

Scheduled Maintenance Pre-trip Coordination Meeting

Procedure Number: SOP 3.2.3.5 (E28)

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1. **Title** Scheduled Maintenance Pre-trip Coordination Meeting

2. **Purpose**

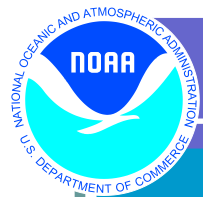
This Standard Operating Procedure (SOP) is needed to help the Configuration and Operational Engineering Team (COET) members prepare for and lead a pre-trip coordination meeting with field crewmembers and CIL/SIL prior to stations being visited for scheduled maintenance (SM). Before convening for this meeting, COET will need to gather information on the station(s) that will be visited by FOD (or contractor) during the upcoming maintenance trip.

3. **Background/History**

COET, FOD (or field contract company), and CIL/SIL are required to meet at least 3-4 weeks before field crews perform SM inspections to CO-OPS maintained stations. During the meeting, COET will work with field crewmembers to review the Project Instructions, leveling requirements, data quality issues, and any outstanding JIRA OPS tickets in hopes of refining station requirements and performing the most efficient station inspections.

4. **Scope/Applicability**

This SOP provides guidance to COET since the responsibility of gathering crucial information to properly inform CIL/SIL, FOD and IDIQ Contractors of station requirements resides with COET. This SOP is applicable to COET, FOD, DMAT, CIL/SIL, DPT, DT, UST, EC Coordinator, and IDIQ Contractors along with the corresponding COR/TR. Upon a request from COET, the divisions/teams mentioned will provide input (if any) to COET regarding data quality and/or station equipment issues to be addressed during the scheduled maintenance of the station.



5. Main Processes

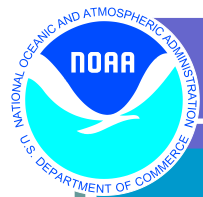
According to the Field Operation Division Maintenance Support section of the Standing Project Instructions document, the designated field crew chief, Technical Representative (TR) or Contracting Officer's Representative (COR), for an upcoming maintenance trip shall request a pre-trip meeting with COET:

- (a) to occur at least 30 calendar days prior to the scheduled SM date for FOD maintained stations, and 45 calendar days prior to the scheduled SM date for all IDIQ contractor maintained stations or as listed in the Tasks; and
- (b) with at least 10 business days prior to the meeting to allow for preparation time for COET to gather and document any additional requirements identified after the publishing the current FY Project Instructions,
- (c) At least 90 days prior to the scheduled installation date of all new NWLON stations.

After receiving the request, COET will propose a day and time to conduct the meeting for SMs to be conducted by FOD. Meetings to discuss SMs for the IDIQ contractors shall be proposed by the IDIQ contracted and agreed upon by the COR/TR to ensure that all required parties will be available. Once a time frame is agreed upon, COET will create a calendar invite for the date/time with members of the field crew performing the work, the FOD regional team lead, the appropriate lab (CIL or SIL), the TR and COR (if applicable) and all members of COET.

To supplement requirements/comments already listed in the Dynamic Project Instructions (DPIs), COET will contact DMAT, DT, DPT, UST and the EC Coordinator inquiring about any additional information/items to be discussed during the meeting, including outstanding JIRA OPS tickets and/or the need to download the data from the DCP to fill any existing data gaps. COET will provide a deadline to submit information 2 days prior to the meeting to allow COET to review the comments. COET will gather the current year's Project Instructions, a minimum 10 year stability analysis report (up to 2 epochs if possible), previous year station site report, and the bench mark diagram (sketch) for the stations that are planned to be visited. If the teams requested information from do not respond or provide any of the requested, COET shall check for any open Jira tickets.

COET will take notes during the meeting and after the meeting, document the notes in the SM checklist (which has been provided by FOD prior to the meeting). COET will also update the DPIs with any additional requirements developed during the meeting and then update the project instruction section in eSite. In the event station requirements from the Project Instructions are waived during the meetings due to budget/time constraints or other documented reasons, COET will rely on the notes taken during the meeting to perform station documentation evaluations. These requirements will be flagged as such in the SM checklist.



6. Detailed Sub-Processes/Checklists

The following actions must be completed once FOD and COET schedule the date and time for the pre-trip coordination meeting.

FOD will fill out the first page of the SM checklist with support from CIL/SIL to update the noted sections with necessary DCP and transmission information. Once this information is gathered, FOD will send the checklist to COET for discussion during the pre-trip meeting. The checklist with the first page filled out should be provided to COET at least 24 hours in advance of the meeting.

In the event that FOD does not send the checklist(s) for the pre-trip meeting before the scheduled date, COET will attend the meeting but will not send notes back to FOD until the checklists have been provided to COET. COET will inform FOD that the checklists have not been submitted.

