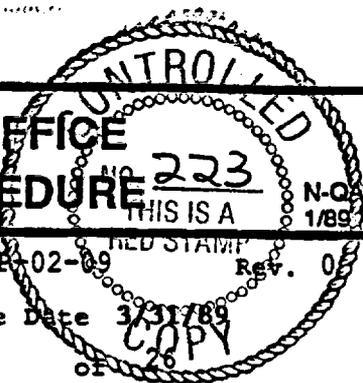


YUCCA MOUNTAIN PROJECT OFFICE QUALITY MANAGEMENT PROCEDURE



N-Q-015
1/89

Title DEVELOPMENT AND CONDUCT OF TRAINING

No. QM-02-09

Effective Date 3/23/89

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DEVELOPMENT AND CONDUCT OF TRAINING

1.0 PURPOSE

This procedure describes the process for:

- o identification of training needs,
- o identification and qualification of instructors,
- o training materials development, review/approval, and revision
- o documentation of the Training Program,

and establishes standards and practices for the conduct of training intended to satisfy the Yucca Mountain Project training requirements. This procedure implements the Yucca Mountain Project Training Management Plan.

2.0 APPLICABILITY

This procedure applies to training and indoctrination conducted by and for Yucca Mountain Project Office (Project Office), T&MS Staff, MACTEC, and DOE/NV matrix support personnel after the effective date of this procedure. All training and indoctrination developed and presented under previous procedural systems shall remain in effect and valid.

3.0 DEFINITIONS

3.1 TRAINING

Instruction provided to personnel to develop and demonstrate initial proficiency in the application of selected requirements, methods, and procedures, and to adapt to changes in technology, methods, or job responsibilities. Training may be accomplished by reading assignment, indoctrination, or formal classroom training.

3.2 INDOCTRINATION

Orientation briefings and reading assignments provided to personnel for familiarization with programmatic and work oriented documents and policies applicable to the assigned activity.

APPROVED BY

Project Manager, T&MS

Project Quality Manager

Project Manager

Date

[Signature]
3/21/89

Date 3/23/89

James Blaylock
Date 3/23/89

Date

[Signature]
3/24/89

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3.3 PROFICIENCY TRAINING

Training and qualification specified by the responsible manager that is required for the employee to effectively perform assigned quality affecting activities. This training requires evaluation and documentation of proficiency where as Indoctrination (familiarization) training does not.

3.4 FORMAL CLASSROOM TRAINING

Indepth instruction provided to personnel to develop and demonstrate proficiency or skills and knowledge in a specific quality affecting task, activity or area of responsibility. Formal classroom instruction may consist of internally or externally developed and presented training sessions, classroom sessions supplemented by hands-on workshops, on-the-job training, other instructional methods, or combinations thereof. Evaluation of proficiency is required for successful completion of formal classroom training.

3.5 SPECIAL TRAINING ASSIGNMENT (STA)

A Special Training Assignment is training assigned to provide skills and knowledge in addition to those already possessed. Special Training Assignments qualify personnel for specialized tasks such as Readiness Review, Surveillance, etc. STAs may also be used to improve performance when deemed necessary by the cognizant manager.

3.6 LESSON PLAN

An approved instructional plan for conducting a training session to accomplish behavioral objectives and specific awareness or proficiency goals.

3.7 TRAINING MATERIALS

Training materials include, but are not limited to lesson plans, viewgraphs, tests, visual aids, audio visual material, training manuals, and other items utilized in the development and presentation of a training course.

3.8 ASSISTANT PROJECT MANAGER (APM) TRAINING REPRESENTATIVE

An individual designated by the cognizant Assistant Project Manager (APM) to represent the APM Department Managers in coordinating the Departmental training requirements and to act as liaison with the T&MSS training organization.

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3.9 T&MSS TRAINING COORDINATOR

An individual within the T&MSS training organization who provides assistance in the development, scheduling and presentation of training assignments by Project Office, T&MSS and MACTEC staff.

3.10 PROJECT OFFICE TRAINING COORDINATOR

The person charged with supervision of Project-level training for the Project Office. The Coordinator is a member of the Project Control Branch, Project Operations and Control Division. Although not an equivalent position the Project Office Training Coordinator provides for the Project Office, the same functions as the AMP Training Representative does for T&MSS.

3.11 SUBJECT MATTER EXPERT (SME)

A subject matter expert is an individual competent in the training area of concern.

3.12 INSTRUCTOR

A Subject Matter Expert who has been assigned to develop/present training and is qualified in accordance with this procedure.

3.13 MANAGER

Any person who supervises or directs the activities of other personnel. Managers include T&MSS and MACTEC Management staff and Yucca Mountain Project Office Project Quality Manager, Division Directors, and Branch Chiefs.

4.0 RESPONSIBILITIES

4.1 T&MSS TRAINING MANAGER

The T&MSS Training Manager is responsible for:

1. Approval of all indoctrination and formal classroom training lesson plans and materials and major revisions to the same.
2. Receipt, storage, and control of approved training materials for use of the Project Office, T&MSS and MACTEC.
3. Planning, scheduling and announcing training to be conducted.
4. Developing and conducting instructor training.

