

Revision 0

06/10/86

**SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS**

**SUPPLEMENT No. 1**

**SELECTION, INDOCTRINATION AND TRAINING OF PERSONNEL**

**June 10, 1986**

**U.S. Department of Energy  
Office of Civilian Radioactive Waste Management  
Office of Geologic Repositories**

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SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS

SELECTION, INDOCTRINATION AND TRAINING OF PERSONNEL

1.0 GENERAL

This supplement provides amplified requirements for the selection, indoctrination and training of personnel performing or verifying activities that affect quality. It amplifies Basic Requirements 2 of NQA-1.

2.0 PURPOSE

The purpose of this supplement is to specify requirements for the selection, indoctrination and training of personnel performing activities that affect quality on geologic repository projects.

3.0 SCOPE

The requirements of this supplement are applicable to the performance of quality level 1 or 2 activities.

In addition to the requirements set forth in this supplement, personnel performing activities which specifically require certification by applicable codes and standards (e.g., lead auditors, inspectors, testers, nondestructive examiners, etc.) shall be certified in accordance with the detailed requirements specified in the involved codes and standards.

4.0 DEFINITIONS

(a) Indoctrination

Instruction provided to personnel for familiarization with programmatic and work-oriented documents applicable to the assigned activity.

(b) Training

In-depth 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.

## 5.0 REQUIREMENTS

### 5.1 Personnel Selection, Indoctrination, and Training Procedures

All program participants shall establish requirements for the selection, indoctrination, and training of personnel performing activities that affect quality. The requirements shall establish position descriptions that set forth minimum personnel qualifications and provide for appropriate indoctrination and/or training prior to initiation of activities that affect quality.

### 5.2 Position Description

Minimum education and experience requirements shall be established and documented in position descriptions for each position involved in the performance of activities that affect quality..

### 5.3 Personnel Qualification Evaluation

Personnel selected shall have education and experience commensurate with the minimum requirements specified in the position description. The initial capabilities of an individual shall be based upon an evaluation of his/her education, experience, and training and compared to those established for the position. Evaluations shall be documented by managers or supervisors responsible for the activities to be performed.

### 5.4 Indoctrination

Prior to assigning personnel to perform activities affecting quality, they shall be indoctrinated as to the purpose, scope, methods of implementation, and applicability of the following documents, as a minimum, as they relate to the work to be accomplished. Indoctrination may be accomplished by the use of a mandatory reading list, by group classroom presentations, by video presentation, or other instructional methods.

- (a) Quality Assurance Manuals/Plans and Procedures
- (b) Technical Procedures and Work Instructions (Applicable to the individual's responsibilities)
- (c) Regulations
- (d) Programmatic Documents

### 5.5 Training

Prior to assigning personnel to perform activities that affect quality which are complex in nature (i.e., assignments where it is deemed necessary to develop and demonstrate initial proficiency), training shall be conducted to gain the required proficiency. The training (in-depth instruction) shall include the principles, techniques, and requirements of the activity. Such in-depth instruction may be internal or external classroom sessions, classroom sessions supplemented by hands-on workshops, on-the-job training, other instructional methods, or combinations thereof.

### 5.6 Proficiency Evaluation

The job proficiency of personnel who perform activities affecting quality shall be evaluated and documented at least annually. Proficiency evaluations may be performed in conjunction with periodic or day-to-day employee performance evaluations. Proficiency evaluations shall be performed by managers or supervisors who have assigned responsibility for the activities being performed or verified.

### 5.7 Records

Records of personnel qualifications evaluations, indoctrination, training, and proficiency evaluations shall be retained as lifetime QA records. These records shall include the following, as a minimum:

#### 5.7.1 Personnel Qualification Evaluation Records

Records of the evaluation of a candidate's education, experience and training compared to those required for the position.

#### 5.7.2 Indoctrination Records

Records of indoctrination which include the objective and content of the indoctrination, date(s) of indoctrination, and other applicable information.

#### 5.7.3 Training Records

Records of training which include the objective(s) and content of the training, name of the instructor, attendees, dates of attendance, and result of proficiency evaluations (where applicable), and other applicable information.

**5.7.4 Proficiency Evaluation Records**

Records of proficiency evaluation shall include, as a minimum, the name of the evaluated employee, the evaluator, evaluation results, date of evaluation, and the activities covered by the evaluation.