Policy TITLE	Creating or Revising General Policies and Procedures for TNI
Policy NO.	1-100
Revision	1.1
Program	Administration

Committee Approved Date:	6/21/2024
Policy Committee Reviewed Date:	NA
TNI Board of Directors Endorsed Date:	7/10/2024
Policy Effective Date:	6/21/2024

I.   PURPOSE AND APPLICABILITY

This policy applies to the creation or revision of policies or Standard Operating Procedures (SOPs) that affect more than one TNI committee in more than one program.

II.   PRINCIPAL DRAFTERS

Under the direction of the TNI Board, the Policy Committee creates and revises general policies and SOPs that apply to more than one TNI committee. Other committees may develop a policy or SOP that could affect other committees, and in this case, would be the originating committee.

III.   COMMUNICATION WITH TNI COMMITTEES

The Policy Committee is responsible for communicating to the committees in Article IV on the development and revision of general policies and SOPs. For policies or SOPs developed by other committees, the originating committee is responsible for notifying any other applicable committee that could be impacted.

Any TNI committee may request the Policy Committee initiate a revision to an existing policy or SOP.

IV. APPROVAL

All general policies and SOPs developed by the Policy Committee must be provided to the Chairs of NELAP AC, all Executive Committees, and all Program Administrators for their review and comment before they become effective. All policies and SOPs developed by other committees must be provided to the Chair and Program Administrator of any impacted committee. All such policies and SOPs remain in a draft status until comments from other committees have been reviewed and considered, at which time the originating committee makes any necessary revisions and then votes to approve the document as Provisional as described in SOP 1-116.

V. CONFORMING CHANGES

If the Policy committee or Board of Directors adopts or approves a change that will affect any other Policy or SOP, the other document(s) need to be updated as a "conforming change." Such edits may be made by TNI staff without going through the normal review and approval process as long as the changes in noted in the Approved Changes section of the Policy or SOP and any affected committees are notified.

EXAMPLE: An approved change in a term in the Glossary would require a conforming change in all other documents that define this term.

Policy Approved Changes

Revision No.	Effective Date	Description of Change
0	1/31/08	
0.1	3/16/12	Update formatting.
0.2	10/6/17	Include revision as well as creation of policies
1.0	4/7/23	Revised to include communication and feedback from other TNI committees.
1.0	4/21/23	Clarified that this document is a draft until comments from other affected committees have been received.
1.1	6/21/23	Added section V on conforming changes