

GEOSCIENCES AND ENGINEERING DIVISION

QUALITY ASSURANCE PROCEDURE

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Title: **QAP-005 QUALITY INDOCTRINATION AND TRAINING**

EFFECTIVITY AND APPROVAL

Revision 4 of this procedure became effective on August 15, 2005. This procedure consists of the pages and changes listed below.

<u>Page No.</u>	<u>Change</u>	<u>Date Effective</u>
1	1	11/04/2005
2	0	08/15/2005
3	1	11/04/2005
4-7	0	08/15/2005

Change 1:
Change form number from DC-1-2 to QAP-2

Supersedes Procedure No. QAP-005, Rev. 4, Chg 0, dated 8/15/2005

Approvals

Prepared by



Date

11/3/2005

Approved by



Date

11/3/2005

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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 the Geosciences and Engineering Division (Division) Quality Assurance Manual (QAM) Section 2.

2. RESPONSIBILITY

- 2.1 The Director of QA is responsible for developing and presenting QA program indoctrination materials.
- 2.2 The responsible manager is responsible for identifying training needs and for arranging supplementary training as necessary.
- 2.3 Document control personnel are responsible for tracking training acknowledgments.
- 2.4 Individuals performing quality affecting activities for the Division 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 shall receive indoctrination to the requirements of the QA program. Indoctrination materials shall be prepared by the Director of QA. Presentations may be face to face, or through reading the presentation materials. Indoctrination shall be documented by a signed acknowledgment.
- 3.1.2 New Division employees shall receive QA program indoctrination within two weeks (10 working days) after starting. Consultants, subcontractors, and other non-Division staff shall receive indoctrination prior to being assigned activities affecting quality.
- 3.1.3 Indoctrination materials shall contain, as a minimum:
 - Explanation of contract provisions, regulatory requirements, and industry guidance applicable to the Division QA program.
 - Discussion of the Division organization, interfaces with the U.S. Nuclear Regulatory Commission (NRC) and other clients, and the quality responsibilities of all personnel.

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- Discussion of the QA program documents, methodology for QA implementation, and the conduct of quality verification activities.
 - 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 and stopping work when nonconformances may result.
- 3.1.4 Indoctrination of all active personnel shall be repeated upon each full revision of the QAM unless determined otherwise by the Director of QA.
- 3.2 Operating Procedure Training
- 3.2.1 The responsible manager shall determine training needs before an individual begins performing activities governed by the procedures. The manager shall determine anticipated individual work assignments and identify appropriate Technical Operating, QA, and Administrative Procedures using Table 1 "Suggested Training for Work Assignments" as guidance. The quality requirements application matrix for the work assigned to the individual should be consulted when identifying training needs. The manager's determination shall be documented on form QAP-11-1, "Procedure Identification and Training Record." The completed QAP-11-1 form shall be forwarded to document control personnel to arrange for controlled document distribution.
- 3.2.2 The manager shall identify the completion dates for the required training so that the appropriate training can be completed before quality affecting activities are assigned or performed. Generally, new Division employees should complete the required training within two weeks (10 working days) after hire.
- 3.2.3 Document control personnel shall notify each individual of the required training identified by the manager. Training shall be completed by reading the documents. 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](#)), by e-mail, or by a signed statement on the "Controlled Document Transmittal, Training and Acknowledgment Record," Form QAP-2 as described in QAP-008.
- 3.2.5 Additional specialized training shall be provided as determined necessary by the manager or principal investigator for procedures and methods requiring special skills and/or training.

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3.2.6 A training database shall be maintained by document control that identifies the training needs determined by the manager (i.e., from the QAP-11-1 form) as well as information relating to completion of training and acknowledgment of controlled document receipt. Information from the database will be available to managers for reassessing training needs.

3.3 Training Needs Reassessment and Retraining

3.3.1 Training needs shall be reassessed when work assignments are changed and, 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 3.2.3.

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 3.2.3-3.2.4. 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

4.1 QA program indoctrination and materials shall be maintained as QA records in accordance with QAP-012, Quality Assurance Records Control.

4.2 Training acknowledgments, both hardcopy and electronic mail messages, shall be retained as a QA Records as specified in QAP-012.

