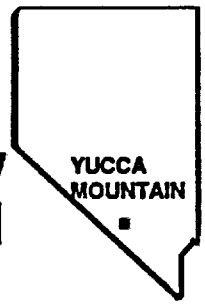
U.S. DEPARTMENT OF ENERGY

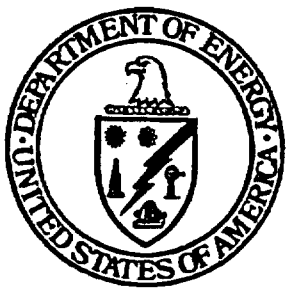
OCRWM



YUCCA MOUNTAIN
SITE CHARACTERIZATION
PROJECT

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE

QUALITY MANAGEMENT PROCEDURES



UNITED STATES DEPARTMENT OF ENERGY

MASTER CONTROLLED DOCUMENT REPORT
February 1991

DOCUMENT ID	DOCUMENT TITLE	REVISION	ICN	EFFECTIVE	RESPONSIBLE INDIVIDUAL	QAPD
QMP-01-01	ORGANIZATION	2	0	10/12/90		
QMP-01-02	STOP WORK	1	0	10/09/90		
QMP-02-01	QUALIFICATION, PROFICIENCY, INDOCTRINATION, AND TRAINING OF WASTE MANAGEMENT PROJECT OFFICE PERSONNEL	2	0	02/20/91		
QMP-02-02	QUALIFICATION OF QUALITY ASSURANCE PROGRAM AUDIT PERSONNEL	2	0	10/10/90		
QMP-02-03	MANAGEMENT ASSESSMENT	1	0	10/19/90		
QMP-02-08	TECHNICAL ASSESSMENT REVIEW	0	0	08/08/88		
		0	1	02/07/89		
		0	2	07/20/90		
		0	3	07/20/90		
		0	4	08/27/90		
QMP-02-09	DEVELOPMENT AND CONDUCT OF TRAINING	1	0	10/17/90		
QMP-03-01	PEER REVIEWS	1	0	01/11/89		
		1	1	07/20/90		
		1	2	07/25/90		
		1	3	09/17/90		
QMP-03-09	PROJECT CHANGE CONTROL BOARD PROCESS	2	0	01/11/91		
QMP-04-02	QUALITY MANAGEMENT PROCEDURE:YUCCA MOUNTAIN PROJECT OFFICE PROCUREMENT ACTIONS	0	0	10/19/90		
QMP-05-03	OCRWM QA REQUIREMENTS DOCUMENT MATRIX	1	0	09/27/90		
QMP-06-04	PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESS	2	0	02/20/91		
QMP-07-04	SUPPLIER EVALUATION/QUALIFIED SUPPLIERS LIST	1	0	10/19/90		
		1	1	10/24/90		

DOCUMENT ID	DOCUMENT TITLE	REVISION	ICN	EFFECTIVE	RESPONSIBLE INDIVIDUAL	QAPD
QMP-15-01	CONTROL OF NONCONFORMANCES	2	0	09/29/90		
QMP-16-01	CORRECTIVE ACTION	0	0	12/10/84		
		0	1	10/15/90		
QMP-16-03	STANDARD DEFICIENCY REPORTING SYSTEM	1	0	06/05/89		
		1	1	10/19/90		
		1	2	10/15/90		
QMP-17-01	RECORDS MANAGEMENT: RECORD SOURCE IMPLEMENTATION	2	0	11/01/90		
QMP-18-02	SURVEILLANCES	2	0	09/27/90		
		2	1	09/27/90		

YUCCA MOUNTAIN PROJECT OFFICE
DOCUMENT APPROVAL SHEET

YAP-002

CONTROLLED COPY NO. 223

Title

QUALITY MANAGEMENT PROCEDURE: PROJECT OFFICE INDOCTRINATION AND QUALIFICATION TRAINING

NO. QMP-02-01

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APPROVAL

PROJECT MANAGER: ORIGINAL SIGNED BY	Donald L. Vieth	Signature	Date
DIRECTOR OF QUALITY ASSURANCE:	John Rinaldi	Signature	11/19/84 Date
QASC QA Mgr. (OTHER, AS REQUIRED)	S. H. Klein	Signature	11/9/84 Date

