DP FMEA GAP ANALYSIS — FIELD AIDE-MÉMOIRE

Set the basis, assess one criterion at a time, and preserve the evidence chain

1 BEFORE THE REVIEW

1. Open a controlled working copy; confirm vessel/FMEA identity and assessment scope.
2. Complete VESSEL OVERVIEW: Class, DP2/DP3, bus mode, AC/DC, specialist systems, WCFDI/WCF and configurations.
3. Populate DOCUMENT REGISTER with exact identity, revision, status, issuer, locator and use.
4. Confirm governing sources/editions in REFERENCE REGISTER; label non-governing comparators.
5. Choose Data > Reapply; use the Relevant slicer to select Yes, then use the remaining slicers as the review queue.

2 FOR EVERY CRITERION

1. Read Criterion ID, review point, applies-when rule and Reference IDs.
2. Confirm applicability to the stated vessel and configuration; justify every Not applicable.
3. Record the exact FMEA section/page/table/row/test reference.
4. Cross-check the claim against controlled drawings, settings, calculations, inspection and executed test evidence.
5. Trace failure → dependencies/common cause → surviving configuration → DP effect → WCFDI/WCF → detection/recovery → validation.
6. If evidence is insufficient: Unable to verify and state exactly what is missing.
7. Judge Sufficiently / Partially / Not covered; record concise evidence reasoning and any gap/concern.
8. Check the finding; stored Finding ID and Criterion ID are locked. Sheets are protected: sorting is off; filters, Reapply and slicers work.

3 OUTCOMES AND PRIORITY

Outcome	Factor	Use
Sufficiently covered	1.0	Green — adequate and substantiated
Partially covered	0.5	Yellow — material elements incomplete
Not covered	0.0	Red — absent, incorrect or contradicted
Unable to verify	0.0	Blue — evidence insufficient
Not applicable	—	Grey - reviewed; not scored
Not assessed	—	White — work not yet done

Weighting

Critical	1.00	May exceed WCFDI / defeat redundancy
Major	0.75	May equal WCFDI / weaken fault tolerance
Minor	0.50	Technical completeness / verification
Documentation	0.10	Administrative; no direct consequence

FAIL-SAFE APPLICABILITY

Blank or To confirm keeps potentially relevant criteria visible. Resolve uncertainty with evidence; do not use No/NA to reduce the list.

NEVER READ THE SCORE ALONE

A high score can coexist with one unacceptable WCFDI gap. Read Major Findings, UTV, workstream hotspots and closure together.

FINDINGS, CLOSURE AND ISSUE GATE

A finding is complete only when consequence, action, ownership and accepted evidence are recorded

4 GAP-TO-CLOSURE PATHWAY

1 Define gap

Missing / incorrect / unverified element and basis

2 Explain consequence

Propagation, DP effect and WCFDI/WCF relationship

3 Specify action

Revise, inspect, calculate, test, configure or restrict

4 Assign control

Owner, target, status, dependencies and authority interfaces

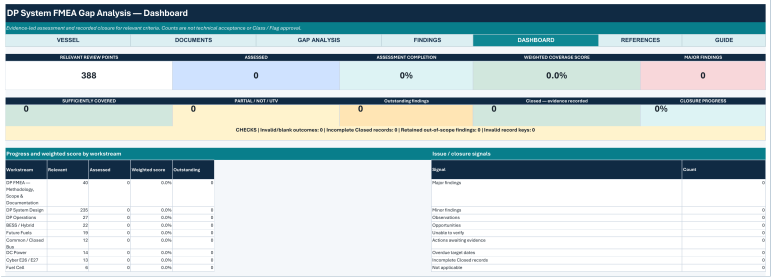
5 Submit evidence

Controlled revision, results, inspection and test record

6 Independent acceptance

Original criterion met for every affected mode

5 READ THE DASHBOARD IN ORDER



1 Scope	Relevant review points and correct configuration basis.
2 Progress	Defined results incl. justified NA; blanks/invalids unassessed.
3 Coverage	Weighted score and outcome mix.
4 Risk	Major Findings, UTV and workstream hotspots.
5 Closure	Relevant findings; retained out-of-scope history is separate.

Write the finding so another practitioner can close it

Evidence + criterion	Exact FMEA locator; controlled evidence; Criterion ID and verified source basis.
Gap	What is absent, incorrect, inconsistent or unverified — no vague 'review required'.
DP / WCFDI consequence	Propagation and affected mode; station-keeping effect; equals/exceeds/unknown vs WCFDI.
Recommendation	Measurable action plus required acceptance evidence and any MOC/Class/Flag/client interface.
Closure	Independent reviewer confirms original criterion for every affected mode; reviewer/date recorded.

Issue gate — all must be explicit

- Vessel/FMEA identity, configuration and WCFDI basis confirmed.
- Every relevant criterion assessed; NA justified; UTV disclosed.
- Governing source editions/clauses verified and limitations visible.
- Every Major Finding and material UTV independently challenged.
- Closed findings have accepted evidence, reviewer and date.
- Dashboard reconciles with filtered Gap Analysis and Findings Register.
- Issue status, reviewer, review date and decision/report note completed.
- Export filters, file name, revision/date and output scope checked.

CLOSED ≠ OWNER SAYS COMPLETE

Closed is counted only with closure evidence, reviewer and a valid date. Missing fields remain open and flagged. The fields do not prove technical acceptance: the independent consultant must verify the evidence.

CONTROLLED OUTPUT

The live workbook is the assessment record. PDF, Word, PowerPoint and extracted Excel files are snapshots; re-export after any basis, evidence, assessment, finding or closure change.