

TMSS/029/2
01/16/91
Revision No.: 1

**TECHNICAL & MANAGEMENT SUPPORT SERVICES
DOCUMENT TRANSMITTAL/ACKNOWLEDGMENT RECORD**

WBS: 1.2.9
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COPY NO.: 223

DOCUMENT TITLE: PROJECT OFFICE INDOCTRINATION AND QUALIFICATION TRAINING

DOCUMENT REVISION: 3 DOCUMENT IDENTIFICATION NUMBER: QMP-02-01

DIRECTIONS

THIS PROCEDURE IS LOCATED WITHIN YOUR YMPO QUALITY
MANAGEMENT PROCEDURES BINDER.

REPLACE: QMP-02-01 Rev. 2, effective 02/20/91 with
QMP-02-01 Rev. 3, effective 05/20/91.

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**YUCCA MOUNTAIN PROJECT OFFICE
DOCUMENT APPROVAL SHEET**

Y-AD-002
1/22/91

Title
QUALITY MANAGEMENT PROCEDURE: PROJECT OFFICE INDOCTRINATION AND
QUALIFICATION TRAINING

NO. QMP-02-01
XJQ

APPROVAL

PROJECT MANAGER: Original
signed by

Donald L. Vieth

Signature

DIRECTOR OF QUALITY ASSURANCE:

John Rinaldi

Signature

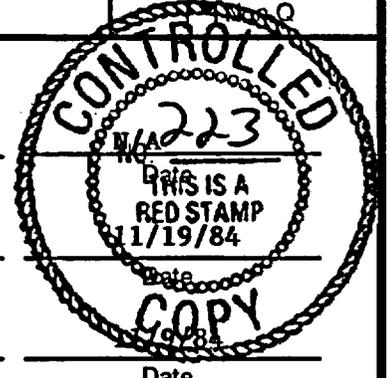
QASC QA Mgr.

S. H. Klein

Signature

(OTHER, AS REQUIRED)

Date



REVISION 0 EFFECTIVE DATE: 12/10/84

REVISIONS

INITIAL AND DATE

	REVISION 1	REVISION 2	REVISION 3	REVISION 4
PROJECT MANAGER:	<u>Carl Gertz</u> 8/29/88	<u>Maxwell Blanchard</u> for C. P. Gertz 1/10/91	<u>C. P. Gertz</u> 5-7-91	
DIRECTOR, QA:	<u>James Blaylock</u> 8/29/88	<u>Donald G. Horton</u> 1/10/91	<u>DG Horton</u> 5/3/91	
Deputy Proj. Mgr.	<u>M. Spaeth</u>	<u>Robert V. Barton</u>	<u>Robert V. Barton</u>	
(OTHER, AS REQUIRED)	<u>T&MSS Proj. Mgr.</u> 8/26/88	<u>for H. B. Blanchard</u> 1/10/91	<u>for M. B. Blanchard</u>	
EFFECTIVE DATE:	<u>9/2/88</u>	<u>2/20/91</u>	<u>5/20/91</u>	

TRAINING REQUIRED YES N/A NUMBER OF DAYS REQUIRED FOR TRAINING 6

COMMENTS: SELF STUDY
FOR PERSONNEL BASELINED
FOR PROCEDURE

M. Spaeth 5/10/91
TRAINING OFFICER/TRAINING MANAGER DATE

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1.0 PURPOSE AND SCOPE

1.1 PURPOSE

This procedure provides the systematic process used to ensure that suitable qualification and proficiency are achieved and maintained through indoctrination and training.

This procedure implements applicable requirements of the Office of Civilian Radioactive Waste Management (OCRWM) Quality Assurance Requirements Document (RW-0214), the Quality Assurance Program Description Document (RW-0215), and the Project Management Plan (YMP/88-2).

1.2 SCOPE

This procedure identifies the personnel responsible for initial job position qualification, training, continuing training, and documentation thereof. The scope does not include qualification of auditors, lead auditors, or inspection personnel performing activities affected by qualification/certification requirements of codes or national consensus standards.

2.0 APPLICABILITY

This procedure is applicable to Yucca Mountain Site Characterization Project Office (YMPO) personnel and YMPO support personnel. The processes and forms in this procedure are applicable to indoctrination and training within the scope of this procedure on and after the effective date of this procedure. This procedure also applies to training conducted in the Field Operations Center.