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Table 1. Suggested Training for Work Assignments

Procedure	Technical Staff					Management	Support Staff			
	PI	Lab	Field	Analysis	Software		Administrative, QA	Finance	Word Processing	IMS
AP-001	Evaluation of Potential Conflict of Interest					✓				
AP-002	Correspondence and Commitment Control					✓	✓		✓	
AP-003	Meeting/Trip Reports					✓	✓	✓	✓	
AP-004	Public, Media, Organizational and Congressional Inquiries					✓	✓	✓	✓	✓
AP-005	Obtaining Subcontract Services					✓	✓		✓	
AP-006	Obtaining Consultant Services					✓	✓		✓	
AP-007	Employment Procedure for Professional Staff					✓				
AP-008	Exchanges of Personnel Between the Geosciences and Engineering Division and the U.S. NRC					✓				
AP-009	Work Authorization and Control					✓	✓		✓	
AP-010	Laboratory Chemical Hygiene Plan and Standard Operating Procedures (SOP) for the Geosciences and Engineering Laboratory					✓	✓			
AP-011	Utilization of CNWRA Staff on Non-FFRDC Projects					✓	✓			
AP-012	Authorization to Conduct FFRDC Work for Others					✓	✓			
AP-013	Working in Remote Areas or at Nonstandard Work Sites					✓	✓			
AP-014	Computer Network Access and Usage					✓	✓	✓	✓	✓
AP-015	Differing Professional Views					✓	✓	✓	✓	✓
AP-016	Hazard Communication Program					✓	✓			
AP-017	Customer Satisfaction Survey					✓	✓			
AP-018	Electronic File Archival and Backup Procedures					✓	✓	✓	✓	✓

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Table 1. Suggested Training for Work Assignments (continued)

Procedure		Technical Staff					Management	Support Staff			
		PI	Lab	Field	Analysis	Software		Document Control	Finance	Word Processing	IMS
AP-019	Records Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
AP-020	Managing Sensitive Unclassified and Export Controlled Information	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
QAP-001	Scientific Notebook Control	✓	✓	✓	✓	✓	✓	✓			
QAP-002	Review of Documents, Reports, and Papers	✓	✓	✓	✓	✓	✓	✓		✓	✓
QAP-004	Surveillance Control						✓	✓			
QAP-005	Quality Indoctrination and Training						✓	✓			
QAP-007	Professional Personnel Qualification						✓	✓			
QAP-008	Document Control		✓	✓	✓	✓	✓	✓	✓	✓	✓
QAP-009	Nonconformance Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
QAP-010	Corrective Action	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
QAP-011	Audits						✓	✓			
QAP-012	Quality Assurance Records Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
QAP-013	Quality Planning	✓	✓	✓	✓	✓	✓				
QAP-014	Documentation and Verification of Scientific and Engineering Calculations	✓	✓	✓	✓	✓	✓				
QAP-015	Qualification of Existing Data	✓			✓		✓				
QAP-016	Procurement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
QAP-017	Drawing Control	✓			✓		✓	✓			
QAP-018	Procedure for Confirmatory Analyses	✓	✓		✓		✓				
QAP-019	Control of Measuring and Test Equipment	✓	✓	✓			✓	✓			
TOP-003-01	Procedure for Preparing Electrochemical & Corrosion Test Specimens	✓	✓				✓				
TOP-004	Procedure for Control, Preparation, & Characterization of Geological Materials	✓	✓	✓			✓				

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Table 1. Suggested Training for Work Assignments (continued)

Procedure		Technical Staff					Management	Support Staff			
		PI	Lab	Field	Analysis	Software		Administrative, QA	Finance	Word Processing	IMS
TOP-012	Identification, Control, Storage, Handling, Shipping, and Archiving of Samples	✓	✓	✓			✓				
TOP-016	Field Collection of Geologic Samples	✓		✓			✓				
TOP-017	Field Collection of Water Samples	✓		✓			✓				
TOP-018	Development and Control of Scientific and Engineering Software	✓			✓	✓	✓				
TOP-022	Procedure for Verification of the Performance of a Potentiostat & the Associated Data Acquisition Software	✓	✓				✓				
TOP-025	Preparation of NRC Assessment Reports	✓					✓				