

GEOSCIENCES AND ENGINEERING DIVISION
QUALITY ASSURANCE PROCEDURE

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Revision 4 Chg 3
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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>
1-7	3	2/20/2006

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

Change 2: Treat training as a function separate from controlled document distribution (QAP-008).

Change 3: Add approval requirement for training needs determination, revise suggested training assignments, Table 1.

Supersedes Procedure No. QAP-005, Rev. 4, Chg 2, dated 1/04/2006

Approvals

Prepared by

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Date

2/20/2006

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Date

2/20/2006

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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 line and project managers are 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 availability of documents required to conduct quality-affecting activities.

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 shall include:
 - 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 revision of the QAM unless determined otherwise by the Director of QA.
- 3.2 Initial Training Needs Assessment and 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 line manager should consult with an individual's project managers to assure that all necessary procedures are assigned. 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" and approved by the responsible Director or Assistant Director. 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 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 reporting for work.
- 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 assigned procedures, as a minimum; specialized training may be conducted in accordance with Section 3.2.5, as determined to be necessary by the individual in consultation with the responsible manager.
- 3.2.4 The completion of training shall be documented through the online acknowledgment system (at the website [tuti\QA](#)), by e-mail, or by a signed statement on the "Training Acknowledgment Record," Form QAP-2.
- 3.2.5 Additional specialized training shall be provided for procedures and methods requiring special skills and/or training as determined necessary by the manager or principal investigator.

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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) and training acknowledgment. Information from the database will be available to managers for assessing 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. The responsible Director or Assistant Director shall approve the reassessment.
- 3.3.2 Retraining to assigned procedures shall be required when procedure revisions significantly change requirements, as determined by the manager responsible for the procedure.
- 3.3.3 Retraining may be accomplished through reviewing procedures as described in paragraph 3.2.3, use of developed training materials, or face-to-face training sessions. Retraining shall be acknowledged as described in paragraph 3.2.4 or by training session sign-in sheets, as appropriate.
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	Non-GED Technical		Non-GED Technicians	Administrative, QA	Finance	Word Processing
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	Non-GED Technical	Non-GED Technicians	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	✓	✓	✓			✓	✓	✓			

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Procedure		Technical Staff						Management	Support Staff			
		PI	Lab	Field	Analysis	Software	Non-GED Technical		Non-GED Technicians	Administrative, QA	Finance	Word Processing
TOP-003-01	Procedure for Preparing Electrochemical & Corrosion Test Specimens	✓	✓					✓				
TOP-004	Procedure for Control, Preparation, & Characterization of Geological Materials	✓	✓	✓				✓				
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	✓						✓				