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Template for an Industry Training Program Description

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EXECUTIVE SUMMARY

NEI 06-13, *Template for an Industry Training Program Description,* provides a complete generic program description for use with combined license (COL) applications. The document reflects draft guidance provided by the NRC and industry–NRC discussions on training-related issues. A main objective of this program description is to assist in expediting NRC review and issuance of the combined license.

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TEMPLATE FOR AN INDUSTRY TRAINING PROGRAM DESCRIPTION (TPD)

1 TRAINING PROGRAM DESCRIPTION

Training programs incorporate instructional requirements to qualify personnel to operate and maintain the facility in a safe manner in all modes of operation. The programs are developed and maintained in compliance with the facility license and applicable regulations. The training programs are periodically evaluated and revised to reflect industry experience and to incorporate changes to the facility, procedures, regulations, and quality assurance requirements, and are periodically reviewed by management for effectiveness. These training programs are described in site and/or corporate procedures, as appropriate. Sufficient records are maintained and kept available for NRC inspection to verify adequacy of the programs.

The Training Department provides the required training based on individual employee experience, the intended position, and previous training and education. Training Department personnel may be supplemented by other personnel such as subject matter experts, contract staff, and vendor representatives. Formal instruction may be presented through a combination of classroom lectures, e-learning, assigned reading, simulator training and evaluations, and other delivery techniques.

For reactor operators, senior reactor operators, fuel handlers, fire protection personnel, and positions specified in 10 CFR 50.120 (Reference 13.2-4), programs are developed, established, implemented and maintained using a systems (or systematic) approach to training (SAT) as defined by 10 CFR 55.4 (Reference 13.2-8) and ANSI/ANS-3.1-1993 (Reference 13.2-14), as endorsed by Regulatory Guide-1.8 (Reference 13.2-16).

Initial and continuing training programs accredited by the National Academy for Nuclear Training (NANT) provide personnel with the skills and knowledge to perform assigned tasks. Accredited training programs include the following:

- Non-licensed operator
- Reactor operator
- Senior reactor operator
- Shift manager
- Shift technical advisor
- Continuing training for licensed personnel
- Instrument and control technician and supervisor
- Electrical maintenance personnel and supervisor
- Mechanical maintenance personnel and supervisor
- Chemistry technician
- Radiological protection technician
- Engineering personnel

The results of reviews of operating experience are incorporated into training and retraining programs in accordance with the provisions of TMI Action Item I.C.5, Appendix 1A. Training programs encompass all phases of plant operation including preoperational testing and low-power operation in accordance with the provisions of TMI Action Item I.G.1 (Reference 13.2-19). Before initial fuel loading, sufficient plant staff will be trained to provide for safe plant operations. Implementation milestones for initial training are presented in Table 13.4-1.

1.1 LICENSED OPERATOR TRAINING

The Reactor Operator (RO) and Senior Reactor Operator (SRO) training programs, including initial and requalification training, provide the means to train individuals in the knowledge, skills, and abilities needed to perform licensed operator duties. The licensed operator training program includes the requalification program as required by 10 CFR 55.59 (Reference 13.2-13). Collectively, ROs and SROs are referred to as Licensed Operators. Before initial fuel loading, the number of persons trained in preparation for RO and SRO licensing examinations will be sufficient to meet regulatory requirements, with allowances for examination contingencies and without the need for planned overtime.

The site employs a simulator in accordance with 10 CFR 55.46. This simulator is used for training licensed personnel, and for the administration of the operating test.

1.1.1 Licensed Operator Initial Training Program

The Licensed Operator Initial Training Program prepares RO and SRO candidates for the NRC license exam. This program is implemented in accordance with administrative procedures.

1.1.1.1 Reactor Operator

Reactor Operator candidates receive training in the topics listed in 10 CFR 55.41 (Reference 13.2-9). RO candidates receive plant simulator training to demonstrate understanding and the ability to perform the actions listed in 10 CFR 55.45 (Reference 13.2-11).

1.1.1.2 Senior Reactor Operator

In addition to the Reactor Operator topics listed in 10 CFR 55.41 (Reference 13.2-9), candidates for the Senior Reactor Operator license receive training in the topics listed in 10 CFR 55.43 (Reference 13.2-10). SRO candidates receive plant simulator training to demonstrate understanding and the ability to perform the actions listed in 10 CFR 55.45 (Reference 13.2-11).

1.1.2 Continuing Training for Licensed Personnel

Continuing training for licensed personnel consists of regularly scheduled formal instruction, evaluation, and on-the-job training. Training material is developed using the SAT process, and includes Operational Experience (OE). Licensed operators participate in continuing training.