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4.2 ASSISTANT PROJECT MANAGERS (APMs)

1. Each Assistant Project Manager is responsible for assigning and supporting a Training Representative for Departments under his/her cognizance. APMs are responsible to assure that managers under their direction designate and assign training to their staff in a timely manner.

4.3 YUCCA MOUNTAIN PROJECT OFFICE/T&MSS/MACTEC MANAGERS

Managers are responsible for:

1. Assigning qualified SMEs/Instructors to develop and present training for which they have responsibility and providing time for the designated instructor to complete training assignments.
2. Assuring that their staff personnel attend assigned training courses.
3. Notifying the T&MSS Training Manager in writing whenever new or refresher training needs are identified.
4. Identifying and assigning required training for their respective staff members.
5. Reviewing and approving lesson plans, training materials, and major revisions to the same that are developed by personnel under their supervision.

4.4 APM TRAINING REPRESENTATIVES

Training Representatives are responsible for:

1. Acting as liaison with the assigned Training Coordinator in the development, scheduling, and implementation of the requested training.
2. Keeping managers within their assigned APM organization apprised of training status.

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4.5 SUBJECT MATTER EXPERT (SME)/INSTRUCTOR

SME/Instructor is responsible for:

1. Developing training materials.
2. Making revisions to lesson plans and training materials as necessary.
3. Ensuring that attendance records are completed and transmitted to the training records center in a timely manner.
4. Ensuring the proper administration of examinations or tests.
5. Returning all training course materials to the Training Coordinator for safekeeping.

4.6 T&MSS TRAINING COORDINATOR

The Training Coordinator is responsible for:

1. Interfacing with the Training Representatives to identify instructors and schedule required training.
2. Assigning course/lesson numbers to all lesson plans.
3. Assisting assigned instructors in the proper development of lesson plans.
4. Coordinating review of training materials.
5. Conducting a training review of training materials for format, definition of objectives and validity of exam questions, when used.
6. Coordinating approval of formal training courses.
7. Arranging for classroom reservations, course announcements, attendance records, and all other administrative activities related to record keeping.

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5.0 PROCEDURE

5.1 IDENTIFYING TRAINING NEEDS

5.1.1 The need to provide training shall generally be identified one of four ways:

- o required by a Project governing document.
- o formal needs analysis.
- o corrective action to address program deficiencies
- o assigned by responsible manager.

5.1.1.1 Training Required by a Project Governing Document

Training required by a Project Governing Document such as a management plan or quality assurance requirement shall be incorporated into the training curriculum in a timely manner.

5.1.1.2 Formal Needs Analysis

The job training needs analysis is the basis for identifying the minimum training needs for each job position involving quality affecting activities. After the initial analysis and concurrence by the cognizant manager, training shall be assigned and scheduled to meet the Project Office, T&MSS and MACTEC training requirements.

5.1.1.3 Corrective Action to Address Program Deficiencies

When program deficiencies identify the need for improved or additional training, the training shall be incorporated into the training curriculum and individuals shall be trained in a timely manner.

5.1.1.4 Assigned by Responsible Manager

Any time a need arises for additional training, not the result of a program deficiency, it shall be assigned by the responsible manager. The training may be assigned because of the needs identified above or for employee development, productivity improvement, or any other purpose the manager deems appropriate.

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5.2 REQUESTS FOR TRAINING

5.2.1 Assignment of Training

After identifying training needs, the responsible manager shall assign training to the employee by using either the Yucca Mountain Project Office/T&MSS Training Assignment form (Figure 3) for initial training or the Special Training Assignment form (Figure 4) for additional training or refresher training. The assignment form shall be forwarded to the T&MSS Training Manager, after completion of reading assignments, for scheduling of formal classroom training.

5.2.2 Request for Training Assistance

If the responsible manager determines that assigned classroom training does not exist, he/she shall initiate a memorandum to the T&MSS Training Manager requesting course development assistance from the training organization and designating a SME/instructor to develop and present the training.

5.3 IDENTIFICATION AND TRAINING OF INSTRUCTORS

The manager requesting internal development of training shall, at the time of making the request, designate a competent subject matter expert from his/her organization to develop and/or present the training. Instructors are qualified as follows:

5.3.1 Qualification of Yucca Mountain Project Office/T&MSS Instructors

Instructors from within the Project Office, T&MSS or MACTEC who perform formal classroom training for quality affecting activities shall be qualified Subject Matter Experts and shall complete the T&MSS Instructor Training Course prior to performing instructor duties.

5.3.1.1

The cognizant manager shall complete Section I of the Instructor Qualification Form (Figure 1) stating the individual's qualification as a Subject Matter Expert. The manager shall forward the completed form to the T&MSS Training Manager.

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5.3.1.2

The T&MSS Training Manager shall schedule the instructor candidate to attend the T&MSS Instructor Training Course as soon as possible after receiving the completed form. This course shall include, as a minimum, instruction on lesson plan preparation and Project training course records. After completion of the course, the T&MSS Training Manager shall complete Section II of the Instructor Qualification Form and file the form in the individual's qualification and training file. The T&MSS Training Manager shall forward the completed Instructor Qualification Form for Project Office or MACTEC Instructors to the respective Training Coordinator.

