MANUAL CHAPTER 1252

CONSTRUCTION INSPECTOR TRAINING AND QUALIFICATION PROGRAM

1252-01 PURPOSE 2

1252-02 OBJECTIVES 2

1252-03 DEFINITIONS 2

1252-04 RESPONSIBILITIES AND AUTHORITIES 4

04.01 Associate Director for Training and Development, Office of Human Resources 4
04.02 Director, Office of New Reactors 4
04.03 Director, Office of Nuclear Reactor Regulation 4
04.04 Director, Office of Nuclear Security and Incident Response 4
04.05 Deputy Regional Administrator for Construction 4
04.06 Directors, NRO and Regional Construction Divisions 4
04.07 NRO (Construction Inspection and Allegations Branch) 5
04.08 Branch Chief of qualifying individuals 5

1252-05 REQUIREMENTS 5

05.01 Training and Qualification Requirements 5
05.02 Alternate Methods for Meeting a Program Requirement 6
05.03 Final Qualification Activity – Inspector Qualification Board 6
05.04 Maintaining Qualification 8
05.05 Other Administrative Requirements 8
05.06 Deviations 9

1252-06 POST-QUALIFICATION TRAINING 9

06.01 Refresher Training 9
06.02 Continuing Training 10

1252-07 MONITORING PROGRAM EFFECTIVENESS 10

1252-08 PROGRAM REVISIONS 10

ATTACHMENT 1 General Overview of the Construction Inspector Training and Qualification Program

ATTACHMENT 2 Inspector Competencies

ATTACHMENT 3 General Orientation Topics

ATTACHMENT 4 Construction Inspector Qualification Requirements (for Inspectors Previously Qualified Under IMC1245 or IMC1246) Signature Card and Division Director Certification

ATTACHMENT 5 Form 1 Basic-Level Equivalency Justification

ATTACHMENT 6 Revision History for IMC 1252

1252-01 PURPOSE

01.01 To define the initial training and qualification requirements for staff performing inspections of reactor and fuel facility construction activities.

01.02 To define the training and qualification requirements for staff who have previously qualified as inspectors using IMC 1245 or IMC 1246 and will be performing inspections of reactor or fuel facility construction activities.

01.03 To establish the requirements for completing refresher and continuing training as a means for updating and maintaining qualification.

01.04 To establish the requirement and define the process for evaluating the effectiveness of the inspector training and qualification process.

1252-02 OBJECTIVES

02.01 To ensure that the NRC staff has the necessary knowledge and skill to successfully implement the construction inspection program.

02.02 To ensure that the inspector training and qualification program remains effective in preparing inspectors to implement the construction inspection program.

1252-03 DEFINITIONS

03.01 Basic Inspector Certification. A certification made by the trainee's supervisor which signifies that the individual has successfully completed all basic level inspector training and qualification activities. Achieving Basic Inspector Certification allows an individual to perform limited scope inspection activities. Inspection activities will be specifically assigned and are to be performed with an appropriate degree of detailed supervision.

03.02 Basic-Level Training and Qualification. The activities designed to provide newly hired staff with an awareness of basic information related to the Agency, the role of the inspector, and the technology being regulated, and to provide a context for the development of proficiency as an inspector. Successful completion of Basic-Level Training leads to Basic Inspector Certification.

03.03 Competency. The group of related knowledge, skills and abilities describing the characteristics needed to perform successfully as an inspector.

03.04 Continuing Training. Activities designed to build on what a trainee learned in initial training by:

a. Providing more in-depth knowledge in areas that are covered in initial training.
b. Addressing changes to the programs and processes that affect how NRC staff conducts job related activities.
c. Providing lessons learned from recent industry and agency activities.

03.05 Deviation. The determination by management, based on an assessment of prior inspection experience and training, that an individual can perform construction inspections without having completed the full formal construction inspection qualification process. Refer to paragraph 05.07 for additional discussion on Deviations.

03.06 Equivalency Examination. An examination administered through the training organization or its contractors, in lieu of specific course attendance.

03.07 Full Inspector Qualification. A certification by the Regional Administrator or Office Director, the basis of which is a recommendation by the Inspector Qualification Board. Full Inspector Qualification indicates that the individual has completed all Basic-Level and General Proficiency-Level inspector training and qualification activities. Achieving Full Inspector Qualification allows an individual to be assigned the full scope of inspection-related activities to be independently performed with routine oversight and supervision.