Program content, course schedules and examination schedules comply with 10 CFR 55.59 (Reference 13.2-13). Continuing training for licensed personnel is conducted in accordance with administrative procedures.

1.2 TRAINING FOR POSITIONS LISTED IN 10 CFR 50.120[1]

This section addresses training programs for the positions listed in 10 CFR 50.120 (Reference 13.2-4). The systematic approach to training (SAT) process is used to establish and maintain training programs. Course duration and content are determined by the SAT process and by administrative procedure. This program will commence no later than eighteen months prior to initial fuel loading.

1.2.1 Non-Licensed Operator (NLO) Initial Training

Personnel employed as NLOs receive instruction on operation of plant equipment and components under normal and emergency conditions. This program is a combination of formal instruction and on-the-job training. Training is given in:

- Fundamentals of mechanical and electrical components
- Operation of equipment and systems
- Operating procedures
- Surveillance requirements
- Operation of systems important to plant safety

In-plant training includes system walk downs, which emphasize the use of procedures, the proper operation of equipment, and safe operating practices.

1.2.2 Shift Manager Initial Training

Shift managers have been trained as Senior Reactor Operators and receive additional training that addresses higher-level management skills and behaviors, and provides a broader perspective of plant operations. Initial training includes such topics as:

- Application of Operating Experience
- Problem-solving skills
- Planning and managing evolutions
- Maintaining a broad view of plant operations

[1] 10 CFR 52.78 (Reference 13.2-6) requires that Combined License applicants demonstrate compliance with 10 CFR 50.120.

- Application of observation skills
- Operating philosophy
- Shift team management
- Application of design bases to plant operations
- Emergency Plan
- Transient and Accident Analysis
- Systematic Approach to Training
- Work controls

1.2.3 Shift Technical Advisor Initial Training Program

Shift technical advisors provide engineering expertise on-shift. Training provides them with the skill and knowledge to monitor equipment and system operation, and assess plant conditions during abnormal and emergency events. Initial training for individuals who fill the position of shift technical advisor includes instruction in the following areas:

- Responses to accidents and analyses of plant transients
- Application of engineering principles to protection of the core
- Mitigation of plant accidents
- Basis of plant and systems design
- Reactor theory, thermodynamics, heat transfer, and fluid flow
- General Operating Procedures, Technical Specifications, and Administrative Controls
- Operational transient and accident analysis
- Simulator training, including exercises in the following situations:
    - Plant or reactor startups to include a range such that reactivity feedback from nuclear heat addition is noticeable and heatup rate is established
    - Plant shutdown
    - Manual control of feedwater during startup or shutdown.
    - Significant (10 percent) power changes due to manual changes in control rod position.
- Accident response training

1.2.4 Instrumentation and Control (I&C) Technician Initial Training

Initial training for I&C technicians includes instruction in the following areas:

- Fundamentals of instrumentation and control
- Pneumatic systems and equipment
- Electronics
- Fundamental systems training
- I&C and other job related procedures
- Surveillance requirements
- Mitigating core damage training commensurate with their responsibilities during accidents that involve severe core damage
- On-the-job training

On-the-job training allows I&C technicians to practice the skills learned in the classroom under the guidance of experienced and qualified I&C personnel.

1.2.5 Electrical Maintenance Initial Training Program

Initial training for electrical maintenance technicians includes instruction in the following areas:

- Print reading
- Use of electrical tools and test equipment
- Fundamental systems training
- Electrical components and equipment
- Electrical maintenance practices
- Maintenance procedures
- On-the-job training

On-the-job training allows Electricians to practice the skills learned in the classroom under the guidance of experienced and qualified electrical maintenance personnel.

1.2.6 Mechanical Maintenance Initial Training Program

Initial training for mechanical maintenance technicians includes instruction in the following areas:

- Print reading
- Use of hand tools, power tools, and measurement devices
- Fundamental systems training
- Mechanical components and equipment
- Mechanical maintenance practices
- Maintenance procedures
- On-the-job training

On-the-job training allows Mechanics to practice the skills learned in the classroom under the guidance of experienced and qualified mechanical maintenance personnel.

1.2.7 Radiological Protection Technician Initial Training

Initial training for radiological protection technicians includes instruction in the following areas:

- Principles of radiation
- Radiation protection and safety
- Use of survey instruments
- Use of analytical equipment
- Radiation Protection procedures
- Emergency Plan procedures
- ALARA practices and procedures
- Fundamental systems training

- Mitigating core damage training commensurate with their responsibilities during accidents that involve severe core damage

On-the-job training provides the trainee opportunities to practice actual operation of radiation protection equipment and use of procedures under the guidance of experienced technicians. Further information on training for radiological protection technicians can be found in Section 12.5.

