



Environmental Management Consolidated Business Center Ash Fall Project

Personnel Qualification and Training

Procedure: AFP-AP-01
Revision 0, 12/09/15

Personnel Qualification and Training

Revision: 0
Effective Date is 3 days after the date of approval

Prepared By: *Signature on File* 12/09/15
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Ash Fall Project QA Lead

Approved By: *Signature on File* 12/09/15
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ORP Ash Fall Project Engineer

Concurrence: *Signature on File* 12/09/15
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EMCBC Assistant Director,
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1.0 PURPOSE

The purpose of this procedure is to provide a uniform method for identifying, performing, and documenting the required Ash Fall Project specific indoctrination and training for Ash Fall Project staff. Indoctrination and training are required to assure that Project staff achieve and maintain technical and QA level of knowledge needed to accomplish assigned Ash Fall Project work.

2.0 SCOPE

The scope of this procedure is to describe the process for identifying and documenting the qualification and training requirements implemented by the Department of Energy Environmental Management Consolidated Business Center (EMCBC) Ash Fall Project supporting the Office of River Protection (ORP) Program.

3.0 APPLICABILITY

This procedure applies to EMCBC personnel and contractors that participate in quality assurance (QA) Ash Fall Project activities supporting the ORP Program. This procedure applies to the indoctrination and training of all staff members who perform Ash Fall Project responsibilities. Indoctrination and training needs are determined and initiated:

- as a prerequisite to the start of work on the Ash Fall Project
- on an annual basis,
- when new personnel are assigned to the project,
- when there is a significant change in the project or activity; e.g., scope of work, quality assurance requirements, etc.,
- when the ORP Project Engineer or EMCBC Assistant Director determines that training should be performed, documented, and entered into the staff member's training file.

4.0 REQUIREMENTS and REFERENCES

4.1 Requirements

4.1.1 EM-QA-001, *EM Quality Assurance Program (QAP)*

4.1.2 ASME NQA-1-2008/2009a, *Quality Assurance Requirements for Nuclear Facility Applications*

4.2 References

4.2.1 AFP-QAPP-01, *Quality Assurance Project Plan (QAPP)*

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4.2.2 AFP-AP-12, *Procedure Development*

4.2.3 AFP-AP-20, *Quality Assurance Records*

5.0 DEFINITIONS and ACRONYMS

- 5.1 Briefing – An informal overview of a topic rather than detailed instruction; e.g., a modification of a procedure with which the trainees are familiar.
- 5.2 Project-Specific Training - Training apart from an employee's core business activity(s) that is related to a specific piece of work.
- 5.3 Qualifications - The characteristics or abilities gained through education, training, or experience, as measured against established requirements, such as standards or tests that qualify an individual to perform a required function (e.g., ASME NQA-1 Auditors or Inspectors).
- 5.4 Reading Assignments - A training method utilizing reading/study of the current and subsequent revision(s) of applicable codes, standards, technical procedures, administrative procedures, etc.

6.0 RESPONSIBILITIES

- 6.1 Instructor
 - 6.1.1 Responsible for conducting Briefings, Project-Specific Training and Reading Assignments to approved Ash Fall Project documents and providing documentation of completed training.
- 6.2 QA Lead for the Ash Fall Project
 - 6.2.1 Responsible for oversight of specified training, completing training, and for also conducting (as an instructor) the required training.
 - 6.2.2 Responsible for coordinating with the EMCBC Records Coordinator, Office of Technical Support and Asset Management for the processing of completed training records.
- 6.3 Ash Fall Project Personnel
 - 6.3.1 Responsible for completing the required training and completing the appropriate records.

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6.4 ORP Engineer/EMCBC Assistant Director, Office of Technical Support and Asset Management

6.4.1 Responsible for identifying required training for Ash Fall Project personnel.

6.4.2 Responsible for verifying that Ash Fall Project personnel are qualified prior to performing Ash Fall Project activities.

7.0 GENERAL INFORMATION

None.

8.0 PROCEDURE

8.1 General staff training will be provided for developed, implemented, and maintained QAPP and Ash Fall procedures by EMCBC.

8.2 Evaluation and Documentation of Education, Previous Experience, and Competency

8.2.1 Prior to allowing ash fall personnel to perform activities, the ORP Engineer and EMCBC Assistant Director shall obtain documentation showing that staff members have the appropriate education and experience for the work they are to perform. Documentation shall provide the following information:

- education completed (e.g., degree and major),
- work experience (employer and major responsibilities),
- licenses and certifications,
- related training and qualifications,
- applicable dates associated with the above information.

NOTE: Much of the information may be documented in a current resume. All such documentation must be maintained in records and be available for review.

8.2.2 The ORP Engineer and EMCBC Assistant Director shall ensure that documentation referenced in paragraph 8.2 is maintained in records and is readily retrievable. Copies of all training assignment and attendance forms shall be forwarded to the EMCBC Records Coordinator for the Ash Fall Project. Other competency documentation (e.g., current resumes, certifications, memos to file, qualification records) shall be submitted to the EMCBC Records Coordinator.

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8.3 Training Categories

8.3.1 **Project-Specific Training:** Project-specific training applies to those kinds of activities required by a particular piece of work or project such as the Ash Fall Project procedures. The work is of a known duration, and falls outside the Ash Fall Project personnel's customary (core) business activities.

Examples of this kind of training are:

- Quality Assurance Project Plans,
- Administrative or Technical Procedures/Test Plans/Instructions.