5.3.2

Instructors from other than Project Office/T&MSS/MACTEC, who provide training to quality affecting activities for Project Office, T&MSS or MACTEC staff, shall provide documentation of their instructor qualifications approved by respective Participant training organization.

5.4 DEVELOPMENT OF FORMAL CLASSROOM TRAINING

Formal classroom training development includes as a minimum:

- o selection of the method of training
- o development of the training materials
- o review and approval of the training materials and,
- o revision and maintenance of the training materials

5.4.1 Method of Training

This procedure identifies three basic methods of providing training for personnel performing quality affecting activities. These methods are: reading assignment, indoctrination, and formal classroom training.

5.4.1.1 Reading Assignment

Reading assignment is the minimum acceptable level of training on the Yucca Mountain Project. A reading assignment may be made to familiarize personnel with the programmatic and work oriented quality affecting documents and in special cases to establish initial proficiency. Completion of reading assignments shall be acknowledged, documented in writing and become a part of the official training record. When reading assignments are used to establish initial proficiency, evaluation of proficiency (workshops, written examination, interview, etc.) shall be documented and become part of the individual's training file.

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5.4.1.2 Indoctrination

Indoctrination consists of reading assignments and orientation briefings intended to familiarize personnel with programmatic and work oriented documents applicable to the assigned quality affecting activity. Indoctrination may be accomplished by use of a mandatory reading list, by group classroom presentations, by video presentations, or other instructional methods. When group classroom presentations are the method of training, the indoctrination shall be documented on an attendance record and shall be conducted in accordance with an approved lesson plan that specifies, as a minimum, training objectives, scope, methods of implementation. Indoctrination courses may be taught by any staff member who possesses sufficient knowledge and expertise in the subject as determined by the responsible manager.

5.4.1.3 Formal Classroom Training

Formal classroom training, as stated in Section 3.0, Definitions, is instruction provided to personnel to develop and demonstrate proficiency or skills and knowledge in a specific task or area of responsibility. Formal classroom training requires an approved lesson plan which specifies, as a minimum, training objectives, scope and method of implementation. Lesson plans are developed using the format shown in Figure 6 or equivalent. Formal classroom training also requires a Training Attendance Record, and a Course Critique.

5.4.2 Developing Training Materials

5.4.2.1 Request for Training Assistance

After receiving a memorandum requesting training assistance, the T&MSS Training Manager shall ensure that a training course in this subject does not already exist. Then the T&MSS Training Manager shall assign a Training Coordinator to work with the subject matter expert/instructor in developing the course.

5.4.2.2 Lesson Plan Development

The Training Coordinator shall consult with the assigned instructor to assure that the training lesson plan meets the identified training objectives, and is consistent with the T&MSS lesson plan format in Figure 6. The Training Coordinator shall track the development, scheduling, and approval of the planned course.

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5.4.3 Review and Approval of Training Materials

When the training materials have been completed, the instructor shall review the lesson plan for content and format, sign and date the cover page.

5.4.3.1 The Lesson Plan is forwarded to the Training Coordinator who shall review the training package to ensure that training objectives are met, that exam questions are valid, that any required support materials or training aids are identified, and that a course/lesson number has been assigned.

5.4.3.2 When satisfied that the lesson plan package is complete, the Training Coordinator signs concurrence and forwards the Lesson Plan to the responsible manager for review and approval. If the responsible manager determines that a technical review of the lesson plan is appropriate, he/she should assign this task to an individual knowledgeable in the subject. After the manager approves the lesson plan, it shall be forwarded to the T&MSS Training Manager for review and approval.

5.4.4 Control of Training Materials

Approved originals of all training materials shall be maintained in the T&MSS Training Center. Examinations and exam keys, if used, are issued to instructors upon request prior to each course and are returned to the T&MSS Training Manager following the examination. All examinations and examination keys shall be stored in locked files and shall be released only by the Training Manager or Training Coordinator.

5.4.5 Revision of Training Materials

5.4.5.1 Minor revisions (i.e., editorial and informational updates) may be incorporated by the responsible manager or designee without a formal review cycle. All revisions to training materials shall be entered on the Historical Record Sheet (Figure 6, Page 2 of 4) and verified by the Training Coordinator.

5.4.5.2 Major revisions to lesson plans are made by the assigned lesson instructor (or an SME authorized by the cognizant manager). The instructor shall enter all revisions on the Historical Record Sheet and sign and date the sheet. The same review of lesson plans is required for a major revision as was required for the initial training material. A Training Coordinator shall review and approve all major changes of lesson plans and sign and date the Historical Record Sheet below the instructor's signature.

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5.5 CONDUCT OF TRAINING

5.5.1 Managers shall inform the T&MSS Training Manager of training to be conducted for their organizations six weeks in advance whenever possible. Included should be the title of the course, time, date, location, attends, and the name of the instructor.

5.5.2 The T&MSS Training Manager shall send scheduled employees a written announcement two weeks prior to the scheduled course whenever possible. The announcement shall state the title, time, date, and location of the training.

5.5.3 Each instructor has the responsibility for adequate preparation. The general rule of thumb is four (4) hours of preparation per contact hour of class.

