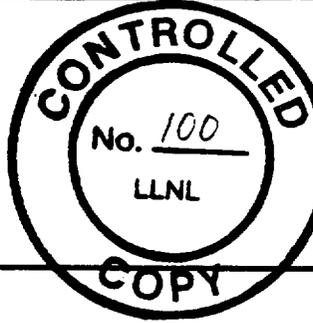


University of California

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National Laboratory

JCCA MOUNTAIN PROJECT



No.: 033-YMP-QP 2.10

Revision: 4

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Subject:

QUALIFICATION OF PERSONNEL

AUTHOR:

Barbara Bryan

Training Required: Yes No

Comment: Correct typographical
error; format change of Page 1.

Approved by: *W. A. Beland* 3/23/92
Yucca Mountain Project Leader Date

Approved by: *Royce S. Montz* 3/20/92
YMP Quality Assurance Manager Date

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2.10.1 PURPOSE

This procedure identifies requirements and establishes responsibilities and methods for qualification and certification of personnel assigned to perform or verify activities that affect the quality of deliverables for the Yucca Mountain Project (YMP).

2.10.2 SCOPE

This procedure applies to full time and part time personnel employed by LLNL performing work on the Yucca Mountain Project as well as to subcontract personnel who are working under the direction of LLNL-YMP and who are using LLNL-YMP Quality Procedures.

This procedure applies only to the implementation of Project Quality Assurance Program requirements. LLNL personnel policies and procedures that are not relevant to Project deliverable quality products are outside the scope of this procedure.

2.10.3 RESPONSIBILITIES

The LLNL-YMP Leader has overall authority and is responsible for establishing and specifying qualification requirements for personnel assigned to perform YMP work. Except for Project positions of Technical Area Leaders (TALs) and YMP Quality Assurance Manager, the LLNL-YMP Leader may delegate authority and responsibility for implementation of this procedure's requirements.

The Technical Area Leaders have been delegated authority and responsibility for establishing and approving technical qualification requirements of personnel who are assigned to perform technical activities/tasks within the scope of each technical area. Except for the Project position of Task Leader, each Technical Area Leader may delegate authority and responsibility for implementation of this procedure's requirements. TALs are responsible for assuring that the Training Coordinator (TC) receives a Personnel Resume for each position candidate, approving position descriptions, and for certifying that an individual's qualifications are commensurate with the position description. The supervisor of each individual not supervised directly or indirectly by a TAL is responsible for duties assigned to the TAL by this procedure.

The YMP Quality Assurance Manager or designee has been delegated the authority and responsibility for establishing and approving the qualification requirements of personnel who are assigned to perform quality verification functions.

The TC is responsible for maintaining all Personnel Qualification Records (PQRs) and associated files.

2.10.4 PROCEDURE

Upon receipt of a YMP activity or task assignment, and prior to performing any quality affecting work, the responsible TAL will identify those personnel skills, qualifications, and resources required for an identified assignment, based on a review of the work planning documents that identify assigned activity/task attributes, characteristics and required deliverables. TALs prepare, review and approve PQR documentation packages for personnel assigned to perform work within their areas of responsibility using the following general procedural steps.

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2.10.4.1 Position Description (Exhibit A)

A written Position Description, prescribing minimum qualification requirements that include education, experience, and skills is prepared and approved by the responsible TAL for each Project position. The Position Description requirements must correlate with and be commensurate with the technical and/or functional scope of the activity or task.

Standard educational, industrial, government and professional Position Descriptions may be used, where applicable, in the preparation of Position Descriptions.

2.10.4.2 Personnel Resume (Exhibit B)

The TAL ensures the TC receives a Personnel Resume, which has been prepared by the candidate/incumbent (including non-LLNL personnel who work to LLNL-YMP QPs). The relevant education and experience history is verified by LLNL-YMP Management. Contractor/ subcontractor personnel and consultants must sign a release enabling LLNL-YMP Management to obtain confirmatory documentation for verification purposes. The Personnel Resume includes as a minimum the following information relative to the position assigned or sought:

- a) Identity of individual.
- b) Formal education history.
- c) Work experience history.
- d) Training history (as applicable).
- e) Special skills (if any).
- f) Past and current certification (if any).

2.10.4.3 Management Certification (Exhibit C)

Upon initial assignment to the project or a change in position description, the TAL verifies that the individual's training and experience are commensurate with the position description by completing the Management Certificate.

2.10.4.4 Management Recertification (Exhibit D)

Based on personal observation, the TAL performs and documents an annual Management Recertification for each person assigned to perform YMP activities.

2.10.5 RETAINED DOCUMENTATION

Personnel Qualification Records required to be prepared, processed and retained as lifetime Quality Assurance Records for each person assigned to participate in the YMP include:

- a) Position Description
- b) Personnel Resume
- c) Management Certification
- d) Management Recertification (as applicable)
- e) Training documentation

Quality Assurance records that result from the implementation of this procedure are collected, stored, and maintained in a locked fire-resistant repository. When the Yucca Mountain Project participant completes the assignment for YMP, the individual's PQR will be forwarded to the LRC.