03.08 General Proficiency-Level Training and Qualification. The activities designed to develop the technical knowledge and interpersonal skills of inspectors already qualified at the basic level. Successful completion of the General Proficiency-Level Training and Qualification activities leads to Full Inspector Qualification.

03.09 Individual Study Activity Training (ISA). A training method that uses personal study activities involving review of resource information and staff interviews to develop the required job-related knowledge and skills

03.10 Initial Training and Qualification. The complete set of training activities (individual-study, classroom, on-the-job training) that covers the knowledge, skills and abilities needed to successfully achieve Full Inspector Qualification.

03.11 Inspector. An individual who conducts inspection activities including individual or team inspections. Activities can take place either on-site or at remote locations.

03.12 Knowledge. The facts, concepts, ideas, and relationships that support successful on-the-job performance. Normally referenced together with skills and abilities and abbreviated as KSAs.

03.13 On-the-job Training (OJT). A training method that uses structured hands-on activities to develop the required job-related knowledge and skills.

03.14 Post-Qualification Training. Training received after qualification to supplement or enhance the professional development of NRC staff. (Also see Refresher Training and Continuing Training.)

03.15 Inspector Qualification Board. A board, consisting of management and inspection staff, established to assess the qualifications of an individual to independently perform the prescribed construction inspections.

03.16 Qualification Journal. The document listing the requirements for achieving qualification and containing the documentation of successful completion of the formal classroom instruction, on-the-job training, rotation and individual-study activity requirements.

03.17 Refresher Training. Activities designed to maintain the overall level of performance by:

a. Readdressing some KSAs presented in initial training, particularly those that are related to important tasks that are hard to do or not performed very often.

b. Providing training in areas where individual or program performance has been identified as needing improvement.

03.18 Skill. A demonstrated ability and level of expertise to perform tasks successfully on-the-job.

03.19 Specialized and Advanced Training. Technical training which increases the depth of an individual's knowledge in a specific area. Specialized and advanced training can be completed after completing the inspector qualification requirements or concurrent with other General Proficiency-Level training. However, unless specifically identified in the General Proficiency-Level training for the inspector classification, specialized and advanced training are not required for Full Inspector Qualification.

1252-04 RESPONSIBILITIES AND AUTHORITIES

04.01 Associate Director for Training and Development, Office of Human Resources. Administers and implements the formal training programs for the Office of New Reactors (NRO) as identified in this manual chapter. Assesses training course effectiveness and identifies areas where the course content needs to be revised.

04.02 Director, Office of New Reactors. Establishes the training qualification requirements for staff who perform activities for which NRO is responsible. Certifies the headquarters NRO staff who qualify under this manual chapter.

04.03 Director, Office of Nuclear Reactor Regulation. Ensures that IMC 1252 is prepared, revised, and issued in accordance with agency procedures. Ensures that NRR staff designated as construction inspectors achieve and maintain qualifications in accordance with the guidelines in this manual chapter. Certifies the headquarters NRR staff who qualifies under this manual chapter.

04.04 Director, Office of Nuclear Security and Incident Response. Ensures that NSIR staff designated as construction inspectors achieve and maintain qualifications in accordance with the guidelines in this manual chapter. Certifies the headquarters NSIR staff who qualify under this manual chapter.

04.05 Deputy Regional Administrator for Construction. Ensures that the regional staff achieves and maintains qualifications in accordance with the guidelines in this manual chapter. Develops procedures for implementing this manual chapter for regional staff. Certifies that regional staff is qualified under this manual chapter.

04.06 Directors, NRO and Regional Construction Divisions. Approves the use of and accepts the justification for using an alternate method for meeting qualification program requirements. Assists the Office of Human Resources in developing, monitoring, and reviewing formal training courses for inspector qualification programs.

04.07 NRO (Construction Inspection and Allegations Branch). Develops and maintains, in conjunction with the Associate Director for Training and Development, Regions, and headquarters staff, the qualification journal for construction inspectors. Evaluates proposed changes to the NRO programs for impacts on training. Periodically reviews and assesses the effectiveness of staff in implementing the construction inspection program to identify needed refresher and continuing training topics. Assesses the inspector training and qualification program effectiveness and identifies areas where the program needs to be revised. Approves deviation requests.