1.2.8 Chemistry Technician Initial Training

Initial training for chemistry technicians includes instruction in the following areas:

- Chemistry procedures
- Laboratory practices
- Conduct of analytical tests
- Operation of laboratory equipment
- Fundamental systems training
- On-the-job training to include actual operation of analytical equipment and the use of procedures
- Mitigating core damage training commensurate with their responsibilities during accidents that involve severe core damage
- Power plant chemistry

On-the-job training provides the trainee opportunities to practice actual operation of analytical equipment and use of procedures under the guidance of experienced technicians.

1.2.9 Engineering Personnel Initial Training

Engineering personnel complete orientation training on topics such as those listed below. The topics are chosen to familiarize engineering support personnel with various aspects of nuclear technology in an operating plant environment. Training topics include:

- Records management and document control
- Applicable industrial and nuclear regulations, codes, and standards
- Procedures and drawings
- Applicable programs such as corrective action, configuration management, work control, and the QA program
- Technical Specifications
- Fundamentals such as reactor theory, heat transfer, fluid flow, properties of materials, and chemistry
- Plant systems, instrumentation, and components
- Plant operations
- Introductory review of accidents
- Design processes

1.2.10 Continuing Training for Personnel Listed in 10 CFR 50.120

Non-licensed plant personnel specified in Subsection 13.2.2 [i.e., personnel listed in 10 CFR 50.120 (Reference 13.2-4)] receive continuing training to maintain qualifications and enhance proficiency. Continuing training reinforces initial training by reiterating selected portions of the material. Continuing training also addresses new and modified procedures and plant design changes.

Operating Experience (OE) is included in continuing training, providing personnel with actual examples of good practices and lessons learned. OE topics are selected from Licensee Event Reports, corrective action databases, industry groups, and other sources.

Continuing training material is developed in accordance with the systematic approach to training and is conducted in accordance with administrative procedures.

STA qualifications are maintained by participation in continuing training for licensed personnel.

1.3 GENERAL EMPLOYEE TRAINING (GET) PROGRAM

1.3.1 Plant Access Training

As part of the GET program, members of the station staff, contractor workers, and unescorted visitors participate in Plant Access Training, which consists of the following topics, prior to being granted unescorted access to the plant:

- Station organization
- Station facilities and layout
- Station administration
- Nuclear plant overview
- Industrial safety
- Fire protection
- Quality assurance and quality control
- Plant security
- Emergency planning
- Radiological orientation
- Appropriate portions of 10 CFR 26 (Reference 13.2-2)
- Appropriate portions of 10 CFR 19 (Reference 13.2-1)

1.3.2 Radiation Worker Training Program

Personnel whose job duties require them to have unescorted access to radiologically controlled areas of the plant receive instruction in the applicable aspects of radiation protection. Topics include the following:

- Sources of radiation
- Types and measurement of radiation
- Biological effects
- Limits and guidelines, including Reg. Guide 8.13 (Reference 13.2-18)
- Concept of As Low As Reasonably Achievable (ALARA)
- Radiation dosimetry
- Contamination
- Internal exposure
- Radiation work permits
- Radiological postings
- Radiological alarms
- Radioactive waste
- Rights and responsibilities
- Protective clothing

1.3.3 General Employee Requalification Training

Personnel with unescorted access to the plant participate in annual requalification training. Requalification training includes those topics in 13.2.3.1 and 13.2.3.2, as applicable to access requirements. Emphasis is placed on significant changes to the plant, plant procedures, government regulations regarding the operation of the plant, and quality assurance requirements. As applicable, training is conducted on industry operating experiences, Licensee Event Reports, and personnel errors.

1.4 SELECTED OTHER TRAINING PROGRAMS

This subsection addresses training for positions not specified by 10 CFR 55 (Reference 13.2-7) or 10 CFR 50.120 (Reference 13.2-4).

1.4.1 Fire Protection Training

Initial fire protection training is completed prior to receipt of fuel at the site. Personnel assigned as fire brigade members receive formal training prior to assuming brigade duties, and regularly scheduled retraining. Fire brigade training complies with NFPA Standard 600 (Reference 13.2-15).

Training appropriate to the assigned work is also provided for the fire protection staff, fire watch personnel, and the general employee. FSAR Section 9.5.1 includes additional information regarding fire protection training.