3.0 DEFINITIONS

NOTE: Terms in this procedure are used as defined in the Yucca Mountain Site Characterization Project (YMP) Glossary. The following definitions are either repeated for convenience from the Project Glossary or are additional definitions adopted for use within this procedure.

3.1 TRAINING OFFICER

The Training Officer is the U.S. Department of Energy (DOE)/YMPO functional interface for training. The Training Officer reports to the Deputy Project Manager (DPM), YMPO, and is delegated full responsibility and authority to provide overall direction and establish training policy for the course of YMP training to ensure that all training programs for YMP personnel comply with regulatory requirements and the DOE goals.

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3.2 TRAINING MANAGER

The Training Manager is the Technical & Management Support Services (T&MSS) Training Manager, and as directed by the Training Officer, is delegated full responsibility and authority to develop and implement a training program that includes a systematic approach to training for YMPO and YMPO support staff working to the OCRWM QA Program.

3.3 SUPERVISOR

The supervisor is the individual responsible for determining an employee's qualification evaluation and assigning initial and additional training for personnel within his/her cognizance.

3.4 POSITION DESCRIPTION

A position description is documentation of the duties to be performed and the minimum qualifying experience, education, and professional training required for a position. Position description is synonymous with job description.

3.5 QUALIFICATION

Qualification is the measurement of characteristics or abilities that are gained through education, training, or experience against the position description that qualify an individual to perform a required function.

3.6 POSITION QUALIFICATION EVALUATION

A position qualification evaluation is a documented review by the supervisor to determine that an employee meets the minimum qualification requirements of the assigned position. This may be performed in the hiring process.

3.7 YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE SUPPORT

YMPO support personnel are made up of DOE/Nevada (NV) matrix support personnel, T&MSS support personnel, and MAC Technical Services Company (MACTEC) personnel working to the OCRWM Quality Assurance (QA) program.

3.8 INDOCTRINATION

Indoctrination is a method of training accomplished by orientation briefings and/or self-study, which are provided to familiarize personnel with documents, requirements, regulations, and policies applicable to assigned job activities.

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3.9 TRAINING

A formal instruction, direction, and/or indoctrination that provides the knowledge, skill, and proficiency required for an individual to become qualified. Training may be accomplished through classroom instruction, formal on-the-job instruction, self-study, or other methods of instruction. The training process documents that personnel performing activities affecting quality are qualified in the principles, techniques, and requirements of the activity being performed.

3.10 BASELINE TRAINING

Baseline training is the employee's indoctrination and training assignments required to be maintained as assigned documents or activities are revised or changed.

3.11 INITIAL TRAINING

Initial training is training or indoctrination assigned by the supervisor to a new employee.

3.12 SYSTEMATIC APPROACH TO TRAINING

A Systematic Approach to Training (SAT) is a method by which management determines training requirements by function to be performed by each individual. This determination includes initial and continuing baseline training.

3.13 NEW EMPLOYEE

A new employee is a person recently hired or transferred for permanent or temporary assignment to work on the YMP and who is identified as needing indoctrination and/or training.

4.0 RESPONSIBLE PARTIES

The following YMPO and YMPO support personnel individuals are responsible for activities identified in Section 5.0 of this procedure:

1. Training Officer
2. Training Manager
3. Supervisor
4. Employee

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Note: Responsibilities of the Training Officer, the Training Manager, and the Supervisor may be delegated to support staff.

5.0 PROCEDURE

NOTE: A flowchart of the following processes described in this procedure is attached as Figure 1.

<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
--------------------------	--------------	------------------

DETERMINATION OF INDOCTRINATION AND TRAINING

- | | | |
|------------------|----|--|
| Training Officer | 1. | Ensure a systematic approach to the determination of applicable indoctrination and training for personnel performing activities affecting quality. This includes training needs identified by DOE/Headquarters (HQ) and supervisors. |
| | 2. | Provide programmatic direction and policy for the YMP Training Program. |
| | 3. | Provide direction to the Training Manager for support of YMPO training goals. This direction includes a Systematic Approach to Training and support in the evaluation of Participant training programs and training needs. |
| Training Manager | 4. | As delegated by the Training Officer, this position has overall responsibility and authority for the development and implementation of the training program for YMPO and YMPO support personnel. |
| | 5. | Administer assigned training to employee, notify the supervisor of training status/completion of training, and notify the supervisor of new documents for evaluation of employee training needs. |
| | 6. | Develop and maintain a tracking system of training requirements for affected employees. |

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RESPONSIBLE PARTY STEPS PROCEDURE

INDOCTRINATION AND QUALIFICATION TRAINING

Supervisor

7. Obtain a position description from Personnel or designee and conduct a documented evaluation of new employee's qualifications against the requirements of the position description. Document evaluation on the Position Qualification form (Attachment 1).