5.6 ADMINISTRATION OF TESTS

A performance evaluation will be given for formal classroom training. Examinations may include quizzes, tests, performance evaluations or other graded materials. All examinations shall be conducted in accordance with the following directions:

5.6.1 Exam materials shall be approved with the lesson plan they are supporting.

5.6.2 Instructors shall ensure that examination materials are controlled in a manner to prevent them from being compromised.

5.6.3 A proctor shall be present in the room at all times during an examination or test.

5.6.4 Trainees shall not remove examinations from the exam room.

5.6.5 Trainees taking exams shall not use text books, notes, or any other reference material while testing is in progress, unless specifically permitted by the instructor.

5.6.6 Passing score for exams is 70%. Those trainees not achieving a score of 70% or greater shall be required either to retake the training or, with permission of the T&MSS Training Manager, to retake the exam after additional preparation.

5.6.7 Personnel may challenge a training course by taking the final exam instead of attending training when a test is requested in writing by their responsible manager. A score of 70% is required to pass.

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5.7 TRAINING WAIVER

The manager to whom a staff member reports for supervision and assignment of work may submit a Waiver of Training (Figure 2) to exempt that staff member from part or all of a specific training assignment. This form when completed, shall become part of the employee's training file and shall serve as documentation that Project Office/T&MSS/MACTEC personnel are qualified to perform quality affecting activities. When training is to be waived adequate justification must be provided on the waiver form by the requesting manager.

6.0 REFERENCES

- 6.1 QMP 02-01 Qualification, Proficiency, Indoctrination, and Training of Waste Management Project Office Personnel, Revision 1
- 6.2 QMP 17-01 Quality Assurance Records, Revision 0
- 6.3 Yucca Mountain Project Training Management Plan, Rev. 1

7.0 FIGURES

The forms and figures identified in this procedure are typical and/or sample forms as identified by the T&MSS Training Manager as necessary to capture data and information relevant to the successful implementation of the Yucca Mountain Project Training Plan. Forms identified herein may be modified and other forms not identified here may be developed and utilized at the discretion of the T&MSS Training Manager without reference to this or any other procedure.

- 7.1 Figure 1 - Instructor Qualification Form (Typical)
- 7.2 Figure 2 - Waiver of Training (Typical)
- 7.3 Figure 3 - Training Assignment (Typical)
- 7.4 Figure 4 - Special Training Assignment (Typical)
- 7.5 Figure 5 - Training Attendance Record (Typical)
- 7.6 Figure 6 - Sample Format for T&MSS Formal Classroom Training Lesson Plan (Typical)

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8.0 QA RECORDS

The following records generated as a result of this procedure are QA Records and shall be controlled and protected in accordance with QMP 17-01, QA Records.

- 8.1 Approved Formal Classroom Lesson Plans and Revisions
- 8.2 Approved Indoctrination Lesson Plans
- 8.3 Exam Questions and Exam Keys
- 8.4 Exam Results
- 8.5 T&MSS Attendance Sheets
- 8.6 Instructor Qualification Form
- 8.7 Records of Waiver of Training

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Figure 1 - Instructor Qualification Form (TYPICAL)

N-AD-078	
YUCCA MOUNTAIN PROJECT OFFICE/T&MSS INSTRUCTOR QUALIFICATION FORM	
Instructor Name: _____	SSN: _____
Subject Area: _____ _____	
Section I: Statement of Qualification as Subject Matter Expert	
This individual is qualified to perform instructor duties in this subject area since he/she possesses sufficient knowledge and expertise in the subject as verified by:	
_____ _____ _____ _____ _____	
Submitted by: _____	_____
(Manager Name)	(Signature)
_____	_____
(Title)	(Date)
Section II: Completion of Instructor Training	
This individual completed T&MSS Instructor Training on _____	
(Date)	
and is now qualified to instruct training in the identified subject area.	
_____	_____
(Print Name)	(Signature)
T&MSS Training Manager	_____
(Title)	(Date)

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Figure 1 - Instructor Qualification Form (TYPICAL)

N-AD-075
3/10/89

YUCCA MOUNTAIN PROJECT OFFICE/T&SS
TRAINING WAIVER

The requirement for _____ to take
_____ training is hereby waived. Justification
(Name of Course)

for training waiver is as follows:

1. Person already has the requisite knowledge or skill as verified by:

2. Person shall acquire the requisite knowledge or skill by other means,
e.g.:

3. Other (explain):

Submitted by: _____ (Print Name) _____ (Signature)

_____ (Title) _____ (Date)

Instructions for completion on reverse.

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Figure 2 - Waiver of Training (TYPICAL)

N-AD-075

YUCCA MOUNTAIN PROJECT OFFICE/TMSS
TRAINING WAIVER

To: _____
TMSS Training Manager

The requirement for _____ to take
_____ training is hereby waived. Justification
(Name of Course)

for training waiver is as follows:

1. Person already has the requisite knowledge or skill as verified by:

2. Person will acquire the requisite knowledge or skill by other means.
e.g.: _____

3. Other (explain): _____

Submitted by: _____ (Print Name) _____ (Signature)
_____ (Title) _____ (Date)

Concurrence*: _____ (Print Name) _____ (Signature)
_____ (Title) _____ (Date)

*Required for Waiver of Instructor only.
Instructions for completing form on back.

