

CCP-QP-040

Revision 0

Support Training

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Larry Porter

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1.0 PURPOSE

This procedure describes the basic qualification program designed to verify that employees possess the knowledge and skills necessary to competently perform specified tasks for items and areas requiring qualification cards. These items and areas are determined by cognizant managers (CMs) and include systems, components, tasks, and equipment. Qualification cards produced by performance of this procedure are records.

1.1 Scope

This procedure defines the qualification process for those positions not covered in CCP-QP-002, *CCP Training and Qualification Plan*. The positions defined in CCP-QP-002 are directly linked to the requirements in CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*, CCP-PO-002, *CCP Transuranic Waste Certification Plan*, CCP-PO-003, *CCP Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC)*, and CCP-PO-005, *CCP Conduct of Operations*.

2.0 REQUIREMENTS

2.1 References

Baseline Documents

- DOE Order 5480.20A, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*

Referenced Documents

- CCP-QP-008, *CCP Records Management*

NOTE

Qualification of subcontractors is allowed on a case-by-case basis, based on contractual requirements and is reviewed by the Manager in charge of Central Characterization Project (CCP) Training.

NOTE

All qualification cards will be administered through CCP Training. CCP Training will verify current revision and prerequisites are met prior to issuance.

3.0 RESPONSIBILITIES

3.1 Cognizant Managers (CMs)

- 3.1.1 Identifies personnel to be trained and qualified. Personnel selected to perform or verify activities will have the education, experience, and training commensurate with job position requirements.
- 3.1.2 Notifies CCP Training of staffing changes and candidates for CCP positions, and provides supporting documentation (e.g., resumes, certificates, diplomas, training records), as applicable.
- 3.1.3 Reviews and approves qualification cards.
- 3.1.4 Ensures that project personnel who are assigned to perform project activities that affect quality:
 - [A] Are cognizant of the qualification and training requirements of this plan.
 - [B] Satisfy qualification and training requirements for the tasks associated with their assigned job classification(s).
- 3.1.5 Ensures that the requirements of this plan are implemented, as follows:
 - [A] Personnel receive necessary training and qualification to achieve initial proficiency, maintain proficiency, and adapt to changes in technology, methods, job responsibilities, and quality implementing procedures, prior to performing or verifying any activities for CCP.
 - [B] Ensures the Trainee has completed all required reading and the qualification cards knowledge requirements prior to independently performing work or accessing operations/equipment.
 - [C] Ensures timely completion of qualification cards.
- 3.1.6 Reviews, approves, and returns completed/signed training records to CCP Training.

3.2 CCP Training

- 3.2.1 Determines initial and continuing qualification and training requirements in cooperation with the appropriate Subject Matter Expert (SME)/On-the-Job Training (OJT) Instructor, CCP Manager responsible for Training, and CM based on requirements and needs that is commensurate with scope, complexity, and nature of the work to include:
- [A] Descriptions of the fundamentals of the work and the context in which the work is performed.
 - [B] Identification of the applicable quality and safety requirements related to job performance.
 - [C] Emphasis on the correct performance of work in accordance with established procedures and/or other relevant technical documents.
 - [D] Inclusion of education in both principles and enhancement of skills.
- 3.2.2 Supports the CM in evaluating training and qualification requirements of each position. This may be done by, but is not limited to, evaluating training requirements using a training analysis. The analysis will result in an approved task list from which tasks may or may not be selected for training. When completed, the analysis will be signed by participants, and the task list reviewed and approved by the CM, SME/OJT Instructor, CCP Manager responsible for Training, and CCP Training for completeness of training requirements.
- 3.2.3 Develops, implements, and monitors training required to maintain qualification of personnel.
- 3.2.4 Ensures when the need for improvements or enhancements are identified within the training program and that the training program is updated.
- 3.2.5 Maintains documentation of personnel training status.
- 3.2.6 Issues approved training materials and assists in the completion of qualifications and training activities.
- 3.2.7 Prepares qualification cards.

- 3.2.8 Ensures that qualification and training records and supporting documentation are reviewed, maintained, secured, and controlled in the CCP Training area in accordance with CCP-QP-008, *CCP Records Management*.
- 3.2.9 Reviews and approves examinations for thoroughness and adequacy.
- 3.3 SME/OJT Instructor

NOTE

Before any OJT can be performed, it is necessary to initially qualify one SME for each discipline based on education and experience. The basis for SME qualification will be documented in the applicable CCP Training files. The CM may act as the responsible person qualifying personnel

The initial SME/OJT Instructor will have adequate education and/or technical knowledge in the applicable discipline, communication skills, and ability to provide trainees with hands-on experience. Technical knowledge may be based on experience with the applicable process or involvement in development of operational procedures or qualification requirements for the applicable process.

- 3.3.1 Provides supervised hands-on training in the work environment to complete the performance objectives of the training tasks.
- 3.3.2 Determines initial and continuing qualification and training requirements for positions in cooperation with the CM, CCP Manager responsible for Training, and CCP Training.
- 3.3.3 Ensures trainee(s) have satisfactory knowledge of and competence in skills requirements, as defined on the qualification card.
- 3.3.4 Signs and dates OJT record on the qualification card indicating acceptable performance levels are met.
- 3.3.5 Provides all training documentation generated to CCP Training for review and inclusion in the CCP Records system.