8. Assign new employee initial and baseline training and indoctrination. Employee's shall receive indoctrination in: (a) general criteria, including applicable codes, standards and company procedures; (b) applicable quality assurance program elements and authorities. Document assignment on Training Assignment (Attachment 2 and 3). Enter assignment completion date of no more than 30 working days from date of hire or transfer.

NOTE: Personnel performing support to the YMPO for a period of less than 90 consecutive days are not required to comply with the indoctrination and qualification training requirements of this procedure. Additionally, consultants and contractors providing support to and not physically located at the YMPO or the Site Office are not required to comply with the requirements of this procedure. As a minimum, however, all personnel performing activities affecting quality shall be trained to the applicable document(s) governing the work to be performed.

NOTE: Personnel who leave the YMPO and return as new employees within six months may be given credit for any training completed during their initial term of employment, as determined by appropriate supervision.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
Supervisor		This does not preclude the individual's supervisor from assigning any initial and baseline training and indoctrination the supervisor deems necessary.
	9.	Forward Position Qualification, position description, and Training Assignment to the Training Manager.
Training Manager	10.	Enter assigned training into tracking system.
	11.	Supply employee with Training Assignment.
	12.	Obtain documented statement from personnel or designee attesting to completion of verification of education and experience. Place in employee's training file.
	13.	Monitor assignment completion date, and provide notification to the employee and cognizant supervisor(s) of overdue completion of training assignment if applicable.
	14.	Schedule employee for existing training, or develop training according to QMP-02-09, Development and Conduct of Training.
Employee	15.	Complete Training Assignment within the 30 working day completion date. May perform work to activities affecting quality providing employee has documented evidence of training to the applicable document governing the work performed.
	16.	Forward completed Training Assignment to the Training Manager.
Training Manager	17.	Enter completion of employee's training in tracking system.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
Training Manager	18.	Document completion of training on Position Qualification.
	19.	Forward copy of Position Qualification to cognizant supervisor.
	20.	Place completed Training Assignment and Position Qualification in employee's training file.
	NOTE:	The approval signature on a YMP document associated with this assignment satisfies documentation for completion of Training.

ADDITIONAL TRAINING

Supervisor	21.	Monitor the performance of employees involved in activities affecting quality, and determine the need for additional training, retraining and/or replacement. The supervisor is responsible for ensuring that an employee's training is completed in a timely manner. If needed, assign training to employee to adapt to changes in technology, methods, or job responsibilities.
	22.	Document training on Training Assignment (Attachments 2 and 3) (Training Assignment shall also be used to delete existing assignments from employee's training baseline). NOTE: Assignment completion date shall be no more than 30 working days from the date the assignment was made.
	23.	Forward Training Assignment to the Training Manager.
	24.	Enter employee's training assignment in tracking system.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
Training Manager	25.	If training assignment is class training, schedule employee for existing training, or develop training according to QMP-02-09, Development and Conduct of Training.
	26.	If training assignment is reading, reissue Training Assignment to employee. Training Assignment shall be completed on or before completion date assigned by supervisor in Step 22.
	27.	Notify supervisor and employee if the training assignment is not completed within specified time.
Employee	28.	Complete specified training assignment. If the training is reading, complete assignment on or before completion date assigned by supervisor in Step 22. Document completion on Training Assignment. Forward documentation to the Training Manager.
Training Manager	29.	Enter completion of training assignment in tracking system, and maintain in training files.

