

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **EXISTING FORMS TO BE REVISED**

**MP106.08 03/06 - R**

#### **PURPOSE**

The purpose of this procedure is to provide a standard for the revision and printing of an existing form.

#### **PROCESS**

In order to have an existing form revised and printed, the following steps must be taken:

1. The request originator completes a DSR (92-15D) providing a sample of the revised form and any instructions concerning the form.
  - A. If changes are minor, make changes in red ink on existing form. Change revision date.
  - B. If changes are major, type new form information on plain white paper and include form number and revision date.
2. Quantity amount needed (usually a one year supply).
3. Size of form.
4. Color and type of paper (NCR, carbon, card, or index).
5. Color of ink.
6. Padded, stapled, three hole punch.
7. Need by - completion date.
8. Index number.
9. Distribution instructions.
10. DSR signed by Deputy Chief or a Division Head.

Send the signed DSR and a sample of revised form to Information Services.

Information Services sends the form to the City Print Shop where a master is produced. A copy of the master is returned to Information Services. The master copy and a review slip (90-70.2D) are forwarded to the originator for review. Any changes are made in red ink by the originator on the master copy, which is returned to Information Services with the review slip "OK To Print" portion checked yes or no. Information Services sends the form to the City Print Shop to have the corrections typeset. This procedure is repeated as many times as necessary until the form is approved by the originator and the yes box on the review slip is checked. The form is then printed and stocked at Information Services.

A note should be made on the DSR indicating if the old stock is to be used until the supply is depleted or if the old stock is to be destroyed, and the new material distributed.