REVISION 0 EFFECTIVE DATE: 12/10/84

REVISIONS

	INITIAL AND DATE			
	REVISION 1	REVISION 2	REVISION 3	REVISION 4
PROJECT MANAGER:	Carl Gertz 8/29/88	Maxwell Blaylock for L.P. Foley 1-10-91		
DIRECTOR, QA:	James Blaylock 8/29/88	1/10/91		
T&MSS Proj. Mgr. (OTHER, AS REQUIRED)	M. Spaeth 8/26/88	For M.B. Blanchard 1/10/91		
EFFECTIVE DATE:	9/2/88	*2/20/91		
		COMPLETE REVISION		

*QMP-02-01 is effective coincidental with the effective date of QMP-06-04.

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

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 Project Office and Project Office support staff working to the OCRWM QA Program which will comply with QA and regulatory requirements and DOE goals.

3.3 SUPERVISOR

The supervisor is the director/manager 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 PROJECT OFFICE SUPPORT

Project Office 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.

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 Project and who is identified as needing indoctrination and/or training.

4.0 RESPONSIBLE PARTIES

The following Project Office and Project Office 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

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.

RESPONSIBLE PARTY	STEPS	PROCEDURE
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 Project Office Training Program.
	3.	Provide direction to the Training Manager for support of Project Office 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, has overall responsibility and authority for the development and implementation of the Project Office training program for Project Office and Project Office support personnel.
	5.	Administer assigned training to employee, notify the supervisor of training status/completion of training, and notify the supervisor of new procedures for evaluation of employee training needs.

RESPONSIBLE PARTY	STEPS	PROCEDURE
	6.	Develop and maintain a tracking system of training requirements for affected employees.
		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; (b) QA program elements; and (c) job responsibilities 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 Project Office for a period of less than 90 days are not required to comply with the indoctrination and qualification training requirements of this procedure unless they are performing activities affecting quality. As a minimum, such personnel shall be trained to the applicable document governing the work to be performed.
	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.

RESPONSIBLE PARTY	STEPS	PROCEDURE
	12.	Obtain verification of education and experience from Personnel or designee and place documentation 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, Conduct and Development 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.
	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 Project document satisfies documentation for completion of Training.

RESPONSIBLE PARTY	STEPS	PROCEDURE
		ADDITIONAL TRAINING
Supervisor	21.	Monitor the performance of employees involved in activities affecting quality, and determine the need for 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).
	23.	Forward Training Assignment to the Training Manager.
Training Manager	24.	Enter employee's training assignment in tracking system.
	25.	Schedule employee for existing training, or develop training according to QMP-02-09, Conduct and Development of Training.
	26.	If training assignment is reading, issue Completion of Reading Assignment (Attachment 4) to employee. Reading Assignment shall be completed on or before effectivity date or within 5 working days of assignment.
	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 by effectivity date or within 5 days. Document completion on

RESPONSIBLE PARTY	STEPS	PROCEDURE
		Completion of Reading Assignment. Forward documentation to the Training Manager.
	29.	If completion of reading is dated after the effective date of the document, forward Completion of Reading Assignment to supervisor.
Supervisor	30.	Document evaluation of post-effective date reading on Completion of Reading Assignment as directed by form.
	31.	Forward documentation to the Training Manager.
Training Manager	32.	Enter completion of training assignment in tracking system, and maintain in training files.
		MAINTENANCE OF TRAINING
Training Manager	33.	Track completion of training assignments for affected employees. Repeat Steps 25, 26, and 27.
Employee	34.	Repeat Steps 28 and 29.
Supervisor	35.	Repeat Steps 30 and 31.
Training Manager	36.	Repeat Step 32.
	37.	If applicable, maintain documentation of post-effective date training deficiency according to QAAP 16.1, Corrective Action Requests.
	38.	Prepare, maintain, and submit training files packages to the Local Record Center (LRC).

