

**Appendix B**  
**General Proficiency-Level**  
**Training and Qualification Journal**

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# Table of Contents

<b>Introduction</b> .....	4
<b>Required General Proficiency Training Courses:</b> .....	4
General Proficiency Individual Study Activity .....	5
(ISAGeneral-1) Quality Assurance Program .....	7
(ISAGeneral-2) Corrective Action Program .....	9
(ISAGeneral-3) Technical and Regulatory Issues .....	11
General Proficiency On-the-Job Activity .....	13
(OJT-General-1) Emergency Drill/Exercise Observation .....	15
<b>General Proficiency Level Signature Card and Certification</b> .....	19
Form 1: General Proficiency-Level Equivalency Justification .....	21

## Introduction

You may complete the General Proficiency requirements together with the Technical Proficiency requirements for your specific inspector classification.

### Required General Proficiency Training Courses:

**NOTE: You DO NOT have to complete Appendix A before completing the following courses.**

1. Effective Communication For NRC Inspectors
2. Gathering Information for Inspectors through Interviews
3. Media Training Workshop

**NOTE: You must complete Appendix A and receive Basic Inspector Certification before beginning the courses listed below.**

*Before signing up for any course, be sure that you have checked and have met any prerequisites.*

These courses should be completed in the order listed.

- G-105, Conducting Inspections
- G-205, Root Cause/ Incident Investigation Workshop
- G-103, Field Techniques and the Regulatory Processes

## **General Proficiency Individual Study Activity**

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# General Proficiency Individual Study Activity

**TOPIC:** (ISA-General-1) Quality Assurance Program

**PURPOSE:** This activity will provide you with a working knowledge of the contents of 10 CFR Part 50, Appendix B, industry standards, and the associated licensee programs and documents which collectively establish the basis for the licensee's quality assurance (QA) program.

**COMPETENCY  
AREA:** INSPECTION

**LEVEL  
OF EFFORT:** 12 Hours

**REFERENCES:**

1. 10 CFR, Part 50, Appendix B
4. ANSI NQA-1-1979, "Quality Assurance Program Requirements for Nuclear Power Plants"
5. Regulatory Guide 1.33, "Quality Assurance Program Requirements"
6. Licensee Quality Assurance Program

**EVALUATION  
CRITERIA:** At the completion of this activity, you should be able to:

1. Discuss the general content of Part 50, Appendix B, and the eighteen criteria contained in the Appendix.
2. Describe the relationship between the plant license, the FSAR, the plant technical specifications and Part 50 Appendix B.
3. Outline the key elements of an effective QA Program, and how the licensee implemented those elements at your reference site.

**TASKS:**

1. Review and discuss the eighteen criteria of Appendix B with your supervisor, or qualified inspector, and communicate an understanding of their content and general application to field inspections.
2. Review the basic regulations that require a QA program. Review industry standards related to QA. Find where QA is addressed in the FSAR. Technical Specifications and plant

license. Review a licensee Q/A program and the implementing procedures.

3. At a site, gain a general understanding of the licensee's Q/A Program through a combination of discussions with a qualified resident inspector and review of assessments/reports prepared by the licensee quality assurance organization.
4. Meet with your supervisor or a qualified inspector to discuss any questions that you may have as a result of this activity and demonstrate that you can meet the evaluation criteria listed above.

**DOCUMENTATION:** General Proficiency Qualification Signature Card  
Item ISA-General-1



# General Proficiency Individual Study Activity

**TOPIC:** (ISA-General-2) Corrective Action Program

**PURPOSE:** This activity will provide you with a working knowledge of the licensee programs and documents that were established to meet the requirements for an effective problem identification and corrective action program as outlined in 10CFR 50 Appendix B Criterion XVI.

**COMPETENCY  
AREA:** INSPECTION

**LEVEL  
OF EFFORT:** 20 Hours

**REFERENCES:**

1. Inspection Procedure 71152, "Identification and Resolution of Problems"
2. Inspection Procedure 40500, "Effectiveness of Licensee Process to Identify, Resolve, and Prevent Problems"
3. Site Specific documents which describe the Licensee's corrective action program.
4. 10 CFR 50, Appendix B, Criterion XVI

**EVALUATION  
CRITERIA:** At the completion of this activity, you should be able to:

1. Discuss the principle steps in your reference site's Corrective Action Program (CAP) with respect to identification of a condition adverse to quality through final resolution.

**TASKS:**

1. At your reference site, gain a general understanding of the licensee's CAP through a combination of discussions with a qualified resident inspector and attendance at routine CAP meetings.
2. Using IP 71152 for guidance, review a sample of about six issues entered into the licensee's CAP within the past month and compare the licensee's actions versus regulatory requirements. Discuss the resolution of the issues with the resident inspector. This review should include the resolution of potential operability issues, if available.
3. Meet with your supervisor or a qualified Operations resident inspector to discuss any questions that you may have as a

result of this activity and demonstrate that you can meet the evaluation criteria listed above.

**DOCUMENTATION:**

General Proficiency Qualification Signature Card Item ISA-General-2

# General Proficiency Individual Study Activity

**TOPIC:** (ISA-General-3) Technical and Regulatory Issues

**PURPOSE:** This activity will familiarize you with various topics of interest that have proven problematic in the past.

**COMPETENCY  
AREA:** INSPECTION

**LEVEL  
OF EFFORT:** Various

**REFERENCES:** General Topics Web-based Training  
(<http://nrr10.nrc.gov/rop-digital-city/electronic-read-sign.html>)

**EVALUATION  
CRITERIA:** At the completion of this activity, you should be able to:

1. Discuss the general topics presented in the Web-Based Training, specifically a basic knowledge of the technical/regulatory issues and their application to the NRC.

**TASKS:**

1. Complete the Web-Based Training on General Topics listed at the Referenced web page.
2. Gain a general understanding of the technical/regulatory issues and their applications to the NRC.
3. Meet with your supervisor or a qualified inspector to discuss any questions that you may have as a result of this activity and demonstrate that you can meet the evaluation criteria listed above.

**DOCUMENTATION:** General Proficiency Qualification Signature Card  
Item ISA-General-3

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## **General Proficiency On-the-Job Activity**

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# General Proficiency On-the-Job Activity

**TOPIC:** (OJT-General-1) Emergency Drill/Exercise Observation

**PURPOSE:** The conduct of an emergency drill/exercise allows the licensee to assess emergency response performance and the effective correction of previously identified weaknesses. It permits the evaluation of the level of quality of emergency response training, emergency plan implementing procedures, facility and equipment readiness, personnel performance, organizational and management changes and communications equipment readiness. This activity will permit you, the observer, to realize the scope of involvement of your particular discipline during a declared emergency at a nuclear power facility.

**COMPETENCY AREAS:** REGULATORY FRAMEWORK  
INSPECTION

**LEVEL OF EFFORT:** 24 hours

**REFERENCES:**

1. IP 71114.01, "Exercise Evaluation
2. IP 71114.06, "Drill Evaluation"
3. 10 CFR 50, Appendix E, Section IV.F
4. 10 CFR 50.47(b)

**EVALUATION CRITERIA:** At the completion of this activity, you should be able to:

1. Discuss the federal guidance for drill/exercise observations as described in IP 71114.01, "Exercise Evaluation" and IP 71114.06, "Drill Evaluation."
2. Identify activities that will occur with regard to your discipline during the performance of an emergency drill/exercise.
3. Discuss how weaknesses and deficiencies identified during drill/exercise are documented and handled by the NRC and the licensee.
4. Discuss how the licensee is evaluated during an emergency drill/exercise performance to determine if the planning standards of 10 CFR 50.47(b) have been met.

5. Discuss how licensee performance is evaluated during a drill/exercise to determine if they have demonstrated the capability of providing reasonable assurance that adequate protective measures in the event of a declared emergency.

