

MEETING MINUTES  
FROM  
3/10/30 PROCEDURES MEETING

**NOT IN THE ORDER THEY OCCURRED.**

Attendees: Christ Christensen, Greg Ellson, Sherrill Steed, Tony Denoble, Paul Chapman, Ross Vierra, Bill O'Biren, Mark Kiser.

1. The first item of business – nomenclature – there was a lot of confusion during the meeting and we agreed to the following nomenclatures:

TEST LIST – this is a list of the equipments and the assessment procedures used.

TEST PLAN – this is a Microsoft project file that shows the equipments, the procedures, and a sequence of events with durations.

TEST PACKAGE – this is the actual procedure document to be used during the assessment. The package will contain only those documents that are not expected to be available on the ship during the visit (non-MRC and non-Tech manual procedures). It will be the tech codes responsibility to ensure the appropriate number of copies of the procedure are available to the FSEs.

2. There was not a process in place/defined when we distributed the procedures for McFaul, and there was not a process in place/defined for the collection/ review/ processing of feedbacks from the deckplate validation of the procedures. It was decided that 4100 reps will meet with each of the 4300 branch heads to obtain the copies of the McFaul procedures and the mark-ups, and will get with Greg Ellson to obtain the 4200 procedures. For the upcoming visit on USS Stout, the decision was made that 4100 would provide the procedures list for the Stout. They will also provide the test package of the procedures for Stout that were not used on the McFaul, and a copy of the marked-up procedures from McFaul if they apply to Stout. It was determined that since the McFaul visit just ended 7 Mar, and the Stout visit starts 17 Mar, there was insufficient time to process the feedbacks from the McFaul visit and we did not want to give the FSEs the same unvalidated procedures they just finished using on McFaul.

3. It was agreed that a process map will be developed and provided for review showing the test list/test package distribution process, and the test procedure feedback/revision process. 4100 will develop and provide.

4. There will be a pre-visit kick-off meeting for USS Stout in the A&B conference room @ 0800 3/14 to discuss the procedures, the validation process, and the test plan process.

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5. 4100 is attempting to gain access to the electronic SRFs that apply to the HM&E 800 series MIP procedures. These will be associated with the procedure and stored on the LAN for future use.
6. It was agreed to do a quick review of the procedure list for the CG 72 and the test procedures for CG 72 would be placed on the LAN for review, in support of sending a CG 73 procedure list to FTSCPAC in support of their assessment visit. This review is to be completed by 24 Mar to support a timely listing to FTSCPAC.
7. It was decided that the tech codes are supposed to be using these procedures on all assessment visits commencing now. The process of providing the procedure list and access to the test package on the LAN would commence in support of the USS Gonzalez DDG-66 and USS Nicholas FFG-47, both visits are currently scheduled to start 4/21/03.
8. 4100 will start providing this same information for all future visits IAW the following timeline: 7 weeks prior to the start of the visit the procedure list and test package will be made available with a reply no later than date of 3 weeks later. This will provide 3 weeks for 4100 to process the new procedures and update the procedure list. The test package will be provided to the tech codes no later than 1 week prior to the start of the visit. It was requested that 4100 provide the procedure lists for all ships scheduled for 3<sup>rd</sup> quarter fy 2003 so that the tech codes can work them as time permits. 4100 will provide a deadline date, but each code can work them as time permits and submit earlier than the deadline, but not later than the deadline.
9. As stated above, a process map will be developed to outline the procedure feedback / review process. The FSEs are to provide their feedback and any marked up copies of procedures to the Branch head for review and the branch head will provide these to 4100 for processing.