04.08 Branch Chief of qualifying individuals. Assigns fully qualified individuals to work with trainees during the qualification process. Ensures that qualifying individuals have successfully completed the basic level requirements. Requests deviations, as appropriate, from the Program Office. Certifies that the individual is qualified to the Basic Level. Assesses the ability of the qualifying individual and provides appropriate levels of detailed supervision based on the individual's level of proficiency. At the General Proficiency Level, ensures an individual's readiness to independently perform job responsibilities. Recommends each qualifying individual assigned to them as prepared for review by the Inspector Qualification Board.

1252-05 REQUIREMENTS

Construction inspectors must understand the programs and processes being used to construct new reactors, as well as the criteria, techniques, processes and procedures for implementing the NRC's construction inspection program (CIP). The qualification process is intended to provide staff with sufficient information to perform inspection activities that are technically correct and in accordance with NRC regulations, policies, and procedures.

- Attachment 1, "General Overview of the Construction Inspector Training and Qualification Program," is a summary description of the program for qualifying inspectors.

- Attachment 2, "Inspector Competencies," lists the competencies which serve as the basis for the inspector qualification requirements.

- Attachment 3, "General Orientation Topics," lists topics that are not part of the formal inspector qualification program but are important for general employee administrative knowledge and are provided as a convenience for supervisors.

- Attachment 4, "Construction Inspector Qualification Certification for Previously Qualified Inspectors under IMC1245 or IMC1246," provides the training requirements and necessary documentation that will constitute completion of the construction inspector qualification for those inspectors previously qualified under IMC1245 or IMC1246.

05.01 Training and Qualification Requirements. Staff assigned to perform construction inspections must have successfully completed the qualification program contained in this manual chapter within 24 months of beginning the qualification program.

05.02 Alternate Methods for Meeting a Program Requirement. All staff must successfully meet all of the training and qualification program requirements. However, previous work experience and training may be accepted as evidence that an individual already possesses the required knowledge or skills normally achieved by completing parts of the program. Individuals should be given credit for previous experience and training when completing the requirements outlined in this manual chapter.

a. Previous Experience: The individual's division director has the authority to accept previous experience and training as an alternate method for meeting the requirements contained in this Manual Chapter. Justification for accepting previous experience and training to meet program requirements must be documented and recorded in the individual's training record. Forms for documenting the equivalency justification are located in each qualification journal.

b. Appropriate Knowledge Level: The individual's division director may request that the individual demonstrate the appropriate level of knowledge or skill by successfully completing an equivalency examination. Requests for equivalency examinations should be made by the individual's supervisor to the Associate Director for Training and Development.

c. Inspectors Qualified in Other Areas. Individuals who are in the process of qualifying as an inspector under IMC1245 or IMC1246 may also qualify as a construction inspector. In such cases, previous equivalent training requirements in common between the two programs need not be repeated and credit for similar training will be indicated in the construction qualification journal.

   Individuals who have previously qualified as an inspector under IMC1245 or IMC1246 may also qualify as a construction inspector. Completion of the ten (10) ISAs and six (6) course requirements identified in the signature sheet shown in Attachment 4 will constitute completion of the construction inspector qualification requirements for those individuals who are already qualified inspectors. A fully qualified inspector is not required to complete a construction inspector qualification board. Completion of the course requirements will be certified by the individual's division director.

d. Required Training Unavailable: If an individual has not been able to attend a required training course due to unavailability of the course but has completed all other requirements for qualification, interim qualification may be recommended. A justification shall be documented and approved by the appropriate Division Director and shall include a commitment for attendance at the next availability; and a description of any equivalency measures taken or a description of any inspection limitations imposed.

05.03 Final Qualification Activity - Inspector Qualification Board. The inspector qualification board is used to evaluate how well an individual can integrate and apply inspector competencies to field situations. Upon completion of all requirements identified in the Inspector Qualification Journals, an inspector qualification board will be conducted to confirm the individual has the necessary knowledge, skills and abilities (KSAs) to independently conduct and document the prescribed NRC inspections. The list of

knowledge, skills and abilities to be assessed by the board is contained in Attachment 2, "Inspector Competencies."

a. Members. A qualification board will consist of at least three members. The board should contain a cross-section of knowledgeable staff ranging from a peer-level inspector to a division director. Each board will contain a manager of at least the branch chief level. The board chairman shall be at the branch chief level as a minimum but cannot be the individual's immediate supervisor. Whenever practical, the immediate supervisor of the individual seeking qualification should observe the board if the supervisor is not a member of the board.

b. Board Conduct.

