents that specify requirements by providing examples, offering suggestions for implementation of requirements, or summarizing related or multiple processes in a single source. Guidance may facilitate the performance of an operating procedure or the execution of a mandated practice.
2. Guidance may not be used to create a requirement, or to modify, replace, or repeal an existing requirement. Guidance may not establish expectations of being applied or implemented universally. Guidance may not replace or be used in place of existing policies or standard operating procedures.

#### IV. DISCLAIMER

1. All published or disseminated guidance shall include a disclaimer to alert users that it is not mandatory, does not contain, except by reference, any direct or implied requirements that users must meet, and it is not the only manner in which users may achieve the intended goal of the guidance.
2. All TNI guidance shall make reference to its status as guidance by including the word "guidance" prominently as part of its title or in its cover.

3. All TNI guidance shall include the following disclaimer:

"This material represents the opinion of its authors. It is intended solely as guidance and does not include any mandatory requirements except where such requirements are referenced. This guidance does not establish expectations of being implemented universally, exclusively, in whole, or in part.

This guidance does not establish or affect legal rights or obligations and is not finally determinative of the issues it addresses. It does not create any rights enforceable by any party in litigation with TNI, its accreditation bodies, or affiliated institutions. Any decisions made by TNI regarding requirements addressed in this guidance will be made by applying the applicable standards, policies or procedures to the relevant facts.

Individuals that have questions about the applicability, scope, and use of this guidance may contact TNI at [www.nelac-institute.org](http://www.nelac-institute.org)."

**Policy Approved Changes**

Prev. Policy No.	New Policy No.	Date of Change	Description of Change
n/a	1-105 Rev 0.1	3-10-12	Update format.