

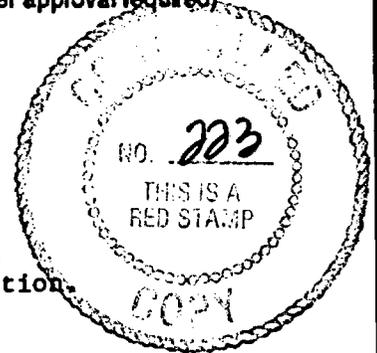
YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT  
INTERIM CHANGE NOTICE

Title: Development and Conduct of Training	No.: QMP-02-09	Effective Date: 2/25/91
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REQUIRED CHANGE(S):  MAJOR  MINOR (only PCB Manager approval required)

Add note to Step 21 as follows:

NOTE: This includes providing verification to the Training Manager that the Instructor is qualified to perform instruction.



INSTRUCTION:

Document Holder: Replace page 6 with attached pages 6 & 6a, and place the ICN approval sheet in front of the revised document.

REASON FOR CHANGE (CAR, NCR, SDR, or other deficiency or commitments)

In response to CAR YM-91-002

APPROVAL

PROJECT MANAGER	N/A	N/A
	Signature	Date
DIRECTOR OF QUALITY ASSURANCE	N/A	N/A
	Signature	Date
(OTHER, AS REQUIRED)	N/A	N/A
	Signature	Date
PCB MANAGER (Minor ICNs only)	<i>[Signature]</i>	2-21-91
	Signature	Date

TRAINING REQUIRED  YES  N/A NUMBER OF DAYS REQUIRED FOR TRAINING 1

COMMENTS: TRAINING REQUIRED FOR TRAINING DEPT. PERSONNEL ONLY - CHANGE AFFECT CLARIFIED TRAINING PERSONNEL ACTIONS ONLY.

*[Signature]* 2/21/91  
Training Officer/Training Manager Date

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Rev. No.:  
1

ICN No.:  
1

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RESPONSIBLE PARTY                      STEPS      PROCEDURE

**REVISION OF TRAINING MATERIALS**

- |                      |     |   |
|----------------------|-----|---|
| Instructor           | 18. | Document minor revisions to lesson plan and/or training materials on the Project Lesson Plan Revisions form (Attachment 5). Minor revisions are any revisions that do not change the intent of instruction. Submit form and revised copies of training materials to Training Coordinator. |
|                      | 19. | Submit to Training Coordinator a new lesson plan and training materials when significant revisions to training have been made.  |
| Training Coordinator | 20. | Submit revision form and training materials to Project Training Center records. Follow steps 13-17 of this procedure if a new lesson plan has been submitted.   |

**CONDUCT OF TRAINING**

- |                      |       |   |
|----------------------|-------|---|
| Training Coordinator | 21.   | Provide necessary training materials or items.  |
|                      | NOTE: | This includes providing verification to the Training Manager that the Instructor is qualified to perform instruction.   |
| Instructor           | 22.   | Conduct training with approved lesson plan.<br><br>a. Administer examinations as prescribed by the instructor's lesson plan.<br><br>b. Observe that students have satisfied training requirements prior to receiving credit for class completion.<br><br>c. Complete the Project Training Attendance Record (Attachment 1). |

YMP-007  
2/8/91

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RESPONSIBLE PARTY

STEPS

PROCEDURE

Employee

23. Provide an evaluation of training effectiveness by submitting a Training Critique (Attachment 6) at the Training Manager's discretion.