



<b>Policy TITLE:</b>	<b>Creation and Use of Guidance</b>
<b>Policy NO.:</b>	<b>1-105</b>
<b>REVISION NO:</b>	<b>0.3</b>
<b>Program</b>	<b>Administration</b>

<b>Policy Committee Approved Date:</b>	09/01/2023
<b>TNI Board of Directors Endorsed Date:</b>	09/13/2023
<b>POL Effective Date:</b>	09/01/2023

#### 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:** 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

**Disclaimer:** A specific statement included in all guidance alerting users about its purpose and application

#### 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 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.

2. 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."

V. Related Documents

SOP 1-105 Process for Creating Guidance  
SOP 3-114 Implementation Guidance

**Policy Approved Changes**

Revision No.	Effective Date	Description of Change
0	4/1/2010	New Document
0.1	3/10/2012	Update format.
0.2	4/20/2018	Approved with minor changes
0.3	9/1/2023	Added definition of disclaimer and revised disclaimer. Added SOP 3-114 to Related Documents. Revised Program to be Administration only.