

ON-SHIFT TRAINING	Identifier: MCP-2977 Revision*: 4 Page: 1 of 6
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Companywide	Management Control Procedure	For Additional Info: http://EDMS	Effective Date: 07/31/12
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Manual: 9 - Operations

USE TYPE 3

Change Number: 336857

*The current revision can be verified on EDMS.

1. PURPOSE

This chapter provides the minimum standards for the control of *on-shift training* (see def.) in situations where a trainee must perform under an instructor's supervision and to avoid errors by the trainee that might affect safety of a facility or equipment.

2. SCOPE

This chapter applies to training and qualification programs where the trainee receives formal training within the job environment. Qualified personnel control this period of instruction because the operation of equipment is usually involved.

3. RESPONSIBILITIES/PREREQUISITES

3.1 Responsibilities

Performer	Responsibilities
Cognizant Manager/ Supervisor	Establish requirements for on-shift training program. Ensure adherence to requirements of on-shift training program. Select on-shift training instructors. Ensure instructors are qualified. Approve changes to the program. Review documentation of completion of training.
On-Shift Training (OST) Instructors	Adhere to the requirements of the on-shift training program. Ensure adequate control of trainees. Observe requirements for documentation of training.

3.2 Prerequisites

None

4. INSTRUCTIONS

4.1 Adherence to Training Programs

- 4.1.1 Cognizant manager or supervisor: Define the job/task requirements and approve the qualification program for on-shift training (OST) of operations and support personnel.

ON-SHIFT TRAINING	Identifier: MCP-2977 Revision*: 4 Page: 2 of 6
--------------------------	--

- 4.1.2 Ensure that training programs adequately cover the knowledge and skills required by the trainee to perform the tasks related to the assigned shift position.
- 4.1.3 Ensure that training materials (for example, checklists or qualification cards) are developed to identify the desired trainee actions for a specific task (such as *perform*, *simulate*, *observe*, or *discuss*) (see def.) and are used during the trainee's performance evaluation to verify that the trainee has mastered the OST item.
- 4.1.4 OST Instructor: Ensure both you and the trainee understands what is required for each training item.
- 4.1.5 Cognizant manager or supervisor: Use feedback from the personnel involved to improve the training process.

4.2 On-Shift Instructor Qualification

NOTE: *OST instructors should be specifically selected, taking into account communication skills, technical knowledge, and ability to provide trainees with hands-on experience.*

- 4.2.1 Cognizant manager or supervisor: Ensure that OST is conducted by qualified operators.
- 4.2.2 Ensure that the selected OST instructors satisfy the following qualification elements:
 - A. Demonstrated technical knowledge and communication skills at or above the established level. This may be demonstrated through previously documented education, training, qualifications, and experience.
 - B. Satisfactorily completed *on-shift instructor* (see def.) training that includes special instructor techniques that prevent misoperation or damage to equipment when trainees are actually operating the equipment.
- 4.2.3 Ensure that OST is conducted by qualified personnel.

ON-SHIFT TRAINING	Identifier: MCP-2977 Revision*: 4 Page: 3 of 6
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4.3 Qualified Operator Supervision and Control of Trainees

NOTE: *Until trainees demonstrate adequate understanding of an operation, they should discuss the procedural steps, safety cautions, and notes with the instructor before performing the procedure.*

4.3.1 OST Instructor: Whenever a trainee operates equipment, monitor the trainee closely and remain in a position to intervene or assume control to ensure safe and reliable operation.

NOTE: *Trainees should demonstrate actions to be performed by pointing to control switches, valves, breakers, and other equipment that will be manipulated before performing the operation. Just because a trainee has performed a task previously does not mean the trainee is aware of all problems that could occur.*

4.3.2 Do not become complacent with trainees.

4.3.3 When trainees record equipment parameters on official round sheets or logs, verify that the recorded information is correct.

4.3.4 Discuss any out-of-specification readings with the trainee and the consequences of allowing such trends to continue.

4.4 Operator Qualification Program Approval

NOTE: *For operating positions or job classifications requiring certification (see def.), qualification is based on one-on-one instruction.*

4.4.1 Cognizant manager or supervisor: Approve the operator qualification program.

4.4.2 Approve changes to the qualification program and coordinate with the training department.

4.5 Training Documentation

4.5.1 Cognizant manager or supervisor: Formally document the operator qualification program.

4.5.2 OST instructor: Document OST and system checkouts by signing and dating the individual's training materials indicating that each requirement has been satisfactorily completed by the trainee.

4.5.3 Cognizant manager or supervisor: Review completed training materials for satisfactory completion of training and qualification requirements.

ON-SHIFT TRAINING	Identifier: MCP-2977 Revision*: 4 Page: 4 of 6
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- 4.5.4 Document classroom requirements and written exam results in accordance with the applicable Company training program requirements.

4.6 Suspension of Training

- 4.6.1 OST Instructor: Immediately suspend trainee operation of equipment during unanticipated or abnormal events, accident conditions, or whenever operating personnel or the OST instructor determines that suspension is necessary to ensure safe and reliable facility operation.
- 4.6.2 During abnormal or accident conditions, allow trainees to provide assistance at the discretion of qualified personnel.

4.7 Maximum Number of Trainees

NOTE: *The maximum trainee-to-instructor ratio is normally one-to-one for system checkouts and for performing or simulating operations.*

- 4.7.1 Cognizant manager or supervisor: Ensure the training program specifies the maximum trainee to instructor ratio and trainee to operations personnel ratio participating in a given operation considering:
- A. Training effectiveness
 - B. Potential for adverse effects on the facility
 - C. Potential for distractions.
- 4.7.2 Ensure that established limits are observed.

5. RECORDS

None

6. DEFINITIONS

Certification. The process by which contractor facility management provides written endorsement of the satisfactory achievement of qualification for a person for a position.

Discuss. A training checklist item when the trainee's level of knowledge is probed by asking questions or discussing operations.

Observe. A training checklist item that requires the trainee to watch execution of a procedure or operation by a qualified on-shift training instructor or a qualified operator.

ON-SHIFT TRAINING	Identifier: MCP-2977 Revision*: 4 Page: 5 of 6
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On-Shift Training. The portion of an operator qualification program where the trainee receives training within the job environment and with as much hands-on experience as possible.

(OST) On-Shift Training Instructor. An operator who has been specially selected by the cognizant manager supervisor, has received OST instructor training, and is entered on the qualification list maintained at the facility as an OST instructor. The OST instructor is responsible for proper operation and quality training so that trainees avoid making mistakes that could affect safety.

Perform. A training checklist item that requires the trainee to physically manipulate or operate a component or piece of equipment under the direct supervision of a qualified OST instructor.

Qualification. The education, experience, training, examination, and any special requirements necessary for performance of assigned responsibilities.

Simulate. A training checklist item that requires the trainee to walkthrough a particular procedure with a qualified OST instructor, locating each applicable component required to be operated by the procedure. The trainee operates nothing.

7. REFERENCES

DOE Order 422.1, "Conduct of Operations"

8. APPENDICES

Appendix A, Procedure Basis

ON-SHIFT TRAINING	Identifier: MCP-2977 Revision*: 4 Page: 6 of 6
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Appendix A

Procedure Basis

Step	Basis	Source	Citation
4.2, 4.4	On-shift training program	DOE Order 422.1	Attachment 2, Appendix A, 2.e.(1)
4.1, 4.5	Authorization and documentation of training activities	DOE Order 422.1	Attachment 2, Appendix A, 2.e.(2)
4.3	Supervision and control of personnel under instruction by qualified personnel	DOE Order 422.1	Attachment 2, Appendix A, 2.e.(3)
4.6, 4.7	Facility conditions and controls for conducting training during operational activities, including suspension of training during unanticipated or abnormal events	DOE Order 422.1	Attachment 2, Appendix A, 2.e.(4)