RESPONSIBLE PARTY	STEPS	PROCEDURE

MAINTENANCE OF TRAINING RECORDS

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.

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 Requirements

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:
   - A. Position Qualification
   - B. Training Assignment
   - C. Documentation of verification of education and experience
   - D. Position Description

Additional records of training are filed per title of training.

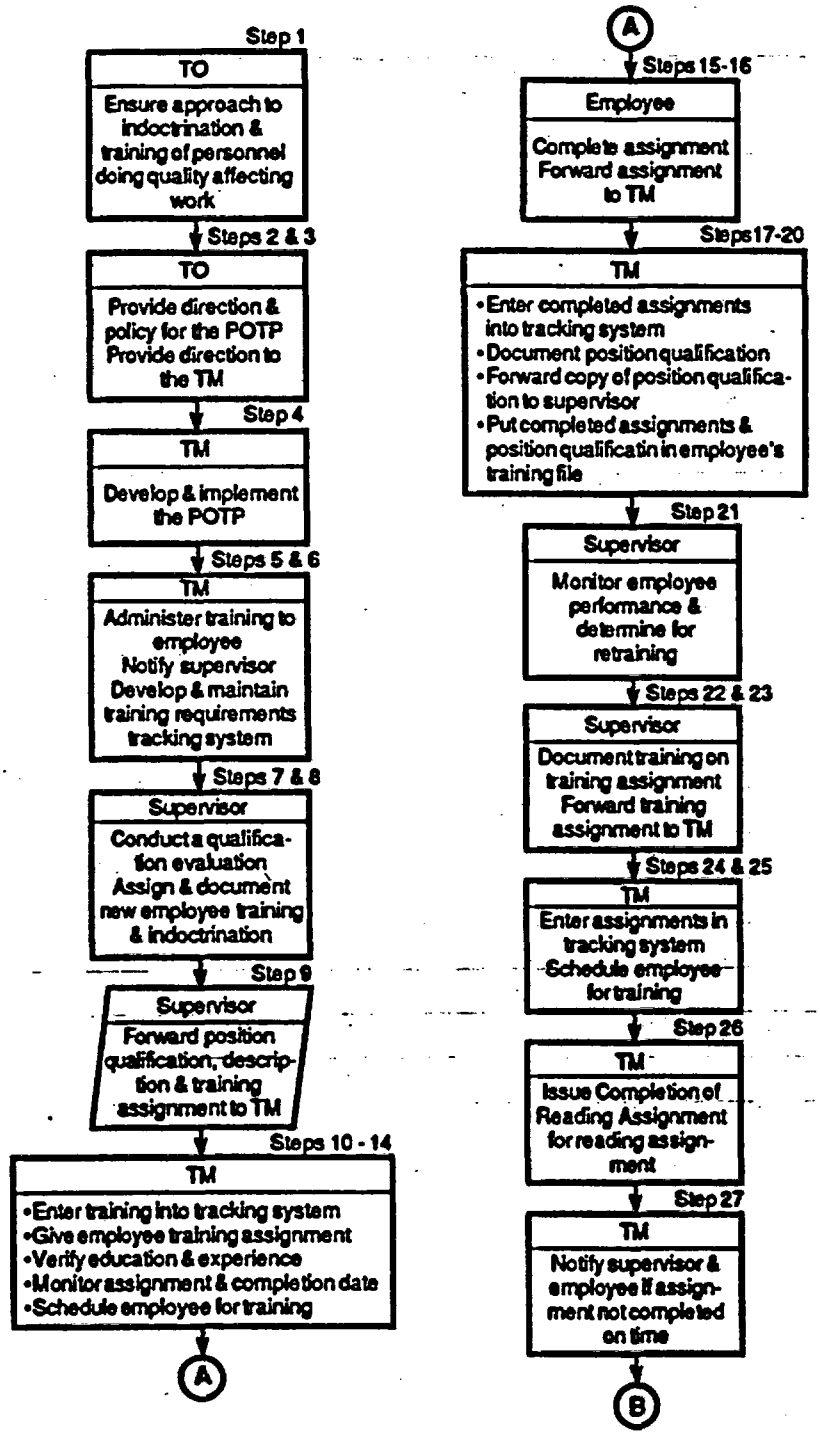

Figure 1 - QMP-02-01 Flowchart

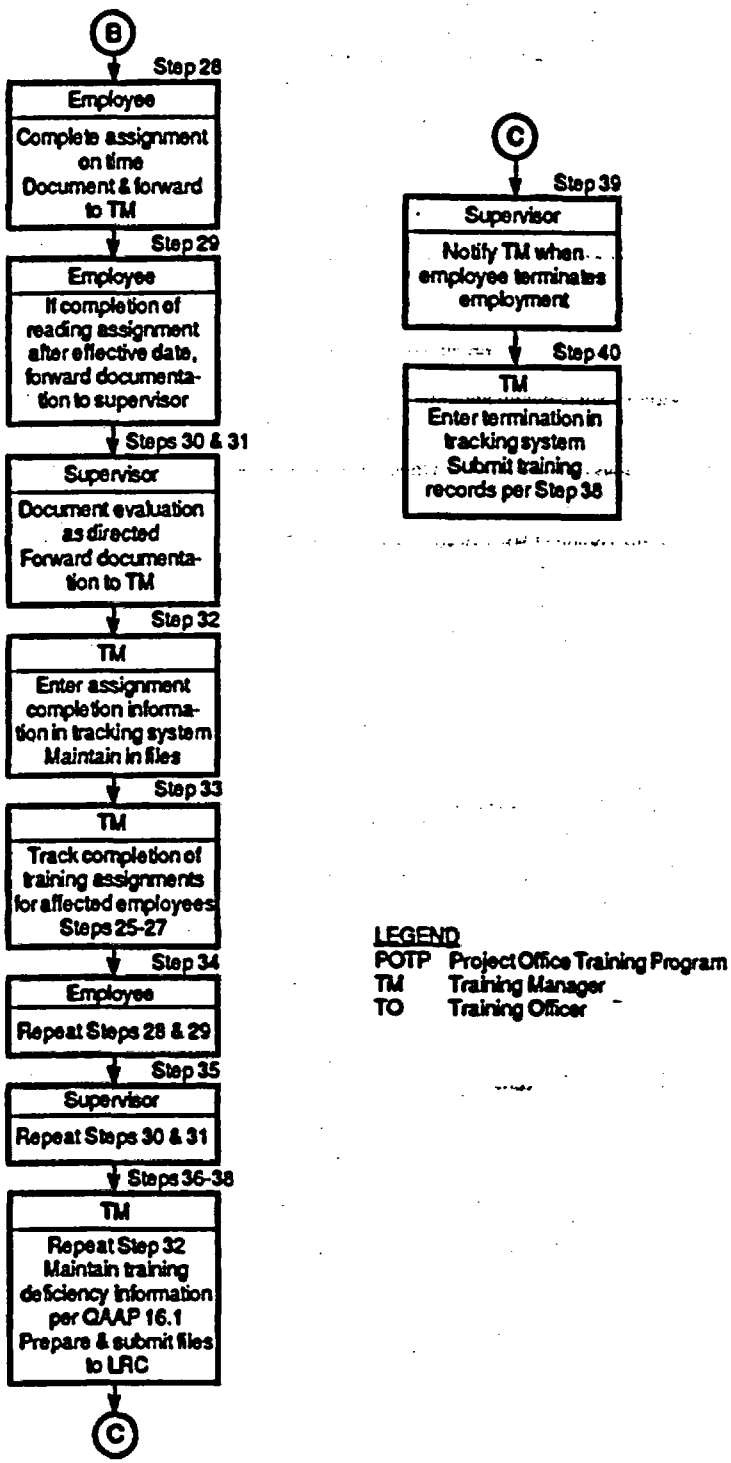

Figure 1 - QMP-02-01 Flowchart (continued)

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
POSITION QUALIFICATION

T-AD-144
12/90

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.

QMP-02-01

Attachment 1 - Position Qualification

YUCCA MOUNTAIN PROJECT
TRAINING ASSIGNMENT

T-AD-056
1/91

Page 1 of ____

Employee Name: _____ Organization: _____
Last, First, MI

Function Position Title: _____ Job Description Title: _____

Assigning Supervisor: _____ _____
Print Name *Signature*

Date Assigned: _____ To Be Completed By: _____
Date

PURPOSE OF ASSIGNMENT

( ) Initial Employment
( ) Additional Assignment
( ) Deletion (List Documents To Be Deleted)
( ) Transfer
( ) Temporary
From _____ To _____

INSTRUCTIONS (see back)

NOTE: All entries shall be made in black ink. Corrections shall be single-lined, initialed, and dated.

To Be Completed By Supervisor			To Be Completed By Employee		
(1) Assignment	(2) Maint. Req'd.	(3) Method (C/S/O)	(4) Rev/ ICNs	(5) Employee Initial	(6) Completion Date

RETURN TO TRAINING MANAGER

QMP-02-01

Attachment 2 - Training Assignment and Instructions

INSTRUCTIONS FOR PREPARATION OF YUCCA MOUNTAIN PROJECT TRAINING ASSIGNMENT T-AD-056

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-19, 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-19.

YUCCA MOUNTAIN PROJECT
TRAINING ASSIGNMENT
CONTINUATION SHEET

T-AD-056
1/91

Page ____ of ____

Employee Name: _____ Organization: _____
Last, First, MI

Date Assigned: _____

To Be Completed By Supervisor			To Be Completed By Employee		
(1) Assignment	(2) Maint. Req'd.	(3) Method (C/S/O)	(4) Rev/ ICNs	(5) Employee Initial	(6) Completion Date

RETURN TO TRAINING MANAGER

QMP-02-01

Attachment 3 - Training Assignment Continuation Sheet and Instructions

INSTRUCTIONS FOR PREPARATION OF YUCCA MOUNTAIN PROJECT TRAINING ASSIGNMENT T-AD-056

Required training assignments are indicated with a mark, leaving those not required blank.

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-19, 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-19.

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

YUCCA MOUNTAIN PROJECT
COMPLETION OF READING ASSIGNMENT

T-AD-143
12/90

Page 1 of ____

Document Number: _____ Effective Date: _____

Title: _____

_____

Please acknowledge that you have carefully read and are aware of the requirements of this document/procedure as it applies to your work assignment.

Return form to the Yucca Mountain Project Training Department, T-19.

NOTE: All entries shall be made in BLACK ink. Corrections shall be single-lined, initialed, and dated.

PRINT NAME *(Last, First, MI)*	SIGNATURE	DATE READ	ORGANIZATION/ DEPARTMENT

TO BE COMPLETED *ONLY* FOR POST-EFFECTIVE DATE READING

1. [ ] No work to assigned document was performed due to: (e.g., off-site, illness, vacation) _____

_____

2. [ ] Yes, work was performed, but there was no quality impact to the documented activity.

3. [ ] Yes, the activity performed was impacted and will be evaluated by CAR _____.

Supervisor _____ Date _____
Signature

RETURN TO TRAINING MANAGER

QMP-02-01

Attachment 4 - Completion of Reading Assignment

INSTRUCTIONS FOR PREPARATION OF YUCCA MOUNTAIN PROJECT COMPLETION OF READING ASSIGNMENT T-AD-143

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.

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE

QUALITY MANAGEMENT PROCEDURES