

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

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Title QAP-005 QUALITY INDOCTRINATION AND TRAINING

EFFECTIVITY AND APPROVAL

Revision 3 of this procedure became effective on 8/20/2004. This procedure consists of the pages and changes listed below.

<u>Page No.</u>	<u>Change</u>	<u>Date Effective</u>
All	0	8/20/2004

Supersedes Procedure No. QAP-005, Rev. 2, Chg 1, dated 8/28/2003.

Approvals

Written By	Date	Concurrence Review	Date
/s/Robert Brient	8/20/2004	/s/Budhi Sagar	8/19/2004
Quality Assurance	Date	Cognizant Director	Date
/s/Mark Ehnstrom	8/19/2004	/s/Patrick Mackin	8/19/2004

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QAP-005 QUALITY INDOCTRINATION AND TRAINING

1. PURPOSE

The purpose of this procedure is to describe the methods to be used for Quality Assurance (QA) indoctrination and training. This procedure implements the requirements of CNWRA Quality Assurance Manual (CQAM) Section 2.

2. RESPONSIBILITY

- (i) The Director of QA is responsible for developing and presenting QA Program indoctrination materials.
- (ii) The cognizant manager is responsible for evaluating the training needs and for arranging supplementary training as necessary.
- (iii) Document control personnel are responsible for tracking training acknowledgments.
- (iv) Individuals performing quality affecting activities for the CNWRA are responsible for reading and acknowledging receipt of documents assigned to them.

3. PROCEDURE

3.1 QA Program Indoctrination

3.1.1 Individuals performing activities affecting quality for the CNWRA shall receive indoctrination to the requirements of the CNWRA QA Program. Indoctrination materials shall be prepared by the Director of Quality Assurance. Presentations may be face to face, or through reading the presentation materials.

3.1.2 Indoctrination materials shall contain, as a minimum, the following elements:

- (i) Discussion of the QA criteria in 10 CFR Part 50, Appendix B and 10 CFR Part 63, Subpart G applicable to CNWRA activities, corresponding elements of ANSI/ASME NQA-1, and the CQAM.
- (ii) Discussion of the CNWRA organization, interfaces with the U.S. Nuclear Regulatory Commission (NRC), Southwest Research Institute (SwRI) and contractors/consultants, and the quality responsibilities of all personnel.
- (iii) Discussion of the QA program documents, methodology for QA implementation, and the conduct of quality verification and inspection activities at the CNWRA.

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- (iv) Explanation of the authorities and duties of the QA staff and of the responsibility of all personnel in identifying and reporting nonconformances and conditions adverse to quality.
- 3.1.3 New CNWRA employees shall receive quality program indoctrination within two weeks (10 working days) after starting. Consultants, subcontractors, and other non-CNWRA staff shall receive indoctrination prior to being assigned activities affecting quality.
- 3.1.4 Indoctrination shall be documented.
- 3.1.5 At each revision of the CQAM, the Director of Quality Assurance shall determine if re-indoctrination is necessary.
- 3.2 Operating Procedure Training
- 3.2.1 The cognizant manager shall determine training needs upon initial employment (or use) of the individual. The manager shall determine the individual's anticipated work assignments and identify appropriate work assignment categories and Technical, QA and Administrative Operating Procedures using Table 1 "Suggested Training for Work Assignments" as guidance. The manager's determination shall be documented on the Procedure Identification and Training, form QAP-11-1, attached. The QAP-11-1 form shall be forwarded to Document Control personnel.
- 3.2.2 The cognizant manager shall assign completion dates for the required training so that the appropriate training shall be completed before specific quality affecting activities are assigned. Generally, CNWRA new employees should complete the required training within two weeks (10 working days) after starting.
- 3.2.3 Document Control personnel shall notify each individual of the required training that shall be accomplished by reading the documents identified by the manager. The procedures shall be distributed as described in QAP-008, Document Control.
- 3.2.4 The completion of required reading shall be documented through the online acknowledgment system (at the website tuti\QA) or by a signed statement on the "Controlled Document Transmittal, Training and Acknowledgment Record," CNWRA Form DC-1-2 as described in QAP-008, Document Control.
- 3.2.5 Additional specialized training shall be provided as determined necessary by the manager or Principal Investigator for procedures and methods requiring unusual skills and/or training.
- 3.2.6 A training database shall be maintained by Document Control that identifies the training needs as determined by the manager (i.e., the QAP-11-1 form). Information from the database will be available to managers for reassessing training needs.

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3.3 Training Needs Reassessment and Retraining

3.3.1 Training needs shall be reassessed when work assignments are changed, at a minimum, after Operations Planning activities. The reassessment shall be documented on the lower portion of the QAP-11-1 form. The block "No Additional Training Needed" shall be checked when appropriate. Any new training needs will be added to the QAP-11-1 form and communicated to the affected individual as described in paragraph 3.2.2.