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Figure 3 - Training Assignment (Page 1 of 5)
(TYPICAL)

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YUCCA MOUNTAIN PROJECT OFFICE/TMSS TRAINING ASSIGNMENTS

Employees Name: _____ SSN: _____ Date: _____

Job Position: _____ Organization: _____

Assigning Manager: _____
(Print Name) (Signature)

A. New Employee Indoctrination (Familiarization Training)

DOCUMENT	REQUIRED (Y/N)	DATE COMPLETED	EMPLOYEE INITIALS
SAIC Policies & Procedures	_____	_____	_____
HARZA Policies & Procedures	_____	_____	_____
WESTINGHOUSE Policies & Procedures	_____	_____	_____
Project Orientation Course	YES	_____	_____
Nuclear Waste Primer	_____	_____	_____
Yucca Mountain Project Management Plan	_____	_____	_____
10 CFR 60 "Disposal of High-Level Radioactive Waste in Geologic Repositories"	_____	_____	_____
10 CFR 960 "Guidelines for Recommendation of Sites for Nuclear Waste Repositories"	_____	_____	_____
40 CFR 960 "Environmental Stds. for Mgmt. of Disposal of Spent Nuclear Fuel, High-Level, & Transuranic Radioactive Waste"	_____	_____	_____
NWSSI/88-9 Quality Assurance Plan	_____	_____	_____
WMPO-88/1 WMPO Quality Assurance Plan	_____	_____	_____
Nuclear Waste Policy Act (NWPA-1982)	_____	_____	_____
NWPA Amendment 1987	_____	_____	_____
OCNRM Mission Plan	_____	_____	_____
NQA-1 1988	_____	_____	_____
10 CFR 50 Appendix B	_____	_____	_____

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Figure 3 - Training Assignment (Page 2 of 5)
 (TYPICAL)

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YUCCA MOUNTAIN PROJECT OFFICE/TMSS TRAINING ASSIGNMENT

Name: _____

B. Programmatic Indoctrination

PROCEDURE NUMBER	Rev.		READ	Complete Initial/DATE
QMP-01-01	1	ORGANIZATION	_____	_____
QMP-01-02	0	STOP WORK	_____	_____
QMP-02-01	1	QUALIFICATION & TRAINING	_____	_____
QMP-02-02	1	QUALIFICATION OF QA AUDIT PERSONNEL	_____	_____
QMP-02-03	*	MANAGEMENT ASSESSMENT	_____	_____
QMP-02-06	0	ASSIGNMENT OF QALAs	_____	_____
QMP-02-08	0	TECHNICAL ASSESSMENT REVIEW	_____	_____
QMP-02-09	0	DEVELOPMENT & CONDUCT OF TRAINING	_____	_____
QMP-03-01	1	PEER REVIEW	_____	_____
QMP-03-02	*	SCIENTIFIC INVESTIGATION	_____	_____
QMP-03-03	*	USE & CONTROL OF COMPUTER PROGRAMS	_____	_____
QMP-03-04	*	SOFTWARE DEVELOPMENT & MAINTENANCE	_____	_____
QMP-03-06	*	VERIFICATION & VALIDATION OF COMPUTER PROGRAMS	_____	_____
QMP-04-01	0	PROCUREMENT DOCUMENT CONTROL	_____	_____
QMP-05-01	1	PREPARATION & CONTROL OF QMPs	_____	_____
QMP-05-02	0	PREPARATION & CONTROL OF BTPs	_____	_____
QMP-05-03	0	PREPARATION & CONTROL OF QAP/QAPP	_____	_____
QMP-06-02	1	DOCUMENT CONTROL	_____	_____
QMP-06-03	1	DOCUMENT REVIEW/ACCEPTANCE/APPROVAL	_____	_____
QMP-07-03	0	CONT. OF PURCHASED ITEMS & SERVICES	_____	_____
QMP-07-04	*	SUPPLIER SURVEYS	_____	_____
QMP-15-01	1	CONTROL OF NON-CONFORMANCES	_____	_____
QMP-16-02	2	TREND ANALYSIS	_____	_____
QMP-16-03	0	SDR SYSTEM	_____	_____
QMP-17-01	0	RECORD SOURCE & USER RESPONSIBILITIES	_____	_____
QMP-18-01	3	AUDIT SYSTEM FOR THE YUCCA MOUNTAIN PROJECT	_____	_____
QMP-18-02	2	SURVEILLANCES	_____	_____
AP-1.10	1	ADMINISTRATIVE PROCEDURE PREPARATION	_____	_____
AP-1.30	1	PUBLICATIONS REVIEW & APPROVAL	_____	_____
AP-1.40	1	DISTRIBUTION OF INFORMATION PRODUCTS	_____	_____
AP-1.50	0	ISSUANCE & MAINTENANCE OF CONT. DOCS.	_____	_____
AP-1.60	0	RELEASE OF UNPUBLISHED INFORMATION	_____	_____
AP-1.70	0	RECORDS MANAGEMENT	_____	_____
AP-1.100	0	PREP/REVIEW & APPROVAL OF SCP STUDY PLANS	_____	_____
AP-3.30	0	CHANGE CONTROL PROCESS	_____	_____
AP-3.60	0	CONFIGURATION MANAGEMENT	_____	_____
AP-5.20	0	TECH. INFO. FLOW TO & FROM SITE & ENG. PROPERTIES DATA BASE	_____	_____
AP-5.30	0	INFO FLOW INTO THE REFERENCE INFO BASE	_____	_____
AP-5.40	0	QALAs FOR YMP ACTIVITIES	_____	_____
AP-5.60	0	ESF TECHNICAL ELEMENTS BASELINE & INTERFACE CONTROL PROCEDURE	_____	_____

