

MEETING MINUTES  
FROM  
CINCO DE MAYO 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, Timm Smith, Ross Vierra.

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 and Timm Smith. Basics were covered. A demonstration was provided of the DDG 51 class generic and the USS Gonzalez actual.
3. Dave Monington is working on the procedure development guidelines, and presented two documents to the group and would follow up with an electronic copy via email. The documents discussed the development of new procedures or converting existing Non-MRC procedures into MRC format. These were given to the group for review. An additional document will be provided to cover the process for using procedures that are already in MRC format to include how to identify which portions of the MRC are to be used for assessment purposes.
4. We will be adding the INSURV review process to the procedures process map document.
5. 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.
6. 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 in item 3 on page 9 of Rev. 9 of the Common Assessment Procedures Process Map. (located on the S drive)
7. The Procedures database team is working on a process that will allow assignment of a unique number to each MRC provided while still retaining the relationship of the MRC to an existing FTSC procedure when there is more than one MRC used as part of that FTSC procedure. At the same time, the tech codes need to start identifying which parts of the MRCs are actually being used to conduct the assessment.
8. The next meeting will be held on 12 May, Tony Denoble will notify you of location. The Agenda is as follows:
  - a. Review of minutes from 5/5/03 (5 min)
  - b. Review of procedure development guidelines by Dave Monington (50 Min.)
  - c. Discussion of process that will allow assignment of a unique number to each MRC provided while still retaining the relationship of the MRC to an existing FTSC procedure when there is more than one MRC used as part of that FTSC procedure by Tony Denoble (30 min.)