

INSTRUCTION	NUMBER: PPS-I-2012
	DATE: 04-01-19
	REVISION: 1

SUBJECT **Utilization of Protective Systems Daily Impairment Automation
Software Application**

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PURPOSE

The purpose of this instruction is to comply with Contract # NNK08OC01C and Data Requirements Document (DRD) 2.0.2. This instruction provides a daily report of the operational status of Protective Systems which are assigned to the Institutional Services Contract (ISC).

SCOPE AND APPLICABILITY

The scope of this instruction is to provide instructions for initiating and distributing Protective Systems Daily Impairment Logs and Reports utilizing Protective Systems Impairment Notification (PSIN) application resident in the BOSS Portal environment. Inclusive within the report is information reflecting individual operational status of the following systems: Fire Alarm, Fire Suppression, Electronic Security Systems, Traffic Management and Tornado Area Warning systems located on Kennedy Space Center (KSC). This instruction is applicable to all of BOSS KSC Protective Systems.

Note: If the PSIN application is unavailable. Impairment initiation and distribution shall be conducted in accordance with procedure PPS-P-0001 'Protective Systems Impairment Notification Process' utilizing KSC Form 28-830V2 NS 'Protective Systems Impairment Notification (PSIN) Scheduled/Unscheduled Coordination Request' and FAX for notification distribution.

PROCESS

1. IMPAIRMENT INITIATION

- 1.1 The initiator, supervisor or system maintenance engineer will access the PSIN application via the following:
- BOSS Home Page through the BOSS Portal (Figure 1) or
 - <http://iscportal/default.aspx> (Figure 2).

Figure 1: BOSS Home Page Site Selection

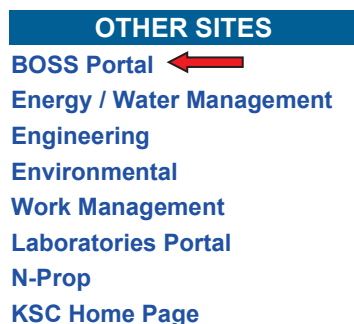
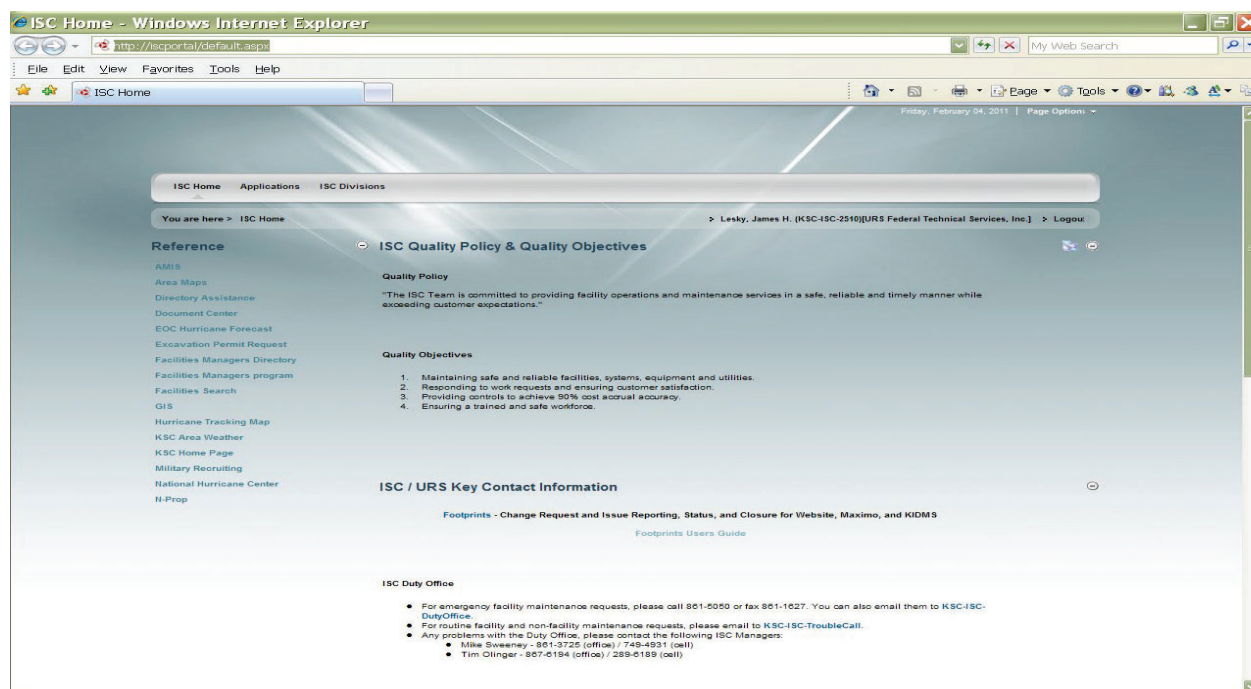


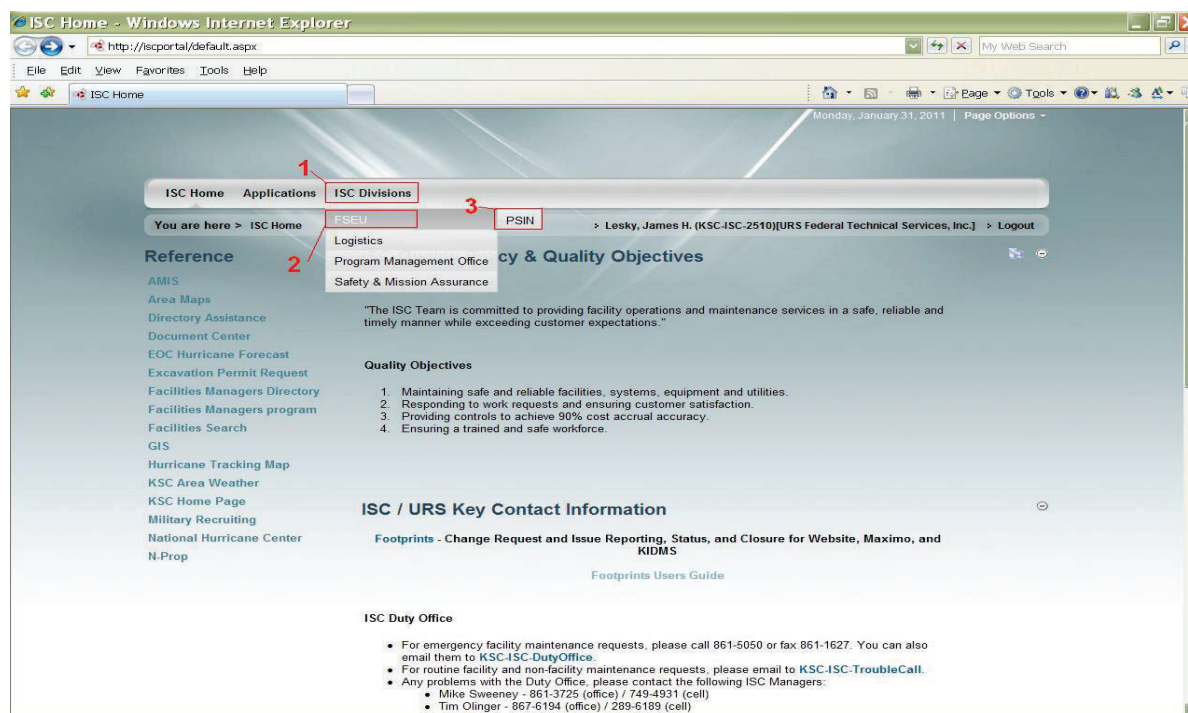
Figure 2: BOSS Portal Home Page



1.2 Place cursor over 'BOSS DIVISIONS', move down to 'FSEU' and right to 'PSIN' and click mouse button' Ref Figure 3 Steps 1, 2, & 3.

Note: If PSIN does not appear (Step 3), then permission has not been granted.
Contact your Division Manager if permission is required.

Figure 3: BOSS Portal Home Page



- 1.3 Fill in ALL applicable information. Selection of 'OTHER' in dropdown selection fields allows for specific information to be inserted into the field (Figure 4).
 - 1.4 Print completed form prior to submitting (Figure 4) and attach to the associated work order.
 - 1.5 Upon Completion select the 'Submit' button (1).
- Note: The impairment information is automatically distributed to the following organizations: Protective Services Control Center (PSCC), Authority Having Jurisdiction (AHJ), BOSS Duty Office, PSIN distribution and added to the PSIN database.
- 1.6 Selection of the 'RESET' button (2) will clear all fields and redisplay a blank form.
 - 1.7 Close the application or select another action from the screen banner.

Figure 4: PSIN Input Screen

Home Page - Windows Internet Explorer
http://ksciscsv04/psin/

File Edit View Favorites Tools Help

Home Page

REQUEST FORM

TO: Duty Office, Mission Support Office, AJH, Fire Systems Engineering, PSCC
FROM: Protective Systems

Facility:* Location: WON #:
From:* To: Shift:* --Select--
System Type:* --Select-- Work Type:* --Select-- Task:* --Select--
Equip Status:* --Select-- Disabled Devices:* --Select--

Work Description:*

Bell Required? ☐ HVAC Impact? ☐ SUPPORT - Contractor: System:

OTHER JOBS TO BE WORKED WITH ABOVE:
WAD No: WAD Bell? ☐

Work Description:

COMPLETE FOR UNSCHEDULED SYSTEM IMPAIRMENT ONLY:
Breakdown Date: Time:
Cause:

SYSTEM ENGINEER NOTIFICATION - MUST BE COMPLETED BY END OF SHIFT:
Engineer:* --Select-- Date:* Time:*

PSCC: NOTIFY AS APPLICABLE **DUTY OFFICE: NOTIFICATION**
Fire Department ☐ Watch Commander ☐ Facility Manager ☐ Other:

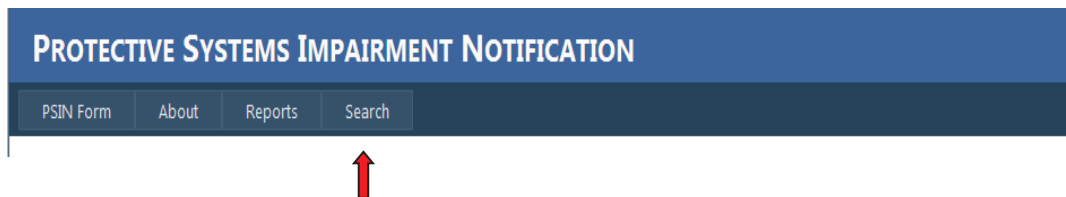
ALARM TECH/PLUMBER NOTIFIED THE FOLLOWING:
Supervisor Name: --Select-- Date: Time:
Facility Manager: Date: Time: ☐ N/A
Requestor: Lesky, James H.

1 **2**

2. SEARCH FUNCTION

- 2.1. From the PSIN Form screen banner select 'Search' (Figure 5). Records may be viewed and edited from this section of the application.

Figure 5: Application Selection Banner



- 2.2. To search for record(s), complete one of the following:

- Utilize the drop down fields to select a specific record (Figure 6 & 7) then click the 'SEARCH' button (1).
- Utilize the 'VIEW ALL' button (2) to display all records (Figure 6).
- Utilize the 'RESET' button (3) to clear the fields.

Figure 6: PSIN Search Screen

The image shows the 'PSIN Search Screen'. At the top is a banner for 'PROTECTIVE SYSTEMS IMPAIRMENT NOTIFICATION' with a navigation bar containing 'PSIN Form', 'About', 'Reports', and 'Search'. Below the banner is a section titled 'SEARCH'. It contains four dropdown menus: 'Facility Number', 'WON', 'System Type', and 'Equipment Status'. At the bottom are three buttons: 'SEARCH', 'VIEW ALL', and 'RESET'. Red arrows labeled 1, 2, and 3 point to the 'SEARCH', 'VIEW ALL', and 'RESET' buttons respectively.

Figure 7: Facility Search Dropdown Selection

The screenshot shows a web application interface for searching facilities. It features a header bar with a blue background. On the left, there are two labels: 'Facility Number:' and 'System Type:'. The 'Facility Number' field is a text input with a dropdown arrow. The 'System Type' field is a dropdown menu that is currently open, displaying a list of system types. To the right of the header bar, there are two more labels: 'WON:' and 'Equipment Status:'. Both are followed by text input fields with dropdown arrows. Below the header bar, there are three buttons: 'Search', 'View All', and 'Reset'.

Facility Number: [Text Input with Dropdown Arrow]

System Type: [Dropdown Menu]

WON: [Text Input with Dropdown Arrow]

Equipment Status: [Text Input with Dropdown Arrow]

Buttons: Search, View All, Reset

System Type List:

- K6-900
- 01039
- 01040A
- 01042
- 15607
- 60425
- CLV- ML
- J6-1924
- J7-0688
- J7-132A
- J7-243B
- J7-337
- J7-583
- K6-1091
- K6-1096
- K6-1145
- K6-1148
- K6-1193
- K6-1547
- K6-1547 F
- K6-1996
- K6-309
- K6-416
- K6-494
- K6-495
- K6-743
- K6-848B
- K6-848E
- K6-848K

2.3. The selected record(s) will be displayed (Figure 8).

Figure 8: PSIN Record Display

UPDATE

ID	Facility	WON	START DATE	END DATE	STATUS	WORK TYPE	SYSTEM TYPE	DEVICES	DESCRIPTION	CLOSE DATE	Edit
346	M7-1357	PSIN	11/15/10		Return To Service	Scheduled	Fire Alarm	Smoke Detectors	Safe smoke detection in Rm 148 for under floor work	02/16/11	Edit

3. RECORD EDITING

3.1. Edit a record by selecting the underlined '[Edit](#)' at the end of the record field (Figure 9).

Figure 9: PSIN Record Display

UPDATE

ID	Facility	WON	START DATE	END DATE	STATUS	WORK TYPE	SYSTEM TYPE	DEVICES	DESCRIPTION	CLOSE DATE	
346	M7-1357	PSIN	11/15/10		Return To Service	Scheduled	Fire Alarm	Smoke Detectors	Safe smoke detection in Rm 148 for under floor work	02/16/11	Edit

- 3.2. Edits may be typed or made via the drop down fields (Figure 10).
- 3.3. If closing the impairment, select 'Returned to Service' under the 'STATUS' field (Figure 10).

Note: The close date will be entered automatically in 'CLOSE DATE' field when 'UPDATE' is selected.
- 3.4. The record can now be updated or cancelled by selecting either the 'Update' (1) or 'Cancel' (2) field (Figure 10).

Figure 10: PSIN Record Edit Screen

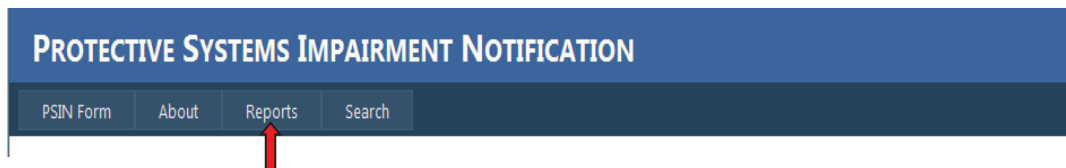
- 3.5. Close the application or select another action from the screen banner.

4. REPORT VIEWING AND PRINTING

The Daily Report is an automated function of the application software and distributed to specific organizations and individuals via the base wide KSC Email application.

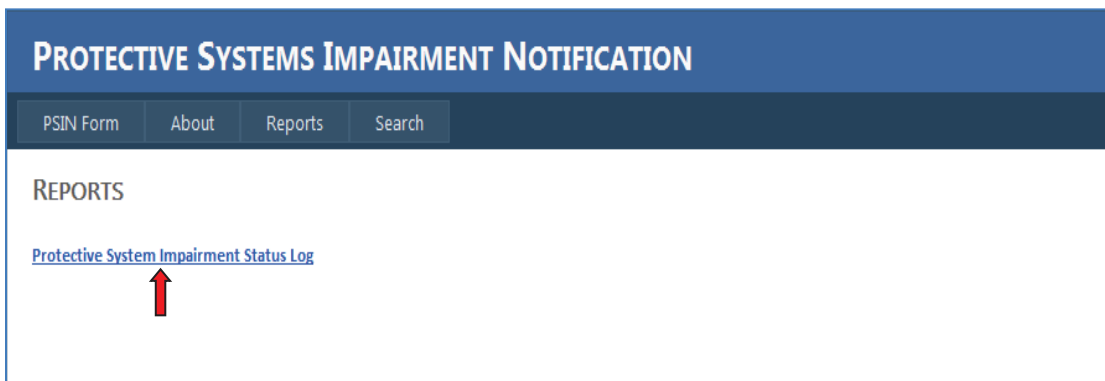
- 4.1. To view the report select 'Report' tab on the screen banner (Figure 11).

Figure 11: PSIN Application Selection Banner



- 4.2. Select Link (Figure 12).

Figure 12: Application Report Selection Screen



Note: The report is a VIEW ONLY screen available to BOSS Portal authorized personnel. New Impairment will be displayed in RED. Returned to Service are displayed in GREEN and will remain on the report for two days after closure.

- 4.3. To print the report, select the desired format from the drop down field (1) i.e. Excel, Word or PDF and then select the 'Export' function (2) (Figure 13).

Figure 13: PSIN Daily Report Preview Screen

PROTECTIVE SYSTEM IMPAIRMENT STATUS LOG
Mar 21, 2011

Items listed pertain to URS assigned systems only - CONTACT URS Protective Systems at 861-6334

LONG TERM ECD's are projected dates that are not determined and or set by URS Protective Systems. Facilities that have one or more Fire Alarm and/or Fire Suppression Systems out of service are listed below. Applicable systems impairment and occupant notifications have been made. Information is based on real-time update from URS shops in accordance with Protective Systems procedure PPS-1-0007. POC: KSC - Ed Byczek

CFMS Long Term

FACILITY	IMPACT/STATUS	ECD	START	WON	COMMENTS
K6-1193	Partially Disabled		1/8/11	E1104949	Secondary 2120 Removed from service due to memory failure - NO REDUNDANT CFMS at K6-1193 (VABR) Primary is operations!

Fire Alarm Long Term

FACILITY	IMPACT/STATUS	ECD	START	WON	COMMENTS
J6-1924	Partially Disabled		3/14/11	E1119979	M1-16 THRU 37 SECURED FOR FACILITY MODS
J7-337	Partially Disabled		3/19/10	E1150882	SAFE PTCR SMOKE AND PA SYS FOR MODS
K7-416/B	Out Of Service		1/12/11	E1089807	BUILDING DEMO
M5-1695	Partially Disabled		1/1/11	00190786	SAFE M5-1695, M5-791, M5-1547, M5-1543, M5-1494 FACILITY MODS
M7-355	Partially Disabled		3/17/11	E1203902	1200 W SUPPORT FACILITY MODIFICATIONS -ADESSA
M7-407	Out Of Service	3/20/11	1/20/11	E1154324	SIMPLEX MODS
M7-409	Out Of Service	6/30/11	1/1/11	10550953	SIMPLEX MODS - WAITING FOR ADD 17 FUNDING APPROVAL ELEVATOR FAILURE REPAIR BY CONTRACTOR
M7-776B	Partially Disabled		10/18/05	00130564	FLOW SWITCH REPORTS TO M7-777 ONLY siMPLEX TO CORRECT. ENGINEERING TO CORRECT PM- WAITING FUNDING
ML	Partially Disabled		9/17/10		NEW ML NO REMOTE REPORTING

Fire Alarm Repair

FACILITY	IMPACT/STATUS	ECD	START	WON	COMMENTS
J7-583	Partially Disabled	3/25/11	10/18/10	E1207497	GROUND ON ZONES 1,3 AND REPORTING
J7-583	Partially Disabled	3/25/11	10/18/10	E1207497	GROUND ON COMM LINES - COMM. SHOP
K6-1091	Partially Disabled		11/5/10	PSIN	SECONDARY COMM FAIL - SHOP REPAIR

- 4.4. Print the report from the selected application.
- 4.5. Close the report viewer and exit the application or select another function.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization	AFS/ Item #	Retention Period
None			

AFFECTED DIVISIONS/OFFICES

FSEU and OM&E
Information Technology
Safety & Mission Assurance

MANAGEMENT ROLES AND RESPONSIBILITIES

Program Manager: Ensures Contract compliance to the requirements stated in this instruction. Reviews and approves or disapproves waiver requests written against this standard.

Division Manager: Ensures compliance within the Division to the requirements stated in this instruction.

Branch Manager: Ensures compliance at the branch level to the requirements stated in this instruction and BOSS contract DRD for posting of PSIN data with the BOSS metrics for the posting of PSIN data.

FUNCTIONAL ROLES AND RESPONSIBILITIES

Protective Systems Maintenance Engineer – Review database records/report and ensures record data is current and Estimated Completion Dates (ECDs) are valid.

Shop Supervisor/Lead – Review and ensures correct information is reflected in PSIN database. Provide updates, comments, adjusted ECDs and closure information.

Protective Systems Alarm Technician – Initiate PSIN and attach copy to assigned work order.

Plumbers – Initiate PSIN and attach copy to assigned work order.

REFERENCE DOCUMENTS

The following documents are referenced in this instruction:

Document Number	Title
KSC Form 28-830V2 NS	Protective Systems Impairment Notification (PSIN) Scheduled/Unscheduled Coordination Request
NNK08OC01C	BOSS Contract Number
PPS-P-0001	Protective Systems Impairment Notification

ADDITIONAL RESOURCES

The following documents are not referenced in this instruction, but are an added resource:

Document Number	Title
None	

ACRONYMS

AHJ – Authority Having Jurisdiction
DRD – Data Requirements Document
ECD – Estimated Completion Date
BOSS – Base Operations and Spaceport Services
PSCC – Protective Services Control Center
PSIN – Protective Systems Impairment Notification
FSEU – Facility Systems Electrical Utilities
KSC – Kennedy Space Center

DEFINITIONS

Return to Service: A system restored to full functionality with its design intent.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release	5/2/2011
0	Expired certificates corrected	2/29/2011
1	Administrative change only. Document updated to remove branding of previous contract.	04/01/19

DOCUMENT APPROVALS

X

Manager, FSEU OM&E

Signature on file