

**CENTER FOR NUCLEAR WASTE  
REGULATORY ANALYSES**

**QUALITY ASSURANCE PROCEDURE**

Proc. QAP-007

Revision 3 Chg 1

Page 1 of 5

Title QAP-007 PROFESSIONAL PERSONNEL QUALIFICATION

EFFECTIVITY AND APPROVAL

Revision 3 of this procedure became effective on 9/12/2003. This procedure consists of the pages and changes listed below.

<u>Page No.</u>	<u>Change</u>	<u>Date Effective</u>
All	1	7/21/2004

Change 1 incorporates editorial changes and uses the term Manager instead of Element Manager

Supersedes Procedure No. QAP-007, Rev. 3, Chg 0 dated 9/12/2003.

Approvals

Written By	Date	Concurrence Review	Date
/s/Robert Brient	7/19/2004	/s/Patrick Mackin	7/21/2004
Quality Assurance	Date	Cognizant Director	Date
/s/Mark Ehnstrom	7/20/2004	/s/Budhi Sagar	7/21/2004

**CENTER FOR NUCLEAR WASTE  
REGULATORY ANALYSES  
QUALITY ASSURANCE PROCEDURE**

Proc. QAP-007

Revision 3 Chg 1

Page 2 of 5

QAP-007 PROFESSIONAL PERSONNEL QUALIFICATION

1. PURPOSE

The purpose of this procedure is to describe the method of determining and documenting the qualification requirements and qualifications of Center for Nuclear Waste Regulatory Analyses (CNWRA), Southwest Research Institute® (SwRI®), consultant, and subcontractor personnel performing CNWRA activities affecting quality. This procedure implements the requirements of CNWRA Quality Assurance Manual (CQAM) Section 2.

2. RESPONSIBILITIES

The cognizant Manager has overall responsibility for implementation of the procedure.

3. PROCEDURE

3.1 CNWRA form QAP-11(Figure 1) "Professional Personnel Qualification and Training Record" shall be used to document the qualification information required by this procedure.

3.2 The cognizant managers shall complete QAP-11 forms for personnel performing activities within or for their organizations. The instructions located on the reverse side of the form shall be used as follows:

- (i) Identify the individual by name and employer. For SwRI employees, the division number, such as SwRI/09, should be indicated.
- (ii) Provide the individual's functional title. The functional title should accurately reflect the individual's position description by discipline/subdiscipline. Examples of functional titles include Geologist, Geochemist, Metallurgist, and Hydrologist.
- (iii) Provide a position description and the levels of education, experience, training, and other requirements necessary to satisfactorily fill the position.
- (iv) Summarize the individual's education, experience, training, and other capabilities that establish qualifications. Resumes, curriculum vitae, and publications lists shall be referenced, as appropriate, and may be attached. All qualifications shall be supported by objective evidence available in CNWRA or other SwRI files.

3.3 On completion of the position description and statement of qualification, the cognizant director (or President for director's qualifications) shall review the evidence of qualification to determine whether the individual satisfies all requirements. If the qualifications are sufficient, the cognizant director/President shall sign and date the form.

**CENTER FOR NUCLEAR WASTE  
REGULATORY ANALYSES  
QUALITY ASSURANCE PROCEDURE**

Proc. QAP-007

Revision 3 Chg 1

Page 3 of 5

3.4 On an annual basis, the manager and cognizant director shall review professional personnel qualification records and, as necessary, revise the position description or statement of qualifications. In addition, the cognizant director/President shall review the individual's performance and training activities to verify that the individual continues to meet the requirements of the position description. This verification shall be documented by signature and date on the QAP-11 form in the block titled Assessment of Qualifications.

4. RECORDS

4.1 Professional Personnel Qualification and Training Record, QAP-11 form and attachments shall be maintained and retained as permanent QA records in accordance with CQAM Section 17.

4.2 Backup documentation of qualifications that is maintained in SwRI and division files shall be retained in accordance with applicable SwRI and division policies.

**CENTER FOR NUCLEAR WASTE  
REGULATORY ANALYSES  
QUALITY ASSURANCE PROCEDURE**

Proc. QAP-007  
Revision 3 Chg 1  
Page 4 of 5



**CENTER FOR NUCLEAR WASTE REGULATORY  
ANALYSES**

**PROFESSIONAL PERSONNEL QUALIFICATION AND TRAINING RECORD**

NAME:

EMPLOYER:

FUNCTIONAL TITLE:

POSITION DESCRIPTION

EDUCATION:

EXPERIENCE:

SPECIALIZED SKILLS/TRAINING:

STATEMENT OF QUALIFICATIONS

EDUCATION:

EXPERIENCE:

SPECIALIZED SKILLS/TRAINING:

The above named individual's qualifications and experience have been evaluated and determined to meet the requirements of the Position Description.

CNWRA MANAGER & DIRECTOR:

DATE:

ASSESSMENT OF QUALIFICATIONS/TRAINING:

CNWRA MANAGER & DIRECTOR:

DATE:

**CENTER FOR NUCLEAR WASTE  
REGULATORY ANALYSES  
QUALITY ASSURANCE PROCEDURE**

Proc. QAP-007

Revision 3 Chg 1

Page 5 of 5

INSTRUCTIONS FOR COMPLETION  
PROFESSIONAL PERSONNEL QUALIFICATION AND TRAINING RECORD  
(Form QAP-11)

1. Identify the individual by full name and employer. For SwRI employees, the Division number, such as SwRI/09, should be indicated.
2. Provide the functional title. The functional title should accurately reflect the position description by discipline/subdiscipline and level of expertise. Example functional titles: Geologist, Geochemist, Metallurgist, and Hydrologist.
3. Provide a detailed description of education, experience, training, and other pertinent requirements necessary to satisfactorily fill the position.
4. Summarize the education, experience, training, and other capabilities that establish the individual's qualifications. Resumes, curriculum vitae, and publications lists shall be referenced, as appropriate. All qualifications shall be supported by objective evidence in CNWRA or other SwRI files.
5. The cognizant Director shall review the position description, statement of qualifications, and other pertinent evidence to determine that the individual satisfies all requirements. If so, the Director shall sign and date the form.
6. The assessment of qualification through satisfactory performance, continuing education, and/or specific CNWRA training shall be verified annually by the Manager/Director, as required, and documented by Director or President signature and date on the form.