8.4 Identification and Assignment of Training

8.4.1 The ORP Engineer and EMCBC Assistant Director shall be responsible for the following:

- ensure personnel are qualified, indoctrinated, and correctly trained prior to and commensurate with the work to be performed,
- verify each Ash Fall Project member's training is commensurate with the work to be performed,
- identify any required training that is project specific,
- assign project-specific training identified by preparing an Individual Training Assignment Form (Form 1-1) for each Ash Fall Project member,
- verify that the trainee has an understanding of the training substance or material commensurate to the applicable work,
- ensure that personnel who need further training for a particular job perform work only with qualified supervision until training is completed,
- assign retraining or new training as applicable training materials/requirements are revised or the nature/scope of work changes,
- periodically review, at least annually, the status of assigned and completed training,
- forward completed training records to the EMCBC Records Coordinator,
- retain copies in EMCBC Records files.

NOTE: Assignment and completion of training may be documented on forms equivalent to those included in this procedure. Personnel who receive required training external to the Ash Fall Project are responsible to provide copies of documentation (e.g., certificates) verifying satisfactory completion of the course.

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8.5 Briefing Sessions

8.5.1 Briefing sessions are appropriate when:

- Training is meant to be an overview of a topic rather than detailed instruction.
- Training is to a revision of a procedure with which the trainees are familiar.
- The amount of material to be presented is not large or complex in nature, but does require instructor input to ensure that the trainees adequately understand the subject.

8.5.2 The ORP Engineer, QA Lead, and/or EMCBC Assistant Director shall:

- document all briefing sessions on an Individual Training Assignment Form (Form 1-1), Group Training Form (Form 1-2), or an alternative form which contains all required information,
- forward all completed training records (originals or reproducible copies) to the EMCBC Records Coordinator or QA Lead,
- retain copies in EMCBC Records files.

8.6 Reading Assignments

8.6.1 Reading assignments are appropriate when:

- the topic is adequately addressed in a document,
- no instructor input is required to clarify the material,
- the trainee is familiar with the basic concepts presented.

8.6.2 The ORP Engineer, QA Lead, and/or EMCBC Assistant Director shall:

- document all reading assignments on an Individual Training Assignment Form (Form 1-1), Group Training Form (Form 1-2), or an alternative form which contains all required information,
- forward all completed training records (originals or reproducible copies) to the EMCBC Records Coordinator or QA Lead,
- retain copies in EMCBC Records files.

8.7 Personnel Certification

8.7.1 There are no certifications required for any Ash Fall Project personnel conducting work as part of this project.

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8.8 Training Waivers

8.8.1 Formal training may be waived in specific areas where the Ash Fall Project personnel has an acceptable level of proficiency based on previous experience or training, as determined by the EMCBC Assistant Director or ORP Engineer.

8.8.2 The EMCBC Assistant Director or ORP Engineer shall:

- complete the Training Waiver (Attachment A),
- attach or reference documented evidence of equivalent training or previous experience to the Training Waiver Form (e.g., certificate of completion, attendance sheet, resume, etc.),
- obtain approval signature of the next level manager (one-over-one),
- obtain concurrence of the Quality Assurance Lead,
- forward the Training Waiver to the EMCBC Assistant Director for review and entry into individual training records.

9.0 RECORDS

9.1 The approved document in its entirety shall be submitted by the EMCBC Records Coordinator to records in accordance with AFP-AP-20, *Quality Assurance Records*.

9.2 The following are considered Lifetime QA Records:

- documentation of education and experience,
- completed Individual Training Assignment Form,
- completed Group Training Documentation Form
- evidence of completion of formalized training,
- evidence of competency or certification
- lesson plans,
- training waivers.

10.0 FORMS USED

Form 1-1 - Individual Training Assignment Form

Form 1-2 - Group Training Documentation Form

11.0 ATTACHMENTS

Attachment A - Training Waiver

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Form 1-1 - Individual Training Assignment Form

Ash Fall Project AFP-AP-01, Form 1-1	INDIVIDUAL TRAINING ASSIGNMENT FORM	Page of Date Issued:
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Trainee: _____ Course Title and No.: _____

Project/Organization No.: _____

Training Conducted By/
Reading Assigned By: _____ Date: _____

Required training and method(s) used are indicated below. Please use permanent ink when indicating completion.

Title/Subject/Document	Rev. No.	Method Used*	Sign and Date When Completed

*Methods: B = Briefing Session
 R = Reading Assignment

Responsible Manager: Sign and date below when this form has been reviewed for completeness and forward a copy (either original or reproducible) to the QA Lead or EMCBC Records Coordinator.

Signature: _____ Date: _____

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Attachment A – Training Waiver

Ash Fall Project AFP-AP-01, Training Waiver	TRAINING WAIVER <i>(PLEASE USE PERMANENT INK)</i>	Page of Date Issued:
Print Name: _____ Payroll/Employee No.: _____ Project/Organization No.: _____		
TRAINING TO BE WAIVED		
Title: _____ Course No.: _____ Revision No.: _____		

JUSTIFICATION FOR WAIVER

(Attach or reference documented evidence of equivalent training or previous experience.)

Prepared By: _____
Responsible Manager Date

Concurrence: _____
Project Quality Assurance Lead Date

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Form 12-1 – Record of Revision

DOCUMENT: AFP-AP-01, *Personnel Qualification and Training*

Revision Number	Description of Changes	Revision on Pages	Effective Date
0	Initial Issue	All	12/12/2015