- 3.4 Trainee
 - 3.4.1 Provides all training documentation generated to CCP Training for review and inclusion in the CCP Records system.
 - 3.4.2 Completes initial training, as documented on the Qualification Card.
 - 3.4.3 Ensures qualification requirements are completed before performing assigned tasks without supervision.
 - 3.4.4 Attends required and site-specific training, as necessary.
 - 3.4.5 Completes Re-Qualification Card(s) in a timely manner.
 - 3.4.6 Works only under the supervision of a qualified operator or SME/OJT Instructor while initially being qualified.
- 3.5 CCP Manager responsible for Training
 - 3.5.1 Reviews and approves all training material for applicability and technical quality.

4.0 PROCEDURE

4.1 General Training Requirements

4.1.1 The need for job position qualification cards will be determined by the CM and CCP Manager responsible for Training.

4.1.2 All training candidates are required to complete a qualification card to verify that they possess the knowledge and skills necessary to competently perform specified tasks.

[A] Qualification cards technical content will be determined by the SME/OJT Instructor, CM, and the CCP Manager responsible for Training based on requirements and federal and state regulations.

[B] All qualification cards shall be issued by CCP Training. CCP Training will verify current revision, and that prerequisites are met.

[C] Upon completion of the qualification card, training candidates are considered qualified to perform their respective duties.

4.2 Qualification Card Content

4.2.1 CCP Training, assist the SME/CM in development and maintenance of qualification cards.

4.2.2 CCP Training, verify qualification cards contain the following:

- Revision number and effective date
- Job position
- Trainee's name and badge number, if applicable
- Declaration of either initial qualification or requalification
- General instructions section, usually unique to each functional group, for trainee's use during qualification process, if applicable
- Space for approval of qualification card by SME/OJT, CM, and CCP Manager responsible for Training

- Qualification Limit, if applicable
- Requalification statement, if applicable
- Initial/Indoctrination Reading section requiring signature of completion by trainee
- Equipment knowledge section with spaces for SME/OJT signatures and dates, if applicable
- Equipment maintenance section with spaces for SME/OJT signatures and dates, if applicable
- Safety section with spaces for SME/OJT signatures and dates, if applicable
- Practical performance section with spaces for SME signatures and dates, if applicable
- Qualification guide, if applicable
- Sign-off line and date for the SME/OJT with a statement that operator understands responsibilities of qualification, has received applicable on-the-job training, and can perform the specified task

4.2.3 SME/OJT review/approve the qualification card or training.

4.2.4 CM review/approve the qualification card or training.

4.2.5 Manager of Training review/approve the qualification card or training.

4.3 Revision of Qualification Card

NOTE

Qualification card revisions require approval by the CM and the CCP Manager Responsible for Training.

4.3.1 Deleting Training Requirements

- [A] CM and CCP Manager responsible for Training, delete training requirements on qualification card by performing the following:

[A.1] Draw a single line through requirement

[A.2] Sign and date deletion(s)

[B] CM and CCP Manager responsible for Training, immediately notify CCP Training after deleting an item from qualification card so the revision can be initiated.

[C] CCP Training, prepare revised qualification card.

[C.1] Use next sequential revision number

[C.2] Change effective date

4.4 Addition/Modification of Training Requirements

4.4.1 CM and CCP Manager responsible for Training, notify CCP Training of additions/modifications to qualification card.

4.4.2 CCP Training, prepare revised qualification card

[A] Use next sequential revision number

[B] Change effective date

4.4.3 CCP Training, forward qualification card to CM and CCP Manager responsible for Training.

4.4.4 Cognizant Manager and CCP Manager responsible for Training, verify that SME/OJT performs the following:

- Trains currently qualified personnel on additional/modified requirements
- Has each currently qualified personnel demonstrate additional/modified requirements and sign off completion on the addendum sheet

4.4.5 CM, sign qualification card for approval of new revision.

4.4.6 Manager responsible for CCP Training, sign for approval of new qualification card.

4.5 Other Required Training Materials

4.5.1 Other required formal training materials determined by a training evaluation (i.e., classroom, OJT, or self-paced instruction) shall be approved for format, content, and use by the CM and CCP Manager responsible for Training.

[A] As initial and continuing qualification and training requirements change, these approved training materials shall be revised by CCP Training.

[B] All approved training materials shall be maintained, secured, and controlled in the CCP Training area.

4.6 Qualification

4.6.1 Successful qualification is documented by completing the Qualification Card.

4.6.2 All prerequisites, if applicable, as determined by the CM, SME/OJT Instructor, or CCP Manager responsible for Training must be maintained in order to perform work.

4.6.3 Unsatisfactory performance will result in disqualification by the CCP Manager responsible for Training. The candidate must successfully complete the initial Qualification Card to re-establish qualification.

4.7 Requalification

NOTE

An individual whose qualification has expired, or who has been disqualified for any reason, will not be permitted to perform work until the required qualification standard is met.

4.7.1 Employee, request current revision of applicable qualification card from CM or CCP Training in advance of current qualification cards expiration date, if applicable.

4.7.2 CCP Training, obtain permission from employee's CM to provide the requested qualification card.

4.7.3 CCP Training, send current revision of applicable qualification to employee.

- 4.7.4 Employee, complete and obtain appropriate signature(s) and submit to CCP Training in a timely manner.
- 4.7.5 CCP Training, process completed qualification card.

5.0 RECORDS

5.1 Records generated during the performance of this plan are maintained as quality assurance (QA) records in accordance with CCP-QP-008. The records are the following:

5.1.1 QA/Nonpermanent Records

- [A] Written Notification of Appointment
- [B] Letters to CCP Training
- [C] Correspondence
- [D] Certificates of Completion
- [E] Qualification and training records
- [F] Training materials (e.g., course presentation, exam)
- [G] Training evaluations (which may include a Table-Top Job Analysis)
- [H] Comprehensive Examinations
- [I] Training evaluations (which may include task lists)