* When issued

YUCCA MOUNTAIN PROJECT OFFICE
QUALITY MANAGEMENT PROCEDURE

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Figure 3 - Training Assignment (Page 4 of 5)
(TYPICAL)

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YUCCA MOUNTAIN PROJECT OFFICE/T&MS TRAINING ASSIGNMENT

Name: _____

C. Proficiency Training

PROCEDURE NUMBER	Rev.		REQUIRED (Y/N)	Complete Initial\ DATE
QMP-01-01	1	ORGANIZATION	_____	_____
QMP-01-02	0	STOP WORK	_____	_____
QMP-02-01	1	QUALIFICATION & TRAINING	_____	_____
QMP-02-02	1	QUALIFICATION OF QA AUDIT PERSONNEL	_____	_____
QMP-02-03	*	MANAGEMENT ASSESSMENT	_____	_____
QMP-02-06	0	ASSIGNMENT OF QALAs	_____	_____
QMP-02-08	0	TECHNICAL ASSESSMENT REVIEW	_____	_____
QMP-02-09	0	DEVELOPMENT & CONDUCT OF TRAINING	_____	_____
QMP-03-01	1	PEER REVIEW	_____	_____
QMP-03-02	*	SCIENTIFIC INVESTIGATION	_____	_____
QMP-03-03	*	USE & CONTROL OF COMPUTER PROGRAMS	_____	_____
QMP-03-04	*	SOFTWARE DEVELOPMENT & MAINTENANCE	_____	_____
QMP-03-06	*	VERIFICATION & VALIDATION OF COMPUTER PROGRAMS	_____	_____
QMP-04-01	0	PROCUREMENT DOCUMENT CONTROL	_____	_____
QMP-05-01	1	PREPARATION & CONTROL OF QMPs	_____	_____
QMP-05-02	0	PREPARATION & CONTROL OF ETPs	_____	_____
QMP-05-03	0	PREPARATION & CONTROL OF QAP/QAPP	_____	_____
QMP-06-02	1	DOCUMENT CONTROL	_____	_____
QMP-06-03	1	DOCUMENT REVIEW/ACCEPTANCE/APPROVAL	_____	_____
QMP-07-03	0	CONT. OF PURCHASED ITEMS & SERVICES	_____	_____
QMP-07-04	*	SUPPLIER SURVEYS	_____	_____
QMP-15-01	1	CONTROL OF NON-CONFORMANCES	_____	_____
QMP-16-02	2	TREND ANALYSIS	_____	_____
QMP-16-03	0	SDR SYSTEM	_____	_____
QMP-17-01	0	RECORD SOURCE & USER RESPONSIBILITIES	_____	_____
QMP-18-01	3	AUDIT SYSTEM FOR THE YUCCA MOUNTAIN PROJECT	_____	_____
QMP-18-02	2	SURVEILLANCES	_____	_____
AP-1.1Q	1	ADMINISTRATIVE PROCEDURE PREPARATION	_____	_____
AP-1.3Q	1	PUBLICATIONS REVIEW & APPROVAL	_____	_____
AP-1.4Q	1	DISTRIBUTION OF INFORMATION PRODUCTS	_____	_____
AP-1.5Q	0	ISSUANCE & MAINTENANCE OF CONT. DOCS.	_____	_____
AP-1.6Q	0	RELEASE OF UNPUBLISHED INFORMATION	_____	_____
AP-1.7Q	0	RECORDS MANAGEMENT	_____	_____
AP-1.10Q	0	PREP/REVIEW & APPROVAL OF SCP STUDY PLANS	_____	_____
AP-3.3Q	0	CHANGE CONTROL PROCESS	_____	_____
AP-3.6Q	0	CONFIGURATION MANAGEMENT	_____	_____
AP-5.2Q	0	TECH. INFO. FLO TO & FROM SITE & ENG. PROPERTIES DATA BASE	_____	_____
AP-5.3Q	0	INFO FLO INTO THE REFERENCE INFO BASE	_____	_____
AP-5.4Q	0	QALAs FOR YMP ACTIVITIES	_____	_____
AP-5.6Q	0	ESF TECHNICAL ELEMENTS BASELINE & INTERFACE CONTROL PROCEDURE	_____	_____

* When issued

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Figure 3 - Training Assignment (Page 5 of 5)
(TYPICAL)

