Qualification Program for Radioactive Materials Inspectors

The purpose of this procedure is to ensure that each inspection staff member is qualified to perform inspection functions for all types of licenses issued by the state. It provides the training and qualification requirements for personnel in the Radioactive Materials Group. Initial qualification is achieved through self-study, formal classroom, and on-the-job training. New employee training is directed by the RAM Inspection Group Supervisor with the assistance of the Radiation Group of the Policy, Standards, and Quality Assurance Unit (PSQA) with the support of all Radiation Control units and groups. Refresher training will be provided, as needed. The provision of refresher training recognizes training does not stop with initial qualification. Training is made available for experienced inspectors and reviewers on the basis of need, special circumstances, and the necessity of keeping current with inspection and licensing programs changes and changes in technology. At a minimum, regularly scheduled staff meetings will be used to provide refresher training to all inspection staff.

It is preferable that the first week of employment will be held in the Central Office in Austin. If this is not appropriate to all situations, arrangements will be made to begin employment at the regional office. The information in this document will assume that employment begins in Austin. On the first day of employment new inspectors will attend new employee orientation which is conducted by Division of Regulatory Services staff in the Division Office. This training will include all the information that needs to be completed using AccessHR. The orientation course includes procurement of necessary identification documents/badges. The rest of the week will include meeting with Central Office staff for an overview of all the group and unit efforts within Radiation Control. The RAM supervisor will also direct a review of the Texas Administrative Code as it relates to Radiation Control and other training topic necessary for an overview of health physics and regulatory topics. The new inspector will review a series of presentations on CD. This review will continue as the inspector has opportunity in the regional office.

Formal Classroom Training

Every attempt will be made to provide for attendance at the following courses for radioactive materials inspectors. The inspector may be excluded from taking a course based on work experience or education.

1. Inspection Procedures Course (G-108)
2. Inspecting for Performance - Materials Version (H-111)
3. Root Cause/Incident Investigation Workshop (G-205)
4. Diagnostic and Therapeutic Nuclear Medicine Course (H-304)
5. Safety Aspects of Industrial Radiography Course (H-305)
6. Brachytherapy and Gamma Knife Course (H-313)
7. Transportation of Radioactive Materials Course (H-308)
8. Safety Aspects of Well Logging Course (H-314)
9. NRC Materials Control and Security Systems & Principles Course (Increased Controls)
10. Basic Health Physics Course
11. Health Physics Technology Course (H-201)
12. Irradiator Technology Course (H-315)

The inspector will ensure that a copy of the certification of successful documentation is provided the manager for inclusion in their training file.

On-the-Job Training

The majority of an inspector's training will take place on-the-job. The inspector-in-training (IIT) will "shadow" senior inspectors on a wide variety of inspections and then will begin to perform portions of these inspections under the senior inspector's observation. This will be coordinated between the Manager, Radioactive Materials Group, the IIT and senior inspectors. The IIT will be asked to request assistance from senior inspectors and coordinate with them on schedules. The supervisor must be kept informed on communications between the IIT and other inspection staff. Special inspections or coordination to assure a varied training experience may require coordination with the supervisor. After the conclusion of each inspection, the senior inspector will provided the IIT an evaluation of their portion of the inspection. The senior inspector will complete an evaluation report each time an IIT accompanies them. The senior inspector will complete the report and submit it to the RAM inspection supervisor. The senior inspector should be sure to include the strengths, weaknesses, and conclusions as whether or not the inspector is capable of performing independent inspections of this use of radioactive material. These evaluations will be used in documenting the progress and releasing the IIT to perform independent inspections.

The senior inspector will prepare the inspection findings and submit the report to PSQA. A copy of the report should also be send to the IIT. The IIT will complete an inspection report, for the sections they reviewed, and compare it to the report submitted by the senior inspector. When the IIT performs an inspection fully under the observation of the senior inspector, the IIT will be expected to prepare for the inspection, use the appropriate inspection forms, the proper probes with the survey instrument, perform the inspection, and present the exit interview with their findings, and to complete the inspection report. The inspection report will be electronically provided to the senior inspector no later than the week following the inspection. The senior inspector will review the report and submit it to the PSQA under their name. A copy of the modified report will be submitted to the IIT for their review.

Authorizations

Each inspection experience will be documented by the IIT on the qualification journal (QJ). Based on the QJ completion information and the evaluations, the supervisor or designee will observe the IIT on inspection with the purpose of reviewing the IIT's abilities with the anticipation that the IIT be released to perform independent inspections, but if necessary the recommendation for additional training may be made. Releases may come in sections (certain types of inspections) or as a whole based on experiences, abilities and regional situations. Upon completion of training the inspector will receive authorization to perform independent inspections of all uses of radioactive material.