1. The board chairman should assign topics for questioning to each of the board members to ensure that the questioning will address all of the KSAs to be verified by the board. Board members are encouraged to have a planning meeting to discuss how various questions or scenarios will ensure the various KSAs will be covered.

2. Specific questions can be selected from those used in previous qualification boards or new questions can be written. Each question must relate to at least one of the KSAs to be verified by the board. Questions should allow and encourage the individual to provide answers that demonstrate knowledge of NRC policy and philosophy, as they relate to the licensee and in particular to the implementation of the construction inspection program and inspector self-management.

3. Technical questions should be limited in number, pertain to the technical area in which qualification is being sought, and should not be the primary focus of the board's assessment. Technically based scenarios and examples can be used to determine how well an individual can translate their technical knowledge into appropriate inspector actions. However, lengthy questioning merely to determine if an individual can recall specific technical facts should not be used.

4. The board should typically require about 2 hours to complete its assessment but the time may vary based on the individual board and the candidate.

c. Board Recommendations. The board will document the results of their assessment in writing to the regional administrator or office director each time a board examines an individual.

1. If the board's assessment is favorable, the recommendation will be to grant Full Inspector Qualification. Any areas where additional review was required (look-up items) must be completed by the individual and verified by an assigned member of the board before forwarding the recommendation to the regional administrator or office director.

2. If the board has identified areas of weakness requiring formal remediation, the board will identify the areas for improvement in writing and recommend that the individual appear before a board for reexamination when the

remediation activities are complete. The board and the individual's supervisor will agree on a schedule for reexamination.

3. If the board has identified performance deficiencies that could not be successfully addressed with a remediation effort, the board will document the full scope of the deficiencies and recommend that the individual not be remediated or reexamined.

4. A copy of each board's results, identifying any weaknesses and deficiencies, and the inspector classification but not the individual's name, will be sent to the Chief, Inspection Program Branch, for use in routine inspector training program effectiveness evaluations.

5. The employee will receive a copy of the board's findings and recommendation.

d. Re-examination Board. A reexamination board must include at least one individual from the original board. The board questioning during reexamination will focus on the areas of identified weakness. The board may explore any area where weakness is identified during the conduct of the reexamination.

e. Board Documentation. The Board's recommendations are forwarded to the regional administrator or office director for certification. Upon certification, the qualification will be documented in the inspector's personnel file at the regional personnel office or the OP service center and will identify the effective date of the certification.

05.04 Maintaining Qualification. All qualified staff are expected to maintain their qualification by completing all required refresher training and continuing training as required by the program office. Qualified construction inspectors are NOT expected to complete the technical refresher training. However, qualified staff is expected to complete other refresher training as determined by the program office. The requalification cycle will be a full 36-month period. Inspectors may complete the required training at any time during that period, up until the end of the calendar year in which the training is required. For example, if the initial qualification/refresher was completed in 2007, the refresher training needs to be completed by the end of 2010. In some cases, there may be more than three years between subsequent refresher courses, but normal supervisory oversight and the existing requirement for supervisors to observe inspectors in the field would identify any instances when immediate refresher training may be needed. Approval to extend an inspector's refresher training beyond the established calendar year due date must be approved as a deviation in accordance with 05.07, Deviations.

05.05 Other Administrative Requirements.

a. Formal Training Requirements and Expectations.

1. Trainees are expected to attend all parts of a formal training program in order to receive credit for the course.

2. Written examinations are administered for designated formal courses to evaluate the employee's understanding of the material. The passing grade for most examinations is 70 percent.

3. Individuals who fail examinations will be given the opportunity to review the material that they did not pass through self-study and then be reexamined on that material. If deemed necessary, individuals who fail an entire course may also repeat the course with the approval of the division director.

4. In courses where a formal examination is not given, satisfactory course completion is determined by attendance and completion of class activities.

5. In all cases, completion of formal training courses will be documented by the Office of Human Resources. The individual is responsible for making sure that the course completion record is noted on the signature cards in the Qualification Journals.

b. Technical Experts. Technical experts who have never been qualified as an inspector may be used to support inspection activities but must work under the guidance of a fully qualified inspector.

05.06 Deviations. The qualification journals listed in this manual chapter specify the total requirements for an individual to be qualified. Only the program office can authorize deviations from the requirements in this manual chapter. Deviations are needed to take courses out of sequence or to extend the refresher training past the due date. The Construction Inspector Training and Qualification Program has been sequenced to optimize learning by ensuring that trainees have completed basic courses before beginning more complex ones. Therefore, requests for deviations to take courses out of sequence must identify how the individual will be able to obtain full benefit of a course without having completed the prerequisites. Requests for extending the date for completing refresher training must identify the reasons why the required training can not be completed on schedule.

Deviation requests can be submitted by the branch chief of the qualifying individual to the Chief, Construction Inspection and Allegations Branch. Requests can be made via email or memorandum.

1252-06 POST-QUALIFICATION REQUIREMENTS, CONTINUING AND REFRESHER TRAINING

An inspector's training does not end upon being certified as a Fully Qualified Inspector.

06.01 Post-Qualification Training. All inspectors are required to complete post-qualification training after qualification to supplement or enhance the inspector's professional development. The courses listed in the Post Qualification-Level may be taken in parallel while completing the Basic and General-Level qualifications.

06.02 Refresher Training. All inspectors are required to complete required refresher training to maintain the overall level of inspector performance.

a. Qualified construction inspectors are NOT expected to complete the technical refresher training for the reactor technology courses or the Fuel Facility technology course listed in Appendix B. While the New Reactor Technology course for only one design is required for qualification, additional reactor technology courses for other designs may be taken for enhancement, but are not required as part of refresher training.

b. Qualified staff is expected to complete refresher training as described in Appendix C of this inspection manual chapter. This training will include areas where overall program implementation has been identified as needing improvement.

06.03 Continuing Training. Staff is expected to build on what was learned in initial training as well as to keep up-to-date on changes to the inspection program.

a. Changes to Inspection Procedures (IPs), Inspection Manual Chapters (IMCs), or other aspects of the inspection program may necessitate training. The need for continuing training will be evaluated by the Construction Inspection and Allegations Branch whenever the inspection program is modified. Any training requirements must be completed by all qualified inspectors who are expected to implement the changed inspection procedure.

b. The Construction Inspection and Allegations Branch will evaluate lessons learned from industry events and agency activities to determine the need for staff training.

1252-07 MONITORING PROGRAM EFFECTIVENESS

The implementation of the construction inspection program will be monitored by the program office to identify any areas where performance may be declining. Staff may use the Feedback Process to provide comments and recommendations on the content and effectiveness of the inspector qualification program outlined in this manual chapter. Qualification board documentation, feedback forms, and changes to the current inspection policy and procedures will be reviewed at least annually by the Construction Inspection and Allegations Branch for possible impacts to the inspector training and qualification program outlined in this manual chapter.

1252-08 PROGRAM REVISIONS

This manual chapter is periodically revised to reflect new training needs of staff as determined by changes to current policy or changes to procedures, or both. An individual, who is qualified prior to the time any revisions are made to this inspection manual chapter, will continue in that status. However, applicability of new requirements and the method of training on the revision for previously qualified staff will be determined by the program office.

Those individuals previously qualified to perform limited scope activities will continue in that status. However, new requirements must be met in order to achieve Full Inspector Qualification.

Staff in the process of qualifying when a new revision is issued will transition to and complete their qualification under the new program. Individuals will be given credit in the

new program for training activities completed in the old program based on Section 1252-05.02, Alternate Methods of Meeting a Program Requirement, of this manual chapter.

Major program revisions will be issued with specific guidance on how training and work completed under the old program should be applied within the new program. Qualification records converted in accordance with this guidance will not require additional approvals.