MAINTENANCE OF TRAINING RECORDS

30. Track completion of training assignments for affected employees. Repeat Step 25.
- NOTE: This includes monitoring changes in documents which are a part of an employee's baseline training requirements.
31. If training assignment is completion of reading, issue Completion of Reading Assignment (Attachment 4). Reading Assignment shall be completed on or before effectivity date or within 10 working days of assignment.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
Training Manager	32.	Repeat Step 27.
	33.	Complete specified training assignment. If the training is reading, complete assignment by effectivity date or within 10 days. Document completion on Completion of Reading Assignment.
Employee	34.	If completion of reading is dated after the effective date of the document, forward Completion of Reading Assignment to supervisor; otherwise forward documentation to the Training Manager.
Supervisor	35.	Document evaluation of post-effective date reading on Completion of Reading Assignment as directed by form.
	36.	Forward documentation to the Training Manager.
Training Manager	37.	Repeat Step 29.
	38.	Prepare, maintain, and submit training file packages to the Local Record Center (LRC).
Supervisor	39.	Notify Training Manager in writing when an employee under their cognizance terminates employment.
Training Manager	40.	Enter termination of employee in tracking system, and submit training records in accordance with Step 38.

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6.0 REFERENCES

NOTE: Refer to the latest revision of the documents listed below unless otherwise stated.

6.1 REQUIREMENTS DOCUMENTS

OCRWM Quality Assurance Requirements Document, DOE/RW-0214

OCRWM Quality Assurance Program Description Document, DOE/RW-0215

Project Management Plan (YMP/88-2)

6.2 INTERFACE DOCUMENTS

Project Glossary, YMP/89-15

QMP-02-09, Development and Conduct of Training

QMP-17-01, Records Management: Record Source Implementation

QAAP 16.1 Corrective Action Requests

7.0 FIGURES AND ATTACHMENTS

Figure 1, QMP-02-01 Flowchart

Attachment 1, Position Qualification

Attachment 2, Training Assignment and Instructions

Attachment 3, Training Assignment Continuation Sheet and Instructions

Attachment 4, Completion of Reading Assignment

8.0 RECORDS

The following documents used or generated in the implementation of this procedure have been identified as QA Records and shall be processed in accordance with QMP-17-01, Records Management: Record Source Implementation:

1. Completion of Reading Assignment
2. Individual's Training file consisting of the following records:

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- A. Position Qualification
- B. Training Assignment
- C. Statement attesting to verification of education and
experience
- D. Position Description

Additional records of training are filed per title of training.

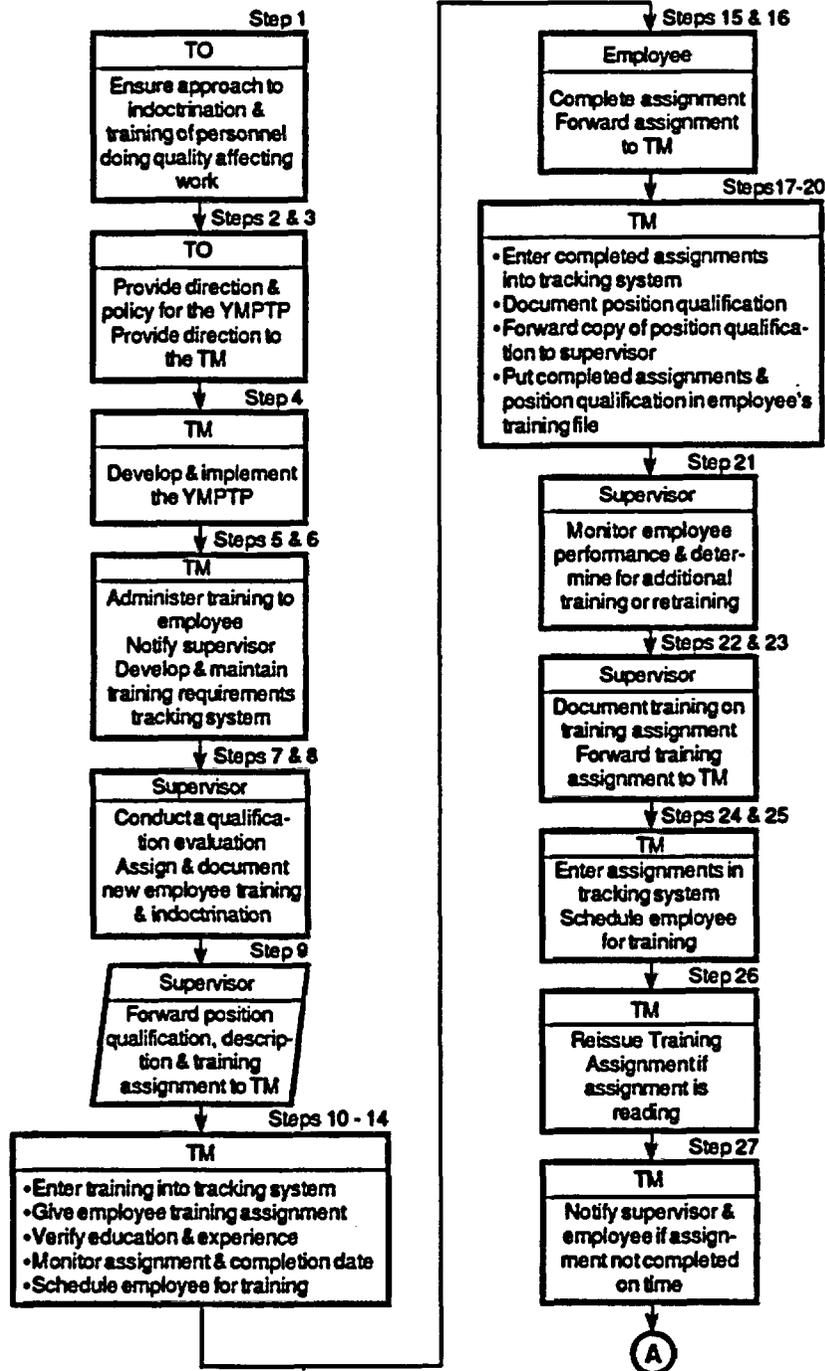
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Figure 1 - QMP-02-01 Flowchart