**NOTE:** Whenever possible, observe a drill or exercise at a site and focus your observation on activities related to your technical

**TASKS:**

1. Review IP 71114.01, "Exercise Evaluation" and IP 71114.06, "Drill Evaluation" to identify the inspection attributes provided for drill/exercise performance evaluations. Discuss any questions with a senior emergency preparedness inspector.
3. Review the regulatory requirements with regard to emergency preparedness contained within 10 CFR 50.47(b) and 10 CFR 50, Appendix E, Section IV.F.
4. Obtain an emergency drill/exercise schedule for applicable region. Coordinate your observation of an upcoming emergency drill/exercise with your supervisor, applicable regional senior emergency preparedness inspector and site senior resident inspector. If possible, observe the drill at the site.
5. Become familiar with the applicable licensee Emergency Plan and Implementing Procedures. In particular, review those instructions for your discipline's activities and involvement during a declared emergency and develop an understanding of their successful implementation.
6. Obtain and review a copy of the applicable licensee's emergency drill/exercise scenario. Identify activities that will occur with regard to your discipline during the performance of the emergency drill/exercise and note the licensee expectations for success versus failure.
7. Perform an independent observation of an emergency drill/exercise. Observe activities at several of the licensee emergency response facility locations, if possible (eg., Control Room, Operations Support Center, Technical Support Center, Emergency Operations Facility, Joint Information Center, field activities, etc.). Take care not to interfere with the conduct of the licensee performance or evaluation of drill/exercise. Do not "prompt" licensee participants or evaluators of your observations or conclusions of weaknesses or deficiencies



during drill/exercise performance. Findings must be held confidential until after formal licensee critique.

8. During the performance of the drill/exercise, note any possible weaknesses and/or deficiencies you observe. To aid in future discussions, obtain documentation of licensee activities during these questionable performances.
9. As a result of your observations, form an opinion as to whether the planning standards of 10 CFR 50.47(b) are still met.
10. As a result of your observations, form an opinion as to whether the licensee has demonstrated the capability of providing reasonable assurance that adequate protective measures can be conducted in the event of a declared emergency.
11. Discuss your emergency drill/exercise observations and opinions with the lead NRC inspector and provide recommendation on whether licensee demonstrated the capability of providing reasonable assurance that adequate protective measures can be taken in the event of a declared emergency and if the planning standards of 10 CFR 50.47(b) are met.
12. Meet with your supervisor and/or a qualified senior emergency preparedness inspector to discuss any questions that you may have as a result of this activity and demonstrate that you can meet the evaluation criteria listed above.

**DOCUMENTATION:** General Proficiency Qualification Signature Card  
Item OJT-General-1

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## General Proficiency Level Signature Card and Certification

<i>Inspector Name</i> : _____	Employee Initials/Date	Supervisor's Signature/Date
<b>A. Training Courses</b>		
G-105, Conducting Inspections		
G-205, Root Cause/ Incident Investigation Workshop		
G-103, Field Techniques and Regulatory Processes		
Effective Communication For NRC Inspectors		
Gathering Information for Inspectors Through Interviews		
Media Training Workshop		
<b>B. Individual Study Activity</b>		
ISA-General-1 Quality Assurance Program		
ISA-General-2 Corrective Action Program		
ISA-General-3 Technical and Regulatory Issues		
<b>C. On-the-Job Activity</b>		
OJT-GENERAL-1 Emergency Drill Observation		

Supervisor's Signature indicates successful completion of all required courses and activities listed in this journal.

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This signature card must be accompanied by a Form 1: General Proficiency-Level Equivalency Justification, if applicable.

Copies to:      Inspector  
                      HR office  
                      Supervisor

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## Form 1: General Proficiency-Level Equivalency Justification

<b>Inspector Name:</b> _____	<b>Identify equivalent training and experience for which the inspector is to be given credit</b>
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### A. Training Courses

Conducting Inspections	
Root Cause /Incident Investigation Workshop	
Field Techniques and Regulatory Processes	
Media Training Workshop	
Effective Communication for NRC Inspectors	
Gathering Information for Inspectors through Interviews	
<b>B. Individual Study Activity</b>	
ISA-General-1 Quality Assurance Program	
ISA-General-2 Corrective Action Program	
ISA-General-3 Technical and Regulatory Issues	
<b>C. On-the-Job Activity</b>	
OJT-GENERAL-1 Emergency Drill Observation	

Supervisor's Recommendation      Signature / Date \_\_\_\_\_

Division Director's Approval      Signature / Date \_\_\_\_\_

Copies to:      Inspector  
                    HR Office  
                    Supervisor

This form must accompany the Signature Card and Certification, if applicable.

Issue Date: 09/02/05

B-21

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