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POSITION DESCRIPTION				
1. Position Title:		2. Organization (functional):		
3. Reports To (functional):		4. Rev.:	5. Effective Date:	
6. Duties and Responsibilities: <div style="text-align: center; font-size: 48px; font-family: sans-serif;"> L P M </div>				
7. Minimum Education and/or Experience Requirements: <div style="text-align: center; font-size: 48px; font-family: sans-serif;"> A S </div>				
Approvals:				
8. Resp. Manager/Supervisor:			Date:	

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EXHIBIT A
POSITION DESCRIPTION FORM

FORM INSTRUCTIONS
(Position Description)

PURPOSE

This "Position Description" is intended to describe a position in the terms of duties, responsibilities, qualifications and measurable performance criteria relative to project assignments. Since this document will provide the basis for performance evaluation, it should be completed as carefully as possible. The facts and criteria presented should be pertinent and concise, written in such a manner that someone unfamiliar with the position would be able to understand the functions performed. The completed document is reviewed, signed, and forwarded to QA Records for retention.

1. Position Title:

Position title should correlate with the functional organization structure described in the project organization chart.

2. Organization (functional):

Identify the functional organization to which the position is assigned, as described in the project procedures.

3. Reports To:

Identify the functional manager/supervisor to whom the position reports.

4. Revision:

Indicate the current revision being processed and approved.

5. Effective Date:

Indicate the effective date.

6. Duties and Responsibilities:

Describe the principal activities, duties, functions, responsibilities and accountabilities of this position relative to the project.

7. Minimum Education and/or Experience Requirements:

Describe or specify the minimum required level of formal education and/or experience required for the position. Where possible, relevant education and experience should be identified as an alternative. Specific training, qualifications and certifications required by governing codes and standards are identified in this section.

8. Responsible Manager/Supervisor:

The immediate manager or supervisor responsible for directing or supervising the position indicates approval by signing and dating.

NOTE: Entries may reference an attachment.

<i>University of California</i> Lawrence Livermore National Laboratory		YUCCA MOUNTAIN PROJECT	Page _____ Of _____
PERSONNEL RESUME <small>(See back of page for instructions)</small>			
1. Name:	2. Position Title:	3. Ref: E	
4. Educational Summary:			
L			
5. Experience Summary:			
P			
6. Employment History:			
M			
7. Attachments:			
<input type="checkbox"/> Resume <input type="checkbox"/> Certificates		<input type="checkbox"/> Professional Society List <input type="checkbox"/> Publications List	
		<input type="checkbox"/> References <input type="checkbox"/> Other: _____	
Concurrents:			
8. Employee:		Date:	

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EXHIBIT B
PERSONNEL RESUME

FORM INSTRUCTIONS
(Personnel Resume)

E

PURPOSE

This "Personnel Resume" is intended to document and verify an individual's qualifications for a specified project position description.

1. **Name:**
Indicate individual's full name.
2. **Position Title:**
Indicate position title assigned.
3. **Revision:**
Indicate revision number of the resume.
4. **Educational Summary:**
Indicate the name of the educational institutions attended, major course of study or training, and degree or certificate obtained. List additional formalized education, training, seminars, etc. that are relevant to the performance of the position assigned. Include additional pages if necessary.
5. **Experience Summary:**
Prepare a brief summary of work experience relevant to the assigned position.
6. **Employment History:**
List relevant employment history. A properly formatted resume may be referenced and attached as an alternative.
7. **Attachments:**
Indicate documents attached to this Personnel Resume form. Paginate and annotate attachments.
8. **Employee:**
The employee indicates concurrence of the validity and accuracy of the information contained in the resume by signing and dating.

L

P

M

NOTE: Entries may reference an attached resume with (only) a statement of relevance.

A

S

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University of California  Lawrence Livermore National Laboratory	YUCCA MOUNTAIN PROJECT
MANAGEMENT CERTIFICATION OF PERSONNEL QUALIFICATION	
<div style="text-align: right; font-size: 48px; margin-right: 50px;">L</div>	
<div style="text-align: right;">Date: _____</div>	
Individual: _____	<div style="font-size: 48px;">P</div>
Position Description: _____	
<div style="text-align: right;">Rev: _____ Dated: _____</div>	
<p>I have compared the attached job description and this individual's resume. I have evaluated this individual's qualifications and certify that the education and experience are commensurate with the requirements specified in the position description.</p>	
<div style="text-align: center; font-size: 48px;">A</div>	<div style="text-align: center; font-size: 48px;">M</div>
<div style="text-align: center; font-size: 48px;">S</div>	<div style="text-align: center; font-size: 48px;">A</div>

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EXHIBIT C
 MANAGEMENT CERTIFICATION OF PERSONNEL QUALIFICATION

University of California  Lawrence Livermore National Laboratory		YUCCA MOUNTAIN PROJECT	
MANAGEMENT RECERTIFICATION			
Position Title:		Evaluation Date:	
<p>Based on my observations during the past year, and having reevaluated the proficiency of:</p> <p>_____</p> <p>I certify that this individual continues to be qualified and proficient in the activities specified in the position description.</p>			
Responsible Managersupervisor:		Date:	

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EXHIBIT D
MANAGEMENT RECERTIFICATION