



CHANGE NOTICE

CN No.: 2.9-3-1Effective Date: 3/27/92Affected Document: 033-YMP-QP 2.9 Indoctrination and Training

Barbara Bryan

N/A

Prepared by:

Approved by: (Technical Area Leader)

Date

[Signature] 3/16/92
Approved by: (YMP QA Manager) Date[Signature] 3/16/92
Approved by: (YMP Leader) DateTraining Required: Yes ☐ No ☒Major Changes ☐Minor Changes ☒

Reason for Change:

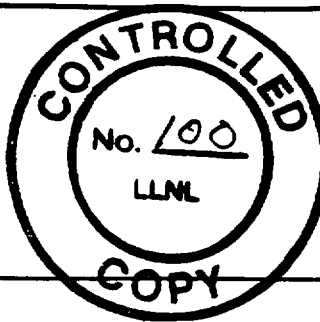
Replacement of sample exhibits with wrong revision number.

1. Replace Exhibits A through E, Pages 6 through 10 to indicate correct Revision 3.

Replace Pages 6 through 10 of 10.

NOTE: THIS CHANGE NOTICE IS TO BE FILED AT THE FRONT OF THE AFFECTED DOCUMENT

YUCCA MOUNTAIN PROJECT



No.: 033-YMP-QP 2.9
 Revision: 3
 Effective Date: 3/6/92
 Page: 1 of 10

Subject:

INDOCTRINATION AND TRAINING

Training Required: Yes ☒ No ☐

Comment:

Approved by:


 Yucca Mountain Project
 Leader

3/2/92

Date

Approved by:


 YMP Quality Assurance
 Manager

2/28/92

Date

- COMPLETE REWRITE -

2.9.1 PURPOSE

To identify the requirements, establish responsibilities and describe the program for the proficiency, indoctrination, training and retraining of Project personnel assigned to perform and/or verify activities that affect the quality of LLNL produced deliverables for the Yucca Mountain Project (YMP) in conformance with LLNL-YMP QAPP.

This procedure is implemented through training materials prepared by the LLNL functional organizations assigned responsibility for specific project task and activity work scope or by the Training Coordinator.

2.9.2 SCOPE

This procedure applies to personnel employed by LLNL and LLNL-YMP contractor personnel who plan, direct, manage, perform and/or verify activities that affect the quality of YMP deliverables. This procedure applies to work performed in support of LLNL-YMP by subcontractors to LLNL when invoked by procurement documents.

2.9.3 RESPONSIBILITIES

2.9.3.1 Technical Area Leaders (TALs)

Technical Area Leaders are responsible for assuring that required indoctrination and training is accomplished and for notifying the Training Coordinator (TC) whenever new personnel are assigned so that indoctrination and training can be scheduled. The subject matter or topics of training are identified, documented and approved by the Technical Area Leader in conjunction with the Training Coordinator through the use of a Training Matrix (overview in EXHIBIT A).

Supervisors of individuals who are not supervised by a TAL are responsible for the duties assigned to the TAL by this procedure.

No.:	Revision:	Date:	Page:
033-YMP-QP 2.9	3	3/6/92	2 of 10

2.9.3.2 YMP Quality Assurance Manager

The YMP Quality Assurance Manager is responsible for preparing and documenting training materials to accomplish Quality Assurance Indoctrination and training for all project personnel and for assuring that all Quality Assurance personnel receive Quality Assurance Indoctrination and training, as required.

The YMP Quality Assurance Manager is responsible for reviewing all procedures and revisions to determine if training or retraining is required.

2.9.3.3 Training Coordinator

The Training Coordinator is responsible for reviewing and approving indoctrination and training materials and training settings for effectiveness.

The TC will collect, store, and maintain QA records that result from implementation of this procedure in a locked fire-resistant repository. The TC also forwards completed records to the Local Records Center.

The TC or designee is responsible for providing instructions to instructors who will be performing on-the-job training (e.g., subject-matter experts or job incumbents) and for approving the instructor's final training module.

The TC, in conjunction with the TAL, is responsible for determining whether retraining is required and, if required, will determine the appropriate method of retraining.

2.9.4 QUALITY ASSURANCE INDOCTRINATION

Personnel assigned to the LLNL-YMP receive Quality Assurance Indoctrination, which includes the purpose, scope, methods of implementation and applicability of the following documents, as a minimum, and how they relate to the work to be accomplished:

- Quality Assurance Program Plan
- Applicable implementing procedures and work instructions
- Regulations (10 CFR 60, 10 CFR 960 and 40 CFR 191)
- Project level documents

Quality Assurance Indoctrination may be accomplished by the use of group classroom presentations, video presentations, read and sign material or other instructional methods.

2.9.5 QUALITY PROCEDURE TRAINING

Training needs are based on a training matrix prepared by the LLNL-YMP Leader or designee in conjunction with the LLNL-QA Manager and annotated by the TAL. The participant is required to complete all training identified in the training matrix for the category of the participant's position description, unless the participant is exempted from certain training, in writing, by the TAL.