END

Attachment 1: General Overview of the Inspector Training and Qualification Program
Attachment 2: Inspector Competencies
Attachment 3: General Orientation Topics
Attachment 4: Construction Inspector Qualification Certification for Inspectors Previously Qualified Under IMC1245 or IMC1246
Attachment 5: Revision History for Inspection Manual Chapter 1252

Appendix A: Construction Inspector Basic-Level Training and Certification
Appendix B: Construction Inspector General Proficiency-Level Training
Appendix C: Construction Inspector Post Qualification Requirements, Continuing and Refresher Training

ATTACHMENT 1

General Overview of the Construction Inspector Training and Qualification Program

The inspector training and qualification program is designed to ensure the development of competency in the four general areas of 1) legal basis and regulatory processes, 2) technical expertise, 3) regulatory practices, and 4) personal and interpersonal effectiveness. A more detailed listing of competency information is provided in Attachment 2 and is derived from work completed for operating reactor inspectors which was documented in ADAMS accession number ML030030669.

The Basic-Level Program

The inspector qualification process begins with the Basic-Level part of the program. This part is designed to allow individuals to begin their training the first day they begin work at the NRC. The emphasis in the Basic-Level is mainly on structured, self-paced and self-directed individual study and on-the-job activities.

Completing the Basic-Level will develop awareness in each individual of the role of the Agency, the role of the inspector, and the technology being regulated. At the Basic-Level, individuals work on activities that will introduce them to the Regulatory Framework, Fundamental Plant Design and Construction, Information Technology, Emergency Response, Communication, and Inspection. In addition, two interpersonal skills courses have been identified as appropriate for the Basic-Level. If time permits, these courses may be completed with other Basic-Level requirements but in all cases must be completed prior to becoming a fully qualified inspector.

This “overview” approach provides the context for meaningful learning during on-site work, establishes a foundation for in-depth training in the next level, and serves as the basis for granting individuals some independence in performing limited job-related activities while they are in the qualification process. Upon completion of all of the requirements in the Basic-Level portion of the Training and Certification Journal, the individual will be certified by their immediate supervisor. This Basic Inspector Certification allows an inspector to perform limited scope inspection activities, as assigned, under an appropriate degree of detailed supervision. This may mean that the inspector will be allowed to perform all of some procedures or that the inspector may perform a small part of several procedures.

The Basic-Level will take several months to complete. As a competency-based program, the emphasis is on practicing specific activities until the individual can meet the evaluation criteria. The time needed to achieve that goal will vary based on each person’s previous experience, availability of courses and prior training. The foundation information presented in the Basic-Level should be completed before the other qualification activities are started.

