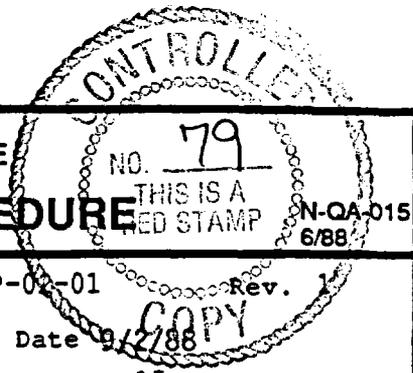




WASTE MANAGEMENT PROJECT OFFICE

QUALITY MANAGEMENT PROCEDURE



NNA-880902-0009

<p>Title QUALIFICATION, PROFICIENCY, INDOCTRINATION, AND TRAINING OF WASTE MANAGEMENT PROJECT OFFICE PERSONNEL</p>	<p>No. QMP-04-01 Rev. 1 Effective Date 9/2/88 Page 1 of 15</p>
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QUALIFICATION, PROFICIENCY, INDOCTRINATION, AND TRAINING OF WASTE MANAGEMENT PROJECT OFFICE PERSONNEL

1.0 PURPOSE AND SCOPE

This procedure establishes the requirements for implementing the qualification and proficiency evaluation process for individuals assigned to perform or verify Waste Management Project Office (WMPO) quality related activities; defining the indoctrination and training program for the personnel who perform quality related activities; and, documenting qualification, indoctrination and training activities.

2.0 APPLICABILITY

This procedure is applicable to WMPO and T&MSS personnel, and DOE/NV matrix personnel (hereafter referred to as the WMPO staff) that perform quality related activities in support of the Nevada Nuclear Waste Storage Investigations (NNWSI) Project.

3.0 DEFINITIONS

3.1 INDOCTRINATION

Orientation briefings and reading assignments provided to familiarize personnel with documents and policies applicable to the assigned activities.

3.2 MANAGER

Any person who supervises or manages the activities of other personnel.

3.3 POSITION DESCRIPTION

Documentation of the duties to be performed and the minimum qualifying experience, education, and professional training required for a position. Synonymous with job description.

3.4 PROFICIENCY EVALUATION

An annual review by management of an individual's proficiency in performing the functions and responsibilities listed in the position description.

8809120113 880829 PDR WASTE WM-1 PDC

405
NMP
WM-1

APPROVED BY		
Project Manager, T&MSS <i>M. Sparta</i> Date 8/26/88	WMPO Project Quality Manager <i>James B. Langford</i> Date 8/29/88	WMPO Project Manager <i>Gene P. Davis</i> Date 8/29/88



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6/88

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3.5 WMPO Staff

Includes WMPO personnel, T&MSS personnel, and DOE/NV matrix support personnel.

3.6 QUALIFICATION EVALUATION

A review by management to determine that an employee meets the minimum qualification requirements of the assigned position.

3.7 TRAINING

Indepth 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.

4.0 RESPONSIBILITIES

4.1 MANAGERS

Managers are responsible for the following actions for personnel they supervise:

- a. Assuring that an initial evaluation of an individual's qualifications is conducted prior to the assignment to a quality related position;
- b. Conducting annual proficiency evaluations, in conjunction with an employee's annual performance appraisal, for respective staff personnel who perform quality related activities;
- c. Determining the indoctrination and training requirements appropriate for an individual who performs quality related activities;
- d. Documenting these activities per Sections 5.0 and 6.0.

4.2 WMPO TRAINING MANAGER

The WMPO Training Manager is responsible for:

- a. Managing the overall training program.
- b. Approving training plans.
- c. Establishing training policy.
- d. Evaluating the overall training program.



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4.3 T&MSS TRAINING MANAGER

The T&MSS Training Manager is responsible for:

- a. Processing training assignments and requests for training;
- b. Coordinating and scheduling required training;
- c. Coordinating the development of course materials and instructor preparation;
- d. Directing the instructor qualification program;
- e. Assisting in the hiring of outside vendors to conduct training;
- f. Maintaining WMPO training program records and individual qualification and training files.
- g. Submitting training program records to the Local Records Center following each completed training or indoctrination class, and submitting individual qualification and training files annually.

4.4 PERSONNEL DEPARTMENT

The respective personnel department is responsible for conducting an independent verification of an employee's education and experience and notifying the respective manager and the T&MSS Training Manager of the results.

5.0 PROCEDURE

The WMPO Training Manager is responsible for the overall qualification and training program for the WMPO staff. The WMPO Training Manager will approve all training plans, establish training policy and conduct periodic evaluations of the overall training program. The T&MSS Training Manager is responsible for the implementation of the qualification and training program as stated in the following sections.

5.1 QUALIFICATION EVALUATION

5.1.1 Managers shall conduct a Qualification Evaluation of individuals who are to perform or verify quality related activities prior to their performing such activities. A Qualification Evaluation shall also be performed by the manager receiving an individual who changes position due to transfer or promotion. In addition, managers shall perform a Qualification Evaluation of personnel assigned to short-term or temporary performance of quality related activities.



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5.1.2 The Qualification Evaluation shall consist of a comparison and evaluation of qualification requirements from the position description with the individual's/employee's accumulated skills, training, and experience from their resume'.

5.1.3 If the manager determines that training is required prior to qualification it will be documented on the Employee Training Assignment form (Figure 4) and submitted to the T&MSS Training Manager for disposition in accordance with Section 5.4.

5.1.4 Upon management determination that an individual/employee meets the requirements for a position, management shall attest to his/her qualifications by completing the Qualification Evaluation Form (Figure 1). The signed Qualification Evaluation Form and copies of the position description and resume' shall be forwarded to the T&MSS Training Manager for inclusion in the individual qualification and training file.

5.1.5 The respective personnel department shall conduct an independent verification of the individual's/employee's education and experience and shall notify the T&MSS Training Manager in writing that the employee's qualifications are true and accurate. The T&MSS Training Manager shall file this verification in the individual qualification and training file maintained in the Project Training Center.

5.2 PROFICIENCY EVALUATION

5.2.1 Managers shall conduct annual Proficiency Evaluations to determine that an employee's proficiency for performing the functions and responsibilities listed in the position description has been maintained. Proficiency Evaluations shall be conducted in conjunction with the annual performance appraisals. No more than 13 months shall elapse between Proficiency Evaluations.

5.2.2 The Proficiency Evaluation shall be documented on the Proficiency Evaluation Form. Managers shall examine the position description and determine if the employee is proficient in the functions to be performed. If the manager determines additional or refresher training is required, the required training will be documented on the Employee Training Assignment form (Figure 4) and forwarded to the T&MSS Training Manager. After signing the Proficiency Evaluation Form, the manager shall forward it to the T&MSS Training Manager for inclusion in the employee's individual qualification and training file.



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5.3 INDOCTRINATION

5.3.1 Prior to performing activities that affect quality, all new WMPO staff personnel are required to receive indoctrination into the Project scope, purpose and objectives. Basic Project Indoctrination shall consist of required reading assignments and an NNWSI Project Orientation Course. Content and format of the NNWSI Project Orientation Course will be determined by the T&MSS Training Manager.

5.3.2 Required reading assignments familiarize WMPO staff personnel as to the purpose, scope, methods of implementation and applicability of NNWSI Project documents. Managers shall determine the specific required reading assignments for personnel under his/her supervision and shall assign these requirements on the Familiarization Program Form (Figure 3). WMPO managers shall also use this form, but shall mark "not applicable" for SAIC or T&MSS specific documents. A copy of the completed form shall be forwarded to the T&MSS Training Manager for inclusion in the employee's individual qualification and training file.

5.3.3 The NNWSI Project Orientation Course shall provide the basic concepts, processes, purpose and objectives of the NNWSI Project and shall include a Project overview, and an introduction to quality assurance. Other topics may be added as appropriate.

5.3.4 The NNWSI Project Orientation shall be scheduled on a regular basis and announced by the T&MSS Training Manager. Managers shall complete an Employee Training Assignment form for each new employee needing the NNWSI Project Orientation. The T&MSS Training Manager shall ensure that new employees are scheduled to attend the first available scheduled Orientation.

5.4 TRAINING

5.4.1 Prior to performing activities affecting quality, WMPO staff personnel shall receive training to the extent necessary to perform their specific functions. Training may be waived by the respective manager (with T&MSS Training Manager concurrence) if the individual can demonstrate proficiency in the activity to be performed.

5.4.2 Managers are responsible for determining their employee's training needs and ensuring that their employees receive the required training. When determining needs, managers should examine the quality related tasks to be performed and applicable procedures or industry codes.

5.4.3 If an employee requires training in an existing course, the manager shall notify the T&MSS Training Manager by completing an Employee Training Assignment form. The T&MSS Training Manager shall then schedule the employee for the training at the earliest convenient time.



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5.4.4 If a new course must be developed to train an employee, the manager shall complete Sections 1 and 2 of a Request to Develop Training form (Figure 5) in addition to the Employee Training Assignment form (Figure 4). The T&MSS Training Manager will coordinate the development of the course materials and find and schedule an instructor to provide the training. The employee will then be scheduled to attend the required training.

5.4.5 Attendance at scheduled training classes shall be documented on the NNWSI Project Training Attendance Record (Figure 6).

5.4.6 Development and delivery of quality related training shall be accomplished by qualified instructors. The T&MSS Training Manager is responsible for establishing qualification requirements and administering the instructor qualification program.

5.4.7 After all required training for an employee is complete, the T&MSS Training Manager shall enter the "Completion Date" on the Employee Training Assignment form and retain it in the individual qualification and training file. A copy of the form shall be returned to the requesting manager.

5.5 TRAINING DOCUMENTATION

5.5.1 Completed copies of the following individual qualification and training files for all WMPO staff personnel shall be maintained in the Project Training Center. Copies of individual files shall be submitted by the T&MSS Training Manager to the Local Records Center in conjunction with an employee's annual review.

- a. Job Description
- b. Resume'
- c. Qualification Evaluation Form
- d. Proficiency Evaluation Form
- e. Verification of education and experience by the personnel department
- f. Familiarization Program Form
- g. Employee Training Assignment
- h. Composite list of indoctrination and training courses attended (updated monthly)



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5.5.2 In addition to the above individual records, documentation of quality related training shall also be maintained in the Project Training Center in a Program Training File which will contain completed copies of the following documents:

- a. Request to Develop Training
- b. Approved lesson plans for all courses/lessons
- c. Inclass tests or other individual evaluation tools (if used)
- d. NNWSI Training Attendance Records
- e. Course Critiques or other course evaluation documents

Copies of documents a,b,c and d will be sent to the Local Records Center on completion of each scheduled class.

6.0 REFERENCES*

NNWSI/88-9, NNWSI Project QA Plan

WMPO/88-1, WMPO QA Program Plan

QMP-17-01, QA Records

NNWSI Project Training Management Plan

* Current Revision

7.0 FIGURES

Figure 1 - Qualification Evaluation Form

Figure 2 - Proficiency Evaluation Form

Figure 3 - Familiarization Program Form

Figure 4 - Employee Training Assignment

Figure 5 - Request to Develop Training

Figure 6 - NNWSI Project Training Attendance Record



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8.0 QA RECORDS

The following QA Records resulting from implementation of this procedure are processed and maintained in accordance with QMP-17-01, Quality Assurance Records:

1. Qualification Evaluation Form
2. Proficiency Evaluation Form
3. Familiarization Program Form
4. Request to Develop Training
5. NNWSI Project Training Attendance Record



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Figure 1

QUALIFICATION EVALUATION FORM		N-AD-069 8/88
I have evaluated the education, experience and training		
of _____ Individual/Employee (print)		
_____	_____	
Social Security Number		Organization
compared to the requirements of the position		

Title (from Position Description)		
and have determined that the individual is qualified to fill the position.		

Manager, Printed Name		

Signature		

Date		



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Figure 3

T-AD-056
7/87

FAMILIARIZATION PROGRAM FORM

(Instructions on Reverse)

Goal for completion of the Familiarization Program _____
GOAL/DATE

_____ has studied the following topics:
(NAME)

	DOCUMENT LOCATION (LIB, PM, DPM, or DM)*	TOPICS	REQUIRED (Y/N)	EMPLOYEE INITIALS	DATE COMPLETED
1.	_____	SAIC policies and procedures (<u>Familiari- zation Manual, Section 3.0</u>)	_____	_____	_____
2.	_____	Background and purpose of the Nuclear Waste Policy Act, 1982 (<u>Nuclear Waste Primer</u>)	_____	_____	_____
3.	_____	<u>NNWSI Project Plan</u>	_____	_____	_____
4.	_____	Nuclear Waste Policy Act of 1982	_____	_____	_____
5.	_____	10 CFR 60, "Disposal of High-Level Radioactive Wastes in Geologic Repositories"	_____	_____	_____
6.	_____	10 CFR 960, "General Guidelines for Recommend- ation of Sites for Nuclear Waste Repositories"	_____	_____	_____
7.	_____	40 CFR 191, "Environmental Standards for Management of Disposal of Spent Nuclear Fuel, High-Level, and Transuranic Radioactive Waste"	_____	_____	_____

*See Section 9.0 of Familiarization Program Manual for locations.



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Figure 3 (cont'd)

DOCUMENT LOCATION (LIB, PM, DPM, or DM)*	TOPICS	REQUIRED (Y/N)	EMPLOYEE INITIALS	DATE COMPLETED
8. _____	<u>NNWSI/88-9, NNWSI Project Quality Assurance Plan</u>	_____	_____	_____
9. _____	<u>WMPO/88-1, WMPO Quality Assurance Program Plan</u>	_____	_____	_____
10. _____	<u>NNWSI Administrative Procedures: _____</u> _____	_____	_____	_____
11. _____	<u>T&MSS Administrative Procedures: _____</u> _____	_____	_____	_____
12. _____	<u>Cost Account Managers' Handbook</u>	_____	_____	_____

OTHER DOCUMENTS, AS REQUIRED:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPROVING MANAGER'S SIGNATURE

DATE

MANAGER'S NAME AND TITLE (typed)

Original to:
Personnel

Copies to:
Manager's Personnel File
Quality Assurance
Correspondence Control Facility

*See Section 9.0 of Familiarization Program Manual for locations.



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Figure 4

EMPLOYEE TRAINING ASSIGNMENT		N-AD-070 8/88
(1) Name: _____ (2) Date: _____		
(3) Social Security Number: _____		
(4) Position Title: _____		
(5) Required Training: (Assigned by Manager)		Completion Date:
a) _____	_____	_____
b) _____	_____	_____
c) _____	_____	_____
d) _____	_____	_____
e) _____	_____	_____
f) _____	_____	_____
g) _____	_____	_____
Remarks:		
_____		_____
Requesting Manager Name	_____	Organization
_____	_____	_____
Signature	_____	Date
_____	_____	_____



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Figure 5

REQUEST TO DEVELOP TRAINING		N-AD-071 8/88
1.	Name _____	
	Title _____	
	Date _____	
	Organization _____	
2.	Course Title/Topic _____	
	Date Required _____	
BELOW TO BE COMPLETED BY THE T&MSS TRAINING MANAGER		
3.	<input type="checkbox"/> OUTSIDE COURSE	
	Company Name _____	Contact _____
	Address _____	
	Phone No. _____	Estimated Cost _____
4.	<input type="checkbox"/> INHOUSE COURSE	
	Instructor _____	Phone _____
	Subject Matter Expert _____	Phone _____
5.	Training Coordinator _____	
	Date Assigned _____	
6. AUTHORIZATION OF TRAINING DEVELOPMENT		
	T&MSS Training Manager Signature _____	
	Date _____	



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Figure 6

NNWSI PROJECT		N-AD-043	
TRAINING ATTENDANCE RECORD		7/87	
Title _____			
Conducted Ev _____		Date _____	
Length of Training _____			
Description of Training (or attach a copy, an outline or an abstract) _____			

List of Additional Attachments (if any) _____			

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

DISTRIBUTION LIST FOR THE WASTE MANAGEMENT PROJECT OFFICE
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79	JIM KENNEDY	NRC

OCF
SERVO

DOCUMENT TRANSMITTAL RECORD

N-GA-022
11/87

PLEASE SIGN AND RETURN BY 9/21/88 Transmittal Date 9/7/88
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 FROM Name Document Control Organization SAIC
 Document Title WMPO QUALITY ASSURANCE PROGRAM PLAN, WMPO/88-1 Copy No. SEE DIST.

ADD, DELETE, OR REPLACE AS DIRECTED:

REMOVE - QMP Table of Contents dated 8/8/88.

INSERT - QMP Table of Contents dated 9/2/88.

REMOVE - QMP-02-01, Indoctrination and Training, Rev. 0, (10 pages) dated 12/10/84, from the front of section 2 in the WMPO QAPP Manual.

INSERT - QMP-02-01, Qualification, Proficiency, Indoctrination, and Training of Waste Management Project Office Personnel, Rev. 1, (15 pages) dated 9/2/88, at the front of section 2 in the WMPO QAPP Manual.

Please sign to indicate that the above instructions have been complied with and return transmittal to the address below:

Signature _____ Date _____

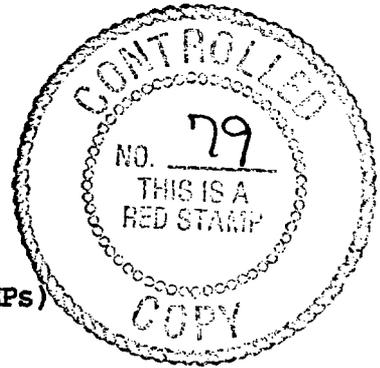
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NNA.880902.0010

WMPO Quality Management Procedures (QMPs)

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QMP-02-01		Qualification, Proficiency, Indoctrination, and Training of Waste Management Project Personnel	1
QMP-02-02		Qualification of Quality Assurance Audit Personnel	1
QMP-02-06		Assignment of QA Levels	In Preparation
QMP-02-08		Technical Assessment Review	0
QMP-03-01		Peer Review	0
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QMP-06-02		Document Control	In Preparation

Date: September 2, 1988

Handwritten notes and signatures at the bottom right of the page.

QMP-06-03	1&2	Document Review/Acceptance/Approval	1
QMP-07-03		Control of Purchased Items and Services	0
QMP-07-04		Supplier Surveys	To be Developed
QMP-15-01		Control of Nonconformances	1
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Date: September 2, 1988