1.4.2 Emergency Plan Training Program

Emergency Plan training meets the requirements of 10 CFR 50 Appendix E Section IV.F (Reference 13.2-5) and the standards of 10 CFR 50.47(b)(15) (Reference 13.2-3). Further details of the Emergency Plan training program can be found in the Emergency Plan, which is a separate document.

1.4.3 Physical Security Training Program

Training of security personnel is discussed in FSAR section 13.6 and in the Physical Security Plan, which is a separate document.

1.4.4 Station Management Training Program

Station supervisors receive Fitness for Duty (FFD) supervisory training in accordance with 10 CFR 26.22. The remaining definitions and recommendations in this subsection are taken from ANSI/ANS-3.1-1993 (Reference 13.2-14) as endorsed by Regulatory Guide 1.8 (Reference 13.2-16).

The qualification requirements for managers and middle managers include training or experience in supervision or management. Training for supervisors develops their skills in the following areas:

- Leadership
- Interpersonal communications
- Management responsibilities and limits
- Motivation of personnel
- Problem analysis and decision making
- Administrative policies and procedures
- Observation skills
- Coaching

1.5 TRAINING EFFECTIVENESS EVALUATION PROGRAM

The program to evaluate the effectiveness of training programs is based on three independent inputs or perspectives: the supervisor of the trainee, the trainee, and an educational content evaluation. Each of these reviews is discussed below.

1.5.1 Supervisory Review for Training Effectiveness

The purpose of this review is to monitor the content and effectiveness of training programs as related to the duties and job responsibilities of the trainees. Reviews may be performed by supervisors of employees meeting with appropriate Training personnel, by designated oversight personnel, or by observing subsequent job performance. Observations are discussed to determine topics that may require additional training or subjects that may be removed from the training program.

1.5.2 Trainee Review of Training Effectiveness

Following selected courses, or training cycles, trainees have the opportunity to provide comments regarding the effectiveness of the instructional methods and content relevancy to their jobs. These comments are used in the evaluation of both instruction and content of the training program.

1.5.3 Review for Effectiveness of Instructional Techniques and Materials

Training material and instructional aids are assessed for clarity and applicability. Observations of instructors in the teaching environment are conducted by this qualified individual to monitor classroom performance. Full time instructors receive basic indoctrination in instructional techniques as soon as practicable after assuming instructional duties. The educational specialist conducts periodic seminars in instructional techniques, discussing areas where group performance could be improved and recommends innovative techniques observed at this or other power stations.

1.6 REFERENCES

13.2-1 10 CFR 19, "Notices, Instructions, and Reports to Workers; Inspection and Investigations"

13.2-2 10 CFR 26, "Fitness for Duty"

13.2-3 10 CFR 50.47, "Emergency Plans"

13.2-4 10 CFR 50.120, "Training and Qualification of Nuclear Power Plant Personnel"

13.2-5 10 CFR 50 Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities"

13.2-6 10 CFR 52.78, "Contents of Applications; Training and Qualification of Nuclear Power Plant Personnel"

13.2-7 10 CFR 55, "Operator's Licenses"

13.2-8 10 CFR 55.4, "Definitions"

13.2-9 10 CFR 55.41, "Written Examinations: Operators"

13.2-10 10 CFR 55.43, "Written Examinations, Senior Operators"

13.2-11 10 CFR 55.45, "Operating Tests"

13.2-12 10 CFR 55.46(c), "Plant-Referenced Simulators"

13.2-13 10 CFR 55.59, "Requalification"

13.2-14 American National Standards Institute, "Selection, Qualification, and Training of Personnel for Nuclear Power Plants," ANSI/ANS-3.1-1993

13.2-15 National Fire Protection Association, "Standard on Industrial Fire Brigade," NFPA Standard 600, 2005 Edition

13.2-16 U.S. Nuclear Regulatory Commission, "Qualification and Training of Personnel for Nuclear Power Plants," Regulatory Guide 1.8, Revision 3, May 2000

13.2-17 U.S. Nuclear Regulatory Commission, "Nuclear Power Plant Simulation Facilities for Use in Operator Training and License Examinations," Regulatory Guide 1.149, Revision 3, October 2001

13.2-18 U.S. Nuclear Regulatory Commission, "Instruction Concerning Prenatal Radiation Exposure," Regulatory Guide 8.13, November, 1980.

13.2-19 U.S. Nuclear Regulatory Commission, "Clarification of TMI Action Plan Requirements", NUREG-0737, Revision 3, June 1999

13.2-20 U.S. Nuclear Regulatory Commission, "Policy Statement on Engineering Expertise on Shift", GL 86-04