

## Minutes of FTSC FAST and INSURV coordination meeting

1. A FTSC Fleet Assessment Support Tool (FAST) and INSURV coordination meeting was held on 4/29/03 to discuss extending FAST functionality as a common tool to support INSURV Inspections. The following were in attendance:

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2. Assumption: common processes exist between FTSC assessment visits and INSURV inspections which can be supported with the FAST Tool currently in use by FTSC.

3. Milestones and Objectives were established as follows:

- 1) Common Assessment Tool (Strait/Couch)
  - a. Demonstrate FAST tool ready for transition from PRISMS
  - b. Demo via MI in which FAST prototype run concurrent with PRISMS
- 2) Common Assessment Procedures (Hamlett/Kiser)
  - a. MI, C5RA/HMERA "check sheets" based upon same procedures (source documents)
  - b. MI procedures not in scope of HMERA/C5RA documented in procedure library
  - c. All catalog elements pertinent to MI's "flagged"
- 3) SOP: MOU formalizing (Hamlett/Christensen)
  - a. Integrated key-event timeline
  - b. Info-exchange requirements
- 4) Standard Statements/EOC (TBD/TBD)

4. First Cut - POA&M

- 1) Out brief INSURV COS – 4/30/03
- 2) Establish Distribution list – 4/30/03
- 3) Create INSURV Folder on FTSC Summit History Log – 4/30/03
- 4) Install FAST tool on INSURV computers – 5/1/03
- 5) Observe INSURV MI processes – 5/12/03 – 5/14/03
- 6) Provide INSURV Demo – 5/15/03
- 7) Identify INSURV Requirements – 5/30/03
- 8) Review Prisms – 6/5/03
- 9) Reassess Requirements & due date – workflow representation FAST INSURV Module & PRISMS – 6/5/03
- 10) Develop INSURV Module to FAST tool – 6/1/03-7/15/03
- 11) Beta Test 21 July
- 12) FAST INSURV Module ready for Sept 2003 STANCO

5. INSURV Inspection process