No.:	Revision:	Date:	Page:
033-YMP-QP 2.9	3	3/6/92	3 of 10

Personnel receive training on Quality Procedures and TIPS as prescribed on the annotated Training Matrix. Training to QPs and TIPS controlling an individual's work must be completed prior to the start of work, unless the work is performed under direct supervision of trained personnel. All assigned training must be completed within 60 days of the start date. This training may be accomplished through the use of classroom presentations, video presentations, read and sign material or other instructional methods.

The Quality Assurance Manager is responsible for ensuring that personnel performing surveillances, audits, inspections and nondestructive examinations receive training as required to meet the qualification and certification requirements prescribed in Procedure 033-YMP-QP 2.11, "Qualification and Certification of Inspection and NDE Personnel" and Procedure 033-YMP-QP 18.2, "Qualification of Quality Assurance Audit Personnel."

2.9.6 TECHNICAL TRAINING

Personnel receive technical training (including training to applicable Technical Implementing Procedures) prior to performing activities that affect quality, if needed to gain required proficiency.

2.9.7 RETRAINING

Retraining (refresher training) necessary to maintain or regain proficiency is provided to project personnel at the discretion of the TAL to preclude recurrence of nonconformances or as part of corrective action.

If retraining to a change notice or revision is required, it must be completed prior to implementation by the trainee or within 60 days of the effective date of the change notice or revision, whichever comes first. Retraining is given to those individuals whose annotated Training Matrices indicate they require training to specific procedures. Retraining may be performed by classroom presentations, video presentations, read and sign material or other instructional methods.

If retraining to revised procedures is not required, this is documented by the QA Manager. All QP and TIP change notices are evaluated by the QA Manager to determine if training (retraining) is required.

2.9.8 EXEMPTIONS TO TRAINING

If an individual does not perform work subject to QPs or TIPs or is closely supervised by trained personnel, the TAL may determine and document that no training other than indoctrination is required for that individual.

Authors of procedures and those who have signed the approval of a QP or TIP do not require training to that document.

No.:	Revision:	Date:	Page:
033-YMP-QP 2.9	3	3/6/92	4 of 10

2.9.9 TRAINING DOCUMENTATION

2.9.9.1 Classroom Training

Documentation for classroom sessions include the following training materials, as appropriate: a Trainer Preparation Sheet (EXHIBIT B) identifying the subjects/topics to be covered, training setting, performance objectives, handouts, visual aids; Instructor Note Page (EXHIBIT C); Training Evaluation Record (EXHIBIT D) (e.g., a comprehensive questionnaire, exam, etc.); other Instructional Information; and a Class Attendance Sheet (EXHIBIT E). Training materials are prepared by the Instructor and/or TC and approved by the TC prior to use.

Training evaluation records are scored as pass/fail. If an individual fails, additional training will be conducted until the trainee passes. The date of satisfactory completion is recorded on the training database. Completed individual training evaluation records are not retained. The Class Attendance Sheet is not retained after the information from it is recorded into the training database.

2.9.9.2 Read and Sign Training

Read and sign documentation consists of sample copies of read and sign training memos, when applicable.

2.9.9.3 Other Training

All training via videos of classroom sessions are documented by questionnaires, class attendance sheets, or read and signs. One-on-one training may be documented through memos, questionnaires, or class attendance sheets.

2.9.10 TRAINING PROGRAM ASSESSMENT

The effectiveness of the training program is assessed periodically through the implementation of the Annual Management Assessment (QP 2.3), Audits (QP 18.0), and Surveillances (QP 18.1).

2.9.11 QUALITY ASSURANCE RECORDS

All records pertaining to indoctrination and training are forwarded by instructors or trainees to the TC for entry into the training record. Following completion of all training, the TC compiles all relevant records and forwards them to Local Records Center.

Lifetime Quality Assurance records include the following (as applicable):

2.9.11.1 Personnel Qualification Record (PQR)

Individual Personnel Qualification Records are completed when an individual completes the YMP assignment. Training documentation included within this record are:

- Annotated Training Matrix (overview in EXHIBIT A)
- Training printout.

No.:	Revision:	Date:	Page:
033-YMP-QP 2.9	3	3/6/92	5 of 10

2.9.11.2 Training Module

Training modules are completed when a new revision is implemented. Within this record are:

- Trainer Preparation Sheet (EXHIBIT B)
- Instructor Note Page (EXHIBIT C)
- Sample copies of Training Evaluation Records (EXHIBIT D)
- Copies of signature pages documenting that retraining to a revised procedure is not required
- Sample copies of read and sign training memos
- Printout of personnel trained.

