

Management System: Quality Assurance and Oversight

Subject Area: Training and Qualification

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1.0 Introduction

This Subject Area describes how the EMCBC Quality Assurance organization and management meets the requirements of EM-QA-001 Criterion 2 – Management/Personnel Training and Qualification requirements. Initial and continuing training is provided to employees to develop new skills, maintain or improve job performance, and enhance existing skills. The Assistant Director of the Office of Technical Support and Asset Management is responsible for ensuring personnel are fully qualified for their positions. Training is made available, if necessary, to improve knowledge or skills specific to the job and/or organization. EMCBC Management Expectations associated with Personnel Training and Qualification consist of Qualifications for specific job categories are based on requirements established by the organization’s personnel management, DOE directives, other requirement documents, or management. Management reviews the positions within their organization to determine:

- If critical and unique job functions or tasks require highly technical, specialized skills;
- Whether a specialized certification may be required;
- Whether a practical, physical, and/or written examination process should be established for qualification requirements that provide evidence of employee proficiency.
- Specialized design, engineering, construction, and operational training includes formal and informal training, education, and developmental and other learning assignments.
- The extent of training is commensurate with the scope, complexity, risk, and nature of the respective task and as required by the approved QIP. Education, experience, formal, and on-the-job training comprise the basis for qualification.
- Employee-specific training needs are documented and updated as required to ensure the maintenance of competence required by the position.

Federal personnel responsible for the oversight of quality requirements governing defense nuclear facilities are qualified in accordance with Technical Qualification Standards such as DOE-STD-1150-2002, Quality Assurance Functional Area Qualification Standard and DOE-STD-1172-2003 Safety Software Quality Assurance Functional Area Qualification Standard. Implementation of Technical Qualification Standards is accomplished using the EMCBC Employee Development and Training Subject Area Description.

2.0 Contents

Procedures	Procedure Content
1. IP-414-02, Training and Qualification of Assessment Personnel	<ul style="list-style-type: none">• Defines the Training and Qualification necessary to perform Assessments on behalf of the EMCBC.

3.0 Exhibits/Forms

[Training Matrix for QA Personnel](#)

4.0 Related Information

None

5.0 Requirements

[10 CFR 830, Subpart A, Quality Assurance Requirements](#)

[DOE O 414.1D, Quality Assurance](#)

[EM-QA-001, EM Quality Assurance Program \(QAP\)](#)

[DOE O 252.1, Technical Standards Program, November 19, 2001](#)

6.0 Definitions

See Implementing Procedures.