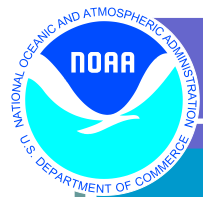
For meetings to discuss SMs conducted by IDIQ contractors, the TR shall complete the front page of the SM checklist, including working with the appropriate instrument lab prior to submitting to COET before the meeting. The TR should also provide a copy of the project instructions to the IDIQ contractor prior to the meeting to ensure that the contractor has had ample time to review the requirements and be able to ask questions or raise concerns about items out of scope of the contract.

Prior to the meeting, all parties are expected to have read through the DPIs and come prepared with questions/comments/concerns about the requirements. Should any requirements not be able to be completed, the parties should be ready to identify the requirements and provide an explanation of why the requirement cannot be met.

Prior to the meeting COET will contact DMAT, DPT, DT, and CIL/SIL and ask if any outstanding operational issues need to be addressed during the SM. The COET representative will collect and add any outstanding operational issues that need to be discussed to the Notes section of the scheduled maintenance checklist and the DPIs.

COET will then prepare and have ready for the meeting:

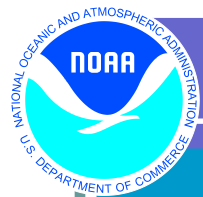
- **Stability Analysis Report-** The stability analysis report is generated via Water Level Processing Interface (WALI) web tool. This report is needed to identify unstable bench marks within a network and to determine which benchmarks have not been hit in the past two years or which marks need additional history to determine stability. A minimum of 10 years should be included in the report, but up to 2 epochs, if data is available, is recommended. COET will use this report to advise field crews which marks should be included in the level run. COET should ensure that it has a copy with the COET member during the meeting or the capabilities of running it again during the meeting.



- Bench Mark Diagram (Sketch) - COET will gather the most recent Bench Mark Diagram (Sketch) for the meeting. This document along with leveling history from the Stability Report will guide COET to instruct the field crew which bench marks are best to include in the leveling run during the SM. The most recent KML file, or by running the all marks web tool via WinDesc is also acceptable.
- Site Report - COET will ensure they have access to eSite and/or the Station Files drive during the meeting to access prior reports. These document can be used to review previous SM's and to review work requests from the previous station visits.

During the meeting, the COET representative will go through each station and ask the field personnel for any questions/comments/concerns in order to provide additional information. Should the COET representative not be able to answer the question during the meeting, they will inform the crew when COET will provide the answer. The answer will generally be provided with the notes in the SM checklist, but may be provided prior to the distribution of the notes within the SM checklist if the answer will result in the field personnel determining if the requirement can then be met. The COET representative will then confirm what requirements will be met by the personnel and document any requirements that will not be met, along with an explanation. After a review of the requirements, the COET representative will inform the field personnel which marks must be included in the level run (provided they are not already listed in the DPIs) and then discuss and agree upon the leveling path/order the crew will complete. The crew will be asked to provide information if the station will have a dive conducted, and if a dive is due but cannot be done, the crew will need to provide the reason as to why it cannot be done during the upcoming visit. The COET representative will also discuss if a GPS session is needed during the visit and confirm with the field crew if it will be completed or not. Finally, during the meeting, COET or the Environmental Compliance coordinator will provide a reminder, if necessary, of environmental compliance requirements to be followed while on site.

After the meeting, the COET representative will compile the notes and add them to the notes section at the bottom of page 1 of the SM checklists. The representative will then distribute the updated SM checklists out to the attendees of the meeting. The updated SM checklists will be distributed within 5 business days of the meeting. Prior to distribution of the checklists, COET will ensure that any additional requirements discussed during the meeting are added to the DPIs. The COET representative will also ensure that the project instructions have been loaded into eSite.



7. Quality Assurance/Control

In the event the regional COET representative for the stations to be discussed in the meeting is unavailable to attend or gather the required documentation/information, a backup COET representative will assume responsibility and gather the documents noted in Step 6. The backup COET representative shall also take the necessary notes from the meeting and generate an email informing the attendees of the agreed upon amendments to the Dynamic Project Instructions.

8. Management/Responsibility

Responsibility for updating this SOP resides with COET.

9. CO-OPS Groups

COET	Configuration & Operational Engineering Team
COR	Contracting Officer's Representative
TR	Technical Representative
OD	Oceanographic Division
DMAT	Data Monitoring Assessment Team
CIL	Chesapeake Instrument Lab
SIL	Seattle Instrument Lab
DPT	Data Processing Team
DT	Datums Team
UST	User Services Team
FOD	Field Operations Division
EC	Environmental Compliance