No.:	Revision:	Date:	Page:
033-YMP-QP 2.9	3	CN/2.9-3-1	6 of 10

TRAINING MATRIX

Procedure	Managmt	Technical Staff	Administrative Staff	QA Personnel
OP 1.0 Organization	I	I	I	I
OP 2.0 Assurance	I	I	I	I
OP 2.1 Prep/Appr/Rev of QPs	X	X	X	X
OP 2.2 Peer Review	X	I	I	X
OP 2.3 Management Assessments	X	I	I	X
OP 2.4 Tech Review	X	I	I	X
OP 2.5 Ext Data Acceptance	X	I	I	X
OP 2.6 Readiness Review	X	I	I	X
OP 2.7 Stop Work Order	X	I	I	X
OP 2.8 Assigning QA Levels	X	I	I	X
OP 2.9 Indoct. & Training	X	I	I	X
OP 2.10 Qualif. of Personnel	X	I	I	X
OP 2.11 Certif. of Inspectors	I	I	I	X
OP 3.0 Scient.Inv.Control	X	X	I	X
OP 3.1 Design Control	X	X	I	X
OP 3.2 Software QA	X	X	I	X
OP 3.3 Review of Tech Publications	X	I	I	X
OP 3.4 Scient.Notebooks	X	X	I	X
QP 3.5 Control of Internal Technical Interfaces*	X	I	I	X
OP 4.0 Procurement	X	X	X	X
QP 4.1 Prep of QARS & Approval of Subcontractor QA Programs*	X	I	I	X
OP 5.0 Tech. Impl.Procedures	X	X	I	X
OP 6.0 Document Control	X	X	X	X
QP 7.0 Control of Purchased Items**	I	I	I	I
OP 8.0 ID& Control of Items	X	X	I	X
OP 9.0 Control of Processes	I	I	I	I
OP 10.0 Inspection	I	I	I	I
OP 11.0 Test Control	I	I	I	I
OP 12.0 Control of M&T Equipment	X	X	I	X
OP 13.0 Hand/Storage/Ship	X	X	I	X
OP 14.0 Inspec/Test/Op Status	I	I	I	I
OP 15.0 Nonconformances	X	X	X	X
OP 16.0 Corrective Action	X	I	I	X
OP 16.1 External CARs	X	I	I	X
QP 16.2 Trend Analysis*	X	I	I	X
OP 17.0 QA Records	X	X	X	X
OP 18.0 Audits	I	I	I	X
OP 18.1 Surveillance	I	I	I	X
OP 18.2 Qualif. of Audit Personnel	I	I	I	X

* Not listed on original Matrix


** Combined with 4.0 on original Matrix

X = Detailed training in addition to coverage in the QA indoctrination

I = Coverage of OP in indoctrination


EXHIBIT A - Overview of Training Matrix

No.: 033-YMP-QP 2.9	Revision: 3	Date: CN/2.9-3-1	Page: 7 of 10
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University of California  Lawrence Livermore National Laboratory		YUCCA MOUNTAIN PROJECT Page _____ Of _____
TRAINER PREPARATION SHEET		
Trainer's Name:		Date:
Course Title:		
Lesson Title:		
Time Period:		
References:		
Objectives:		
Instructional Aids:		
Trainee Preparation:		
Presentation Method:		
Evaluation:		

YMP 040 REV 0


EXHIBIT B - Trainer Preparation Sheet

University of California  Lawrence Livermore National Laboratory		YUCCA MOUNTAIN PROJECT Page _____ Of _____
INSTRUCTOR NOTE PAGE		
Instructor's Name:		
Subject/Procedure:		
Discussion Points:	Instructor/Student Activity:	
	L	
	P	
	M	
	A	
	S	

YMP 041 REV 0

EXHIBIT C - Instructor Note Page




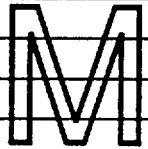


No.:	Revision:	Date:	Page:
033-YMP-QP 2.9	3	CN/2.9-3-1	9 of 10

University of California  Lawrence Livermore National Laboratory		YUCCA MOUNTAIN PROJECT Page _____ Of _____
TRAINING EVALUATION RECORD		
Name:		E
Subject/Procedure:		
Please Answer the Following:		
<div>L</div>		
<div>P</div>		
<div>M</div>		
<div>A</div>		
<div>S</div>		
Approve: _____		
The above named employee has satisfactorily demonstrated comprehension of the subject material.		
Trainer:	Date:	Training Coordinator: _____
		Date:

YMP 042 REV 1

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EXHIBIT D - Training Evaluation Record

UNIVERSITY OF CALIFORNIA  Lawrence Livermore National Laboratory		YUCCA MOUNTAIN PROJECT	Page _____ of _____
CLASS ATTENDANCE SHEET			
Quality Assurance Indoctrination () Quality Procedure Training ()			
Subject: _____ Date: _____			
PROCEDURE NO.: _____ Rev. No.: _____ Time and/or Duration: _____			
Instructor's Signature: _____			
Classroom Training () One - On - One Training ()			
ATTENDANCE:			
Print Name	Signature	Organization	Position
			
			
			
			

YMP 027 REV 2

EXHIBIT E - Class Attendance Sheet