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YUCCA MOUNTAIN PROJECT OFFICE/T&MS TRAINING ASSIGNMENT

Name: _____

C. Proficiency Training (continued)

PROCEDURE NUMBER	Rev.		REQUIRED (Y/N)	Complete Initial\ DATE
AP-5.7Q	*	INSP. & APPRAISAL OF ES&H COMPLIANCE	_____	_____
AP-5.8Q	*	REPORTING & RESOLUTION OF QA CONCERNS	_____	_____
AP-5.9Q	*	QUALIFICATION OF DATA & DATA INTERPRETATION NOT GENERATED UNDER YMP QAP	_____	_____
AP-5.10Q	0	USE NTS CONTRACTORS ON NWSI PROJECT	_____	_____
AP-5.12Q	0	T&MS TECHNICAL SUPPORT REP. FOR YMP ESF	_____	_____
AP-5.13Q	0	READINESS REVIEW	_____	_____
AP-5.14Q	0	DESIGN REVIEWS	_____	_____
AP-5.16Q	0	ESF CONSTRUCTION QUALITY MANAGEMENT	_____	_____
AP-5.17Q	0	APPLICATION OF GRADED QA	_____	_____
AP-5.18Q	0	ESF DESIGN CONTROL	_____	_____
AP-5.19Q	*	INTERFACE CONTROL	_____	_____
AP-6.2Q	*	MGMT. & OPERATION OF SAMPLE HANDLING ACTIVITIES AT YPM BOREHOLE SITES	_____	_____
AP-6.3Q	*	MANAGEMENT & OPERATION OF SMF	_____	_____
AP-6.6Q	*	FIELD COLLECTION, DOCUMENTATION, & SPECIMEN REMOVAL OF ES & DRIFT ROCK	_____	_____
AP-6.8Q	0	IDENT. OF ITEMS IMPORTANT TO WASTE ISOLATION	_____	_____
AP-6.9Q	0	IDENT. OF ITEMS & ACTIVITIES SUBJECT TO QUALITY LEVEL ASSIGNMENT PROCESS	_____	_____
AP-6.10Q	0	IDENT. OF ITEMS IMPORTANT TO SAFETY	_____	_____
AP-6.11Q	0	IDENT. OF ACTIVITIES TO BE PLACED ON QAL	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* When issued

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Figure 4 - Special Training Assignment (TYPICAL)

N-AD-077

YUCCA MOUNTAIN PROJECT OFFICE/TENSS
SPECIAL TRAINING ASSIGNMENT

TO: _____ Date Prepared _____
 (Print Name) (SSN)

ASSIGNMENT/ACTIVITY _____

You are assigned to complete the following specialty training by _____
 (Date)

Completion of this training assignment is a prerequisite to your performance
 of work as a _____ in the above activity.

1. Complete indoctrination/training as indicated below. Return this sheet
 to the Training Division or _____, as directed.
 (Team Leader/Instructor)

READING ASSIGNMENT(S)

Doc. No.	Title	Rev.	Initials	Date

2. Attend the following special training course(s):

(Title)	(Date)	(Time)	(Location)

The above individual has been interviewed by me and has completed this
 assignment to my satisfaction.

Manager: _____
 (Print Name) (Title)

_____ (Signature) _____ (Date)

YUCCA MOUNTAIN PROJECT OFFICE
QUALITY MANAGEMENT PROCEDURE

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Figure 5 - Training Attendance Record (TYPICAL)

YUCCA MOUNTAIN PROJECT TRAINING ATTENDANCE RECORD		N-AD-043 2/89		
Lesson Plan No. _____				
Title _____				
Conducted By _____		Date _____		
Length of Training _____		Location _____		
Instructor(s) _____				
Description of Training (or attach a copy, an outline or an abstract) _____				

Record of Attendance (use black ink)				
	NAME	SIGNATURE	ORGANIZATION/ DEPARTMENT	SSN
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

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Figure 6 - Sample Format for T&MSS Formal Classroom Training Lesson Plan
(Page 1 of 4)
TYPICAL

1/31/89

YUCCA MOUNTAIN PROJECT
LESSON PLAN APPROVAL

Lesson Plan Title: _____

Lesson Plan Number: _____ Revision Number: _____

Prepared By: _____ Date: _____

Department

Division

Technical Concurrence: _____ Date: _____

Training Concurrence: _____ Date: _____

Requesting Manager
Reviewed and Approved: _____ Date: _____

Training Manager
Reviewed and Approved: _____ Date: _____

YUCCA MOUNTAIN PROJECT OFFICE
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Figure 6 - Sample Format for T&MSS Formal Classroom Training Lesson Plan
(Page 2 of 4)
TYPICAL

TYPICAL

TYPICAL

YUCCA MOUNTAIN PROJECT TRAINING
TRAINING MATERIALS HISTORICAL RECORD

TITLE _____

LESSON NUMBER _____ REVISION NUMBER _____

REVISION NUMBER

UPDATE SUMMARY

SIGNATURE

DATE

YUCCA MOUNTAIN PROJECT OFFICE
QUALITY MANAGEMENT PROCEDURE

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Figure 6 - Sample Format for T&MSS Formal Classroom Training Lesson Plan
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TYPICAL