The General Proficiency-Level Program

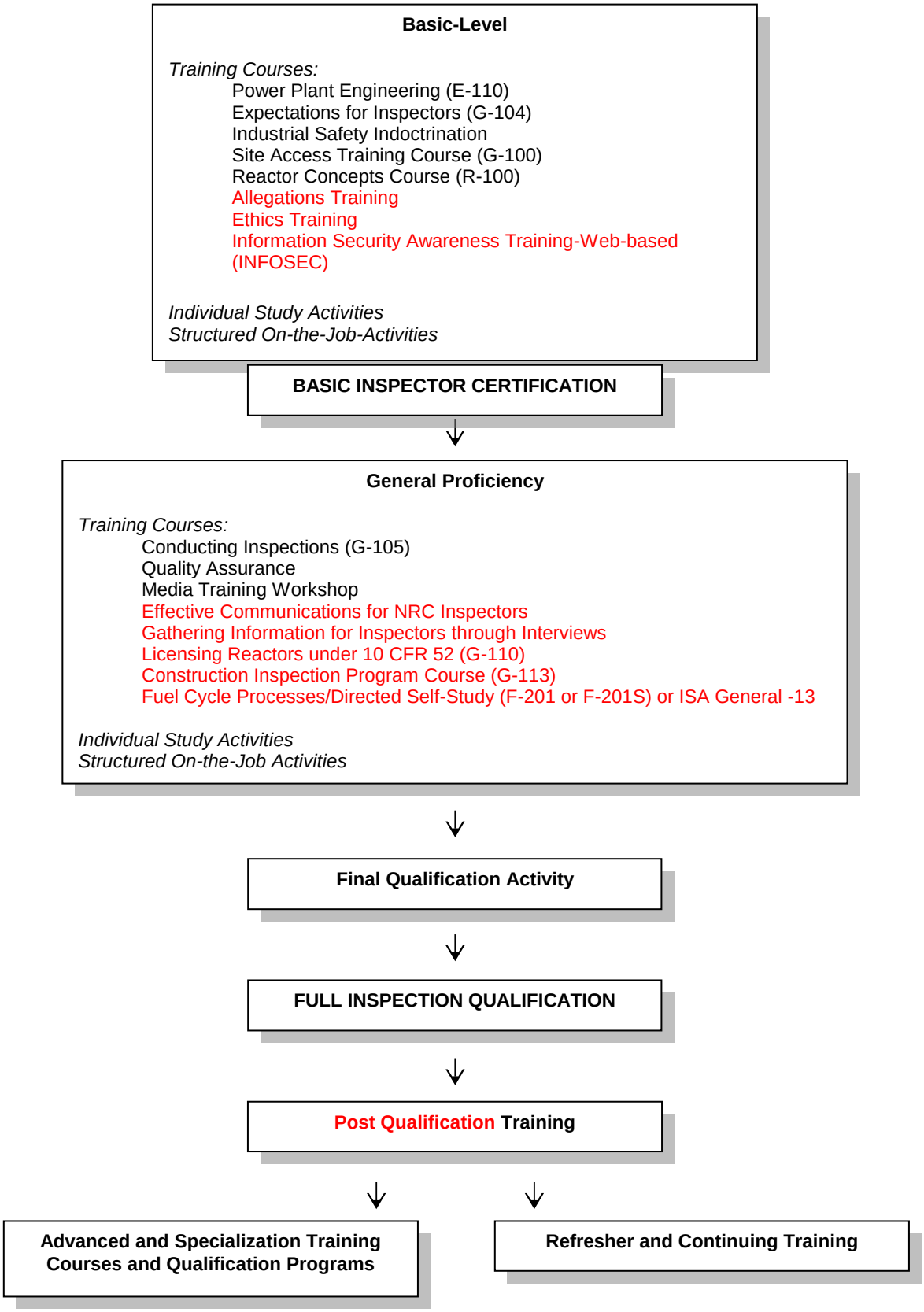
Successful completion of the Basic-Level is a prerequisite to beginning the General Proficiency- Level. However, certain courses listed in the General Proficiency-Level may be taken in parallel while completing the Basic-Level. The General Proficiency-Level

focuses on developing the inspection, teamwork and interpersonal skills needed by an inspector to function either independently or as part of a team to implement the inspection and oversight program.

The Final Qualification Activity is a culminating evaluation activity in the inspector training and qualification process. The Qualification Board evaluates the ability of an individual to integrate and apply the knowledge, skills and abilities they have learned to field situations. Training and qualification records for individuals who have successfully completed the Qualification Board will be sent to the Deputy Regional Administrator for Construction or Office Director for certification as a qualified inspector. Being certified as a Fully Qualified inspector allows an inspector to be assigned the full scope of inspection-related activities to be independently performed with routine oversight and supervision.

The overall sequence of the Inspector Training and Qualification Program is outlined in a flow chart shown on the following page:

Inspector Training and Qualification Program Sequence



ATTACHMENT 2

Inspector Competencies

The training and qualification program detailed in this manual chapter is designed to ensure that every inspector acquires competency in four general areas:

Area 1 Understand the legal basis for and the regulatory processes used to achieve the NRC's regulatory objectives by doing the following:

- Acquiring a fundamental understanding of the USNRC organizational structure and objectives (Regulatory Framework) [1]
- Understanding the basis for the authority of the agency (Regulatory Framework)
- Understanding the processes established to achieve the regulatory objectives (Regulatory Framework)

Area 2 Understand the technology and apply concepts in various technical areas to allow the NRC to carry out its overall responsibilities by doing the following:

- Understanding science and engineering fundamentals in a specific field of expertise (Basic Technologies)
- Developing and maintaining an understanding of how basic nuclear plant design and construction provide for protection of public health and safety (Fundamental Plant Design and Construction)
- Using knowledge of a specific reactor type or within a specialized technical area to identify, address, and resolve regulatory issues (Technical Area Expertise)

Area 3 Master the techniques and skills needed to collect, analyze, and integrate information using a safety focus to develop a supportable regulatory conclusion by doing the following:

- Independently gathering information through objective review, observation, and open communications (Inspection)
- Determining acceptability of information by comparing to established criteria (Inspection) responding to events or conditions involving potential or actual adverse safety consequence (Emergency Response)

[1]Specific competency areas are listed in parenthesis following each item

- Approaching problems objectively, gathering and integrating information, and developing a comprehensive understanding before reaching a conclusion (Problem Analysis)

- Objectively analyzing and integrating information using a safety focus to identify the appropriate regulatory conclusion and regulatory response (Assessment and Enforcement)

Area 4 Have the personal and interpersonal skills to carry out their assigned regulatory activities either individually or as part of a team by doing the following:

- Clearly expressing ideas or thoughts, carefully listening, and speaking and writing with appropriate safety focus and context (Communication)

- Working collaboratively with others toward common objectives (Teamwork)

- Working independently, exercising judgment, and exhibiting flexibility in the completion of activities including during difficult or challenging situations (Self-Management)

- Using technology to gather, manipulate, and share information (Information Technology)

Inspector Competency Assessment by the Oral Qualification Board

The Qualification Board will specifically assess how well an inspector demonstrates an understanding of and appreciation for the NRC's organizational values of integrity, excellence, service, respect, cooperation, commitment, and openness. To that end, the Oral Qualification Board will be used to verify that inspectors demonstrate the following knowledge and abilities in the listed competency areas:

Area 1 Legal Basis and Regulatory Processes

- Appreciation of federal, state and local interfaces
- Appreciation and understanding of the rights and concerns of stakeholders
- Appreciation of how legal requirements relate to routine tasks
- Comprehension of relevant policies and procedures used in carrying out specific regulatory tasks

Area 2 Technical Disciplines

No knowledge or abilities identified to be verified by the Qualification Board

Area 3 Regulatory Practices

- Appreciates the need for sensitivity when following up on allegations
- Recognizes the nature of information and treats that information in accordance with the appropriate guidance
- Effectively represents the Agency's position and views
- Recognizes and responds with an appropriate sense of urgency to incidents as they arise and ensures that others are appropriately informed
- Uses sound judgment in exercising the appropriate level of caution, planning and contingency planning
- Approaches problems objectively, considering all potential outcomes on an equal basis
- Makes appropriate generalizations from data
- Maintains an awareness of current Agency priorities and sensitivities

- Identifies key issues, understands the consequences, and applies the appropriate regulatory framework

- Proposes supportable enforcement action based on a review of the subject

Area 4 Personal and Interpersonal Effectiveness

- All communication reflects an awareness of public concern, the focus of local official needs, and media perspectives

- Uses tact and diplomacy in conveying messages ensuring that the listener understands the rationale and logic behind the message

- Resolves conflict by facilitating discussion and proposing mutually beneficial solutions. Seeks advice when appropriate

- Communicates messages with clarity and impact to widely varied forums and provides answers that reflect an awareness of the sensitivities and interests of the audience

- Is not afraid to admit not having the answer and knows where to find answer or to get assistance

- Maintains a commitment to team objectives even when own ideas are not supported

- Shows flexibility in response to change

- Recognizes limits of authority and uses the authority in a fair and equitable manner

- Exercises diplomacy and discretion during interactions with difficult audiences and situations

- Approaches others in a way that elicits cooperation

ATTACHMENT 3

General Orientation Topics

The following topics are of general interest to all new employees of the U.S. Nuclear Regulatory Commission (NRC) and do not specifically relate to the role of an inspector. This attachment provides this list as a convenience to ensure that each new inspector is familiar with key topics. This list is not all inclusive. Additional useful information is available in NRR Office Instruction ADM-503, "NRR New Employee Orientation and Training Guide." The Office of Human Resource may have additional information. Key topics include the following:

- Employment (Management Directive 10.1)
- Salary, leave, HRMS time and attendance, work hours
- New employee probationary period
- Non-Senior Executive Service appraisal system (Management Directive 10.67)
- Physical examinations and drug screening
- Telephone use
- NRC motor vehicle operator standards (Management Directive 13.4)
- Library services
- Mail policy
- Union membership
- Filing systems, including the Nuclear Documents System and the
- Agency wide Documents Access and Management System (ADAMS)
- Travel (Management Directive 14.1)
- Individual development plans
- Use of Government equipment for personal use
- Use of Government credit card
- Employee grievances