

**STANDARD OPERATING GUIDELINES**

**DELTA-CARDIFF  
VOLUNTEER  
FIRE COMPANY**

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S.O.G. E57-03      Revision: 1

SUBJECT: SOP Format

DIVISION: Ambulance

INITIAL DATE: 1 December 1995

EFFECTIVE DATE: 25 March 2002

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PURPOSE: To outline a standard format for all ambulance SOP's.

APPLICABLE TO: All EMS SOP's

AUTHORITY: DCVFC Ambulance Committee

1. The DCVFC Ambulance Division Standard Operating Procedures shall be written in the following format:
  - A. SOP: (Title of the SOP)
  - B. Purpose: (brief description of why the SOP is being written)
  - C. Applicable to: (states who or what the SOP applies to)
  - D. Effective Date: (date SOP goes into effect)
  - E. Original Date: (date SOP was first written)
  - F. Latest Revision: (date when SOP was last revised)
  - G. Per: (person or body authorizing SOP)
  - H. Approved by: (body approving SOP, ex., Board of Directors)
  - I. The SOP written in outline form.
  - J. Attachments.
  - K. Contain a number for cataloging purposes.

Approved: /s/ C. Glenn Feveryear  
Vice-President