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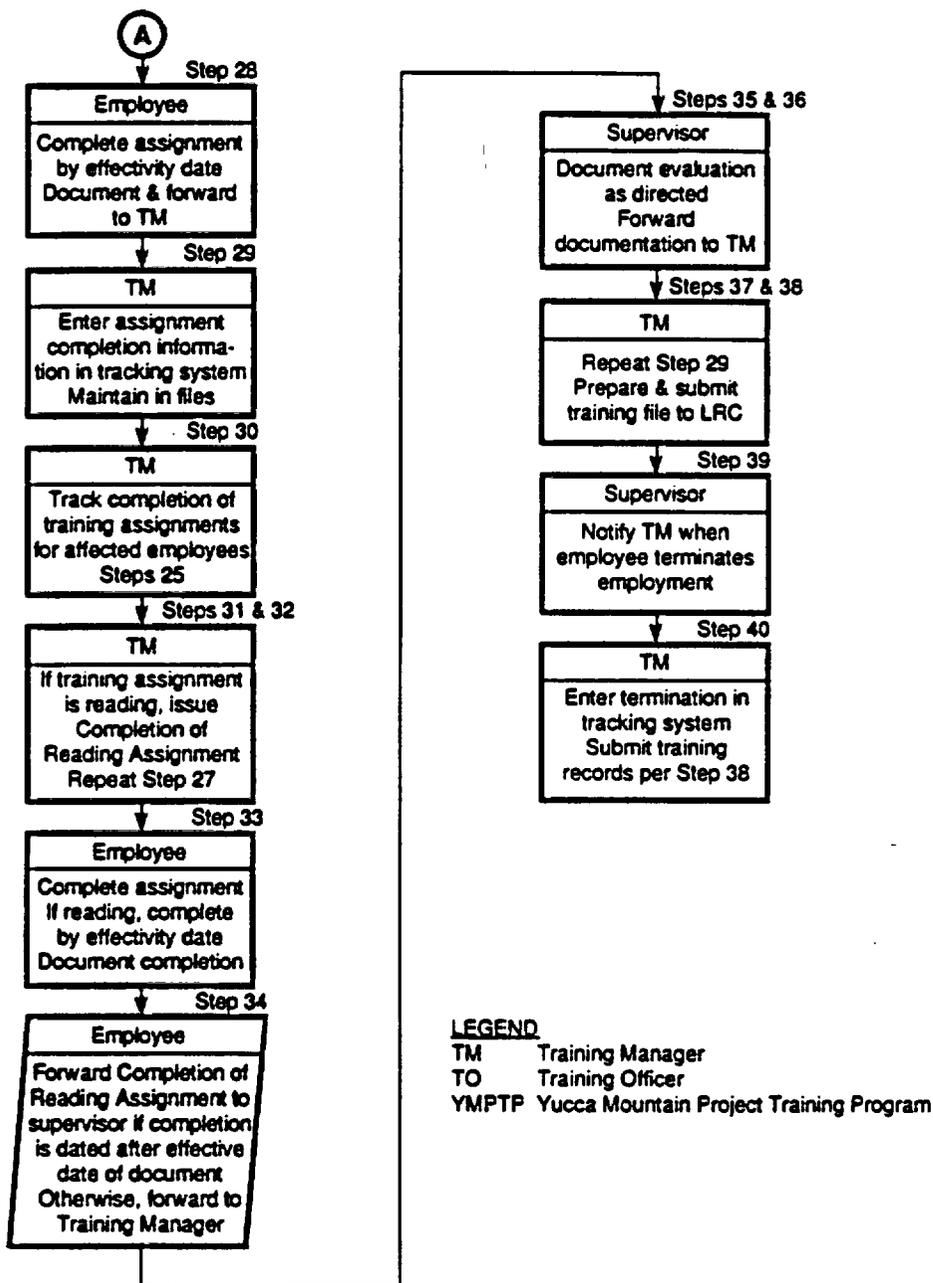


