

MEETING MINUTES
FROM
4/21/03 PROCEDURES MEETING

NOT IN THE ORDER THEY OCCURRED.

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

1. We reviewed the minutes from the previous meeting, no exceptions or corrections were noted.
2. A discussion of test plans and test plan development was led by Christ Chistensen. Basics were covered. It was decided that more detail and a sample was required. To be part of the next meeting agenda.
3. It was requested that the latest version of the database, process maps, presentations and procedures be placed on the S drive. Done, all are on the S drive in the 4100\PROCEDURES folder.
4. Discussion was held concerning MRCs and MIPs, and it looks like the best approach is to establish assessment MIPs for use by FTSC for the assessment procedures. We can use "preliminary" procedures during the review and approval process.
5. Dave Monington is working on the procedure development guidelines, and will present these to the group for review.
6. We will be adding the INSURV review process to the procedures process map document.
7. It was also advised that we will start populating the procedures list with assessment documents for the systems and equipments typically assessed on AOE, ARS, AGF & LCC ship classes. The initial cataloging to be completed by 31 Aug. There is a visit upcoming on an AOE & an ARS in the near future, and these will be accomplished first. The development of procedures for these ships is not required at this time, only a list of the documents that are currently being used, regardless of format. If there is not a written procedure for a specific equipment that will be noted and we will move on to procedure development only after the guidelines are approved and implemented.
8. It was requested that we include guidelines for the information expected when an equipment/procedure list is sent out for review/correction to include what data elements are required to identify the assessment documents. These elements have been identified on page 9 of Rev. 8 of the Common Assessment Procedures Process Map.
9. The next meeting will be held on 5 May. The Agenda is as follows:
 - a. Review of minutes from 4/21/03 by Mark Kiser(5 Min.)
 - b. Short review of test plan and test plan process by Christ Christensen (25 Min.)
 - c. Review of procedure development guidelines by Dave Monington (50 Min.)