TYPICAL

LESSON PLAN INFORMATION SHEET

TYPICAL

LESSON PLAN TITLE: _____

LESSON PLAN NUMBER: _____

LESSON OBJECTIVES: _____

LESSON LENGTH: _____

REFERENCES: _____

INSTRUCTIONAL AIDS: _____

PRESENTATION METHOD: _____

TRAINEE PREPARATION: _____

TRAINEE MATERIALS: _____

TESTS: _____

YUCCA MOUNTAIN PROJECT OFFICE

QUALITY MANAGEMENT PROCEDURE

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Figure 6 - Sample Format for T&MSS Formal Classroom Training Lesson Plan
(Page 4 of 4)
TYPICAL

TYPICAL

TYPICAL

LESSON PLAN CONTENT SHEET

TRAINER ACTIVITY

OUTLINE OF INSTRUCTION

TRAINEE ACTIVITY

OBJECTIVE ITEM #

DOCUMENT CONTROL CHECKLIST

SUPERVISOR INIT. _____

REVISING EXISTING YMP, PROJECT, T&MSS MANUALS

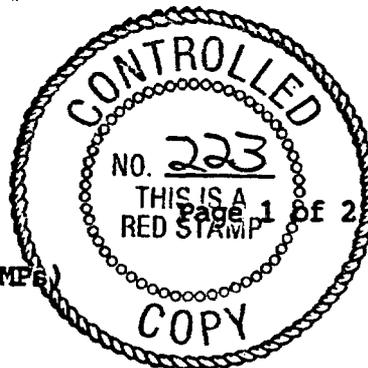
BASELINE _____ YES _____ NO _____
PRIORITY 1 2 3

DOCUMENT TITLE _____

DOCUMENT ID _____

- 5.1 _____ This form is initialed by Supervisor.
- 5.2 _____ Verify package.
- 5.3 _____ Verify instruction are complete.
- 5.4 _____ Inspect table of contents, revision/change record.
- 5.5 _____ Inspect document.
- 5.6 _____ Resolve discrepancy.
- 5.7 _____ Determine document acceptable and master list updated.
- 5.8-5.9 _____ Print distribution list and prepare DTR.
- 5.10-5.11 _____ Complete order of what needs to be copied.
- 5.12 _____ Retain duplicate package in file.
- 5.13 _____ File CDIA.
- 5.14 _____ Inspect copies.
- 5.15 _____ Hi-lite names on distribution.
- 3.16 _____ Stamp 2 copies "uncontrolled record copy" for LRC.
- 5.17-5.18 _____ Stamp controlled copies and enter copy numbers as req.
- 5.19 _____ Transmit documents.
- 5.20 _____ Update spares and sign DTR.
- 5.21 _____ File master copy.
- 5.22 _____ History copies stamped "superseded" and file.
- 5.23 _____ Prepare controlled document log and place in tickler.5
- 5.24 _____ Complete dist., forward checklist to Supervisor.

Comments _____



WMPO Quality Management Procedures (QMPs)

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QMP-01-01		WMPO Organization	1 (5/27/88)
QMP-01-02		Stop Work	0 (4/11/88)
QMP-02-01		Qualification, Proficiency, Indoctrination, and Training of Waste Management Project Personnel	1 (9/2/88)
QMP-02-02		Qualification of Quality Assurance Audit Personnel	1 (2/22/88)
QMP-02-03		Quality Assurance Management Assessment	In Preparation
QMP-02-08		Technical Assessment Review	0 (8/8/88)
QMP-02-08	1		(2/7/89)
QMP-02-09		Development and Conduct of Training	0 (3/31/89)
QMP-03-01		Peer Reviews	1 (1/11/89)
QMP-03-02		Scientific Investigation Control	In Preparation
QMP-03-03		Use of Software	In Preparation
QMP-03-04		Software Development, Maintenance, and Documentations	In Preparation
QMP-03-05		Verification and Validation of Software	In Preparation
QMP-03-06		Software Configuration Management	In Preparation
QMP-03-07		Software Approval	In Preparation
QMP-03-08		Technical Systems Operations and Maintenance	In Preparation
QMP-04-01		Procurement Document Control	0 (4/11/88)
QMP-04-02		Procurement Document Control (Project Office Initiated)	In Preparation

FULL TEXT ASCII SCAN

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<u>QMP No.</u>	<u>ICN No.</u>	<u>QMP Title</u>	<u>Revision No.</u>
QMP-05-01		Preparation and Control of Quality Management Procedures	1 (4/11/88)
QMP-05-02		Preparation and Control of Branch Technical Procedures	0 (5/27/88)
QMP-05-03		Preparation and Control of the NNWSI Project QAP and the WMPO QAPP	0 (5/27/88)
QMP-06-02		Document Control	1 (12/1/88)
QMP-06-03		Document Review/Acceptance/Approval	1 (2/22/88)
QMP-06-03	1		(5/5/88)
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QMP-16-02		Trend Analysis	2 (5/27/88)
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QMP-18-01		Audit System for the Waste Management Project Office	3 (10/3/88)
QMP-18-02		Surveillances	1 (5/27/88)
QMP-18-02	1		(2/6/89)

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