Figure 1 - QMP-02-01 Flowchart (continued)

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YMP-026-R0	YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT	
3/25/91	POSITION QUALIFICATION	
SECTION I (completed by Supervisor)		
EMPLOYEE _____ PHONE _____		
Last, First, MI		
EMPLOYEE ORGANIZATION/DEPT. _____		
An evaluation of previous education and experience has been performed and the employee identified above does meet the qualification requirements necessary for the position of (job description title and function):		

SUPERVISOR _____		
Last, First, MI Signature		
DATE OF EVALUATION _____		
SECTION II (completed by Training Officer/Training Manager)		
The employee identified above has satisfactorily completed all training identified on the Yucca Mountain Project Training Assignment form.		
TRAINING OFFICER/TRAINING MANAGER _____		
Signature		
DATE _____		
Training Department retains original. Copy to Supervisor.		

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INSTRUCTIONS FOR PREPARATION OF YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT TRAINING ASSIGNMENT YMP-027

Required training assignments are indicated with a mark, leaving those not required blank. If additional space is required, then use Attachment 3, Training Assignment Continuation Sheet.

SUPERVISOR

- (1) List the procedure number and/or document title of assigned training.
- (2) Check this column if the employee is to be notified of future changes (leave blank if future notification is not requested).
- (3) Indicate Classroom training (C), Self-study (includes reading) (S), or Other (includes on-the-job training) (O).

Give original to employee for completion of assignment and send copy to YMP Training Center, T&MSS Mail Stop T-19; DOE Mail Stop 418, for tracking.

EMPLOYEE

- (4) Enter revision number and applicable ICNs.
- (5) Provide initials.
- (6) Enter completion date.

For reading assignments, use only a controlled copy to verify that the latest revision and accompanying ICNs are included.

When all assignments are completed, send form to YMP Training Center, T&MSS Mail Stop T-19; DOE Mail Stop 418.

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INSTRUCTIONS FOR PREPARATION OF YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT TRAINING ASSIGNMENT YMP-027

Required training assignments are indicated with a mark, leaving those not required blank. If additional space is required, then use Attachment 3, Training Assignment Continuation Sheet.

SUPERVISOR

- (1) List the procedure number and/or document title of assigned training.
- (2) Check this column if the employee is to be notified of future changes (leave blank if future notification is not requested).
- (3) Indicate Classroom training (C), Self-study (includes reading) (S), or Other (includes on-the-job training) (O).

Give original to employee for completion of assignment and send copy to YMP Training Center, T&MSS Mail Stop T-19; DOE Mail Stop 418, for tracking.

EMPLOYEE

- (4) Enter revision number and applicable ICNs.
- (5) Provide initials.
- (6) Enter completion date.

For reading assignments, use only a controlled copy to verify that the latest revision and accompanying ICNs are included.

When all assignments are completed, send form to YMP Training Center, T&MSS Mail Stop T-19; DOE Mail Stop 418.

Attachment 3 - Training Assignment Continuation Sheet and
Instructions (continued)

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**INSTRUCTIONS FOR PREPARATION OF
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COMPLETION OF READING ASSIGNMENT
YMP-028**

GENERAL

This Completion of Reading Assignment may be used for a single employee or circulated for signature by more than one employee.

POST-EFFECTIVE READING

1. Supervisors shall document evaluation of post-effective date reading by completing the bottom portion of the form.
2. Post-effective date reading for more than one employee may be notated by placing a "(1), (2), or (3)" as appropriate next to the employee's printed name.