

MEETING MINUTES  
FROM  
4/14/03 PROCEDURES MEETING

**NOT IN THE ORDER THEY OCCURRED.**

Attendees: Christ Christensen, Sherrill Steed, Dave Monington, Mike Reagan, Paul Chapman, Bill O'Brien, Rob Walter, Marty Stones, Mark Kiser.

1. The majority of the meeting was consumed by the discussion on the procedure development process and the guidelines required to ensure that all personnel involved in the development of the procedures have the same understanding of the guidelines.
2. Some of the action items from the meeting not involving the above are:
  - a. The database and all procedures lists and ship folders will reside in a central location for access by the tech codes. – S:\4100\procedures – the database resides there, there is or will be a folder for each ship that will contain the procedures list, the actual procedures that are not resident in the PMS database, and any test plans developed by 4100 for the C5RA &HM&ERAvsits.
  - b. Database provide the ability for each branch to see the procedures by branch, by ship, by system, and/or by equipment – being worked now, majority of functionality already in place.
  - c. Database able to provide information to include FTSC procedure numbers for internal use and only provide FTSC procedure numbers when no other number exists for external use – ability exists now for inside and outside procedure list reports.
3. Dave Monington provided information on the development of MIPs and modifying MRCs to include scheduling notes to make current MRCs work for our assessment requirements. He has been tasked with developing the guidelines for procedure development and providing that guidance to all personnel involved in the development of procedures.
4. Items to be discussed in the next meeting – 4/21/03:
  - a. Continue review of procedures mapping and process document
  - b. Discuss the feedback process and include as part of above document.