3.3.2 Retraining to revised or changed Operating Procedures shall be accomplished by required reading of subsequent revisions and changes to the selected procedures as described in paragraphs 3.2.2.-3.2.4. The retraining completion due date shall be one month (20 working days) after procedure revision or change unless the significance of the change warrants more timely training.

4. RECORDS

- (i) QA Program training material shall be maintained as QA records in accordance with CQAM Section 17 and retained as a permanent record.
- (ii) Training acknowledgments, either hardcopy or electronic mail messages, shall be retained as a QA Records for the period specified in QAP-012, "QA Records Control."

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Table 1. Suggested Training for Work Assignments

Procedure	Technical Staff					Management		Support Staff			
	PI	Lab	Field	Analysis	Software	EM	Directors	Administrative, QA	Finance	Word Process.	IMS
AP-001						✓	✓				
AP-002		✓	✓	✓	✓	✓	✓	✓		✓	
AP-003		✓	✓	✓	✓	✓	✓	✓		✓	
AP-004		✓	✓	✓	✓	✓	✓				
AP-005	✓					✓	✓		✓		
AP-006	✓					✓	✓		✓		
AP-007						✓	✓				
AP-008						✓	✓				
AP-009	✓					✓	✓		✓		
AP-010		✓									
AP-011						✓	✓				
AP-012						✓	✓				
AP-013	✓		✓								
AP-014		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
AP-015		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
AP-016		✓									
AP-017						✓	✓				
AP-018		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
AP-019						✓	✓	✓		✓	✓
QAP-001		✓	✓	✓	✓	✓	✓	✓			



CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES PROCEDURE IDENTIFICATION AND TRAINING

Training in the following controlled procedure(s) are required for _____.
(Name of Individual)

**Mandatory: Differing Professional Views(AP-015) and Quality Assurance Indoctrination Training.
Specialized Procedure Training is marked below.**

<input checked="" type="checkbox"/>	Requested	Due Date	X	Acknowledgment Form Signed/Returned
<input type="checkbox"/>	AP-001			EVALUATION OF POTENTIAL CONFLICT OF INTEREST
<input type="checkbox"/>	AP-002			CORRESPONDENCE AND COMMITMENT CONTROL
<input type="checkbox"/>	AP-003			CNWRA MEETING/TRIP REPORTS
<input type="checkbox"/>	AP-004			PUBLIC, MEDIA, ORGANIZATIONAL AND CONGRESSIONAL INQUIRIES
<input type="checkbox"/>	AP-005			OBTAINING SUBCONTRACT SERVICES
<input type="checkbox"/>	AP-006			OBTAINING CONSULTANT SERVICES
<input type="checkbox"/>	AP-007			EMPLOYMENT PROCEDURE FOR PROFESSIONAL STAFF
<input type="checkbox"/>	AP-008			EXCHANGES OF PERSONNEL BETWEEN THE CNWRA AND THE U.S. NRC
<input type="checkbox"/>	AP-009			WORK AUTHORIZATION AND CONTROL
<input type="checkbox"/>	AP-010			LABORATORY CHEMICAL HYGIENE PLAN AND STANDARD OPERATING PROCEDURES (SOP) FOR THE CNWRA LABORATORY
<input type="checkbox"/>	AP-011			UTILIZATION OF CNWRA STAFF ON NON-FFRDC PROJECTS
<input type="checkbox"/>	AP-012			AUTHORIZATION TO CONDUCT FFRDC WORK FOR OTHERS
<input type="checkbox"/>	AP-013			WORKING IN REMOTE AREAS OR AT NONSTANDARD WORK SITES
<input type="checkbox"/>	AP-014			COMPUTER NETWORK ACCESS AND USAGE
<input checked="" type="checkbox"/>	AP-015			DIFFERING PROFESSIONAL VIEWS
<input type="checkbox"/>	AP-016			HAZARD COMMUNICATION PROGRAM
<input type="checkbox"/>	AP-017			CUSTOMER SATISFACTION SURVEY
<input type="checkbox"/>	AP-018			ELECTRONIC FILE ARCHIVAL AND BACKUP PROCEDURES
<input type="checkbox"/>	AP-019			RECORDS MANAGEMENT
<input type="checkbox"/>	QAP-001			SCIENTIFIC NOTEBOOK CONTROL
<input type="checkbox"/>	QAP-002			REVIEW OF CNWRA DOCUMENTS, REPORTS, AND PAPERS
<input type="checkbox"/>	QAP-004			SURVEILLANCE CONTROL
<input type="checkbox"/>	QAP-005			QUALITY INDOCTRINATION AND TRAINING
<input type="checkbox"/>	QAP-007			PROFESSIONAL PERSONNEL QUALIFICATION
<input type="checkbox"/>	QAP-008			DOCUMENT CONTROL
<input type="checkbox"/>	QAP-009			NONCONFORMANCE CONTROL
<input type="checkbox"/>	QAP-010			CORRECTIVE ACTION

<input checked="" type="checkbox"/>	Requested	Due Date	X	Acknowledgment Form Signed/Returned
<input type="checkbox"/>	QAP-011			AUDITS
<input type="checkbox"/>	QAP-012			QUALITY ASSURANCE RECORDS CONTROL
<input type="checkbox"/>	QAP-013			QUALITY PLANNING
<input type="checkbox"/>	QAP-014			DOCUMENTATION AND VERIFICATION OF SCIENTIFIC AND ENGINEERING CALCULATIONS
<input type="checkbox"/>	QAP-015			QUALIFICATION OF EXISTING DATA
<input type="checkbox"/>	QAP-016			PROCUREMENT CONTROL
<input type="checkbox"/>	QAP-017			DRAWING CONTROL
<input type="checkbox"/>	QAP-018			PROCEDURE FOR CONFIRMATORY ANALYSES
<input type="checkbox"/>	QAP-019			CONTROL OF MEASURING AND TEST EQUIPMENT
<input type="checkbox"/>	TOP-003-01			PROCEDURE FOR PREPARING ELECTROCHEMICAL & CORROSION TEST SPECIMENS
<input type="checkbox"/>	TOP-004			PROCEDURE FOR CONTROL, PREPARATION, & CHARACTERIZATION OF GEOLOGICAL MATERIALS
<input type="checkbox"/>	TOP-006			PROCEDURE FOR OBTAINING SEISMIC ROCK MECHANICS TEST SPECIMENS FROM THE FIELD
<input type="checkbox"/>	TOP-007			PROCEDURE FOR ASSEMBLING & TESTING JOINTED-ROCK TUFF SPECIMENS USING A DYNAMIC SIMULATOR WHICH PRODUCES DYNAMIC SHEAR AND COMPRESSIVE NORMAL LOADS
<input type="checkbox"/>	TOP-010			TECHNICAL OPERATING PROCEDURE FOR PREPARING SIMULATED J-13 WATER AND ITS MODIFICATIONS
<input type="checkbox"/>	TOP-011			PROCEDURE FOR ASSEMBLING & INSTALLING HYDRAULIC ANCHOR BOREHOLE EXTENSOMETERS
<input type="checkbox"/>	TOP-012			IDENTIFICATION, CONTROL, STORAGE, HANDLING, SHIPPING, AND ARCHIVING OF SAMPLES
<input type="checkbox"/>	TOP-013			TECHNICAL OPERATING PROCEDURE FOR SPECTROPHOTOMETRIC ANALYSIS OF ALUMINUM
<input type="checkbox"/>	TOP-014			TECHNICAL OPERATING PROCEDURE FOR SPECTROPHOTOMETRIC ANALYSIS OF SILICA
<input type="checkbox"/>	TOP-015			PROCEDURE FOR DECISION ANALYSIS
<input type="checkbox"/>	TOP-016			FIELD COLLECTION OF GEOLOGIC SAMPLES
<input type="checkbox"/>	TOP-017			FIELD COLLECTION OF WATER SAMPLES
<input type="checkbox"/>	TOP-018			DEVELOPMENT & CONTROL OF SCIENTIFIC & ENGINEERING SOFTWARE
<input type="checkbox"/>	TOP-022			PROCEDURE FOR VERIFICATION OF THE PERFORMANCE OF A POTENTIOSTAT & THE ASSOCIATED DATA ACQUISITION SOFTWARE
<input type="checkbox"/>	TOP-023			TECHNICAL OPERATING & SAFETY PROCEDURE FOR THE OPERATIONS OF THE GEONICS PROTEM 67D, TIME DOMAIN ELECTROMAGNETICS SYSTEM
<input type="checkbox"/>	TOP-024			DIFFERENTIAL GLOBAL POSITIONING SYSTEM (DGPS) OPERATIONS
<input type="checkbox"/>	TOP-025			PREPARATION OF NRC ASSESSMENT REPORTS

CNWRA MANAGER:

Print Name

Signature

Date

Need for additional procedures is evaluated each year. Manager to note new procedures needed.

No Additional Training Needed

CNWRA MANAGER

DATE:

No Additional Training Needed

CNWRA MANAGER:

DATE:

No Additional Training Needed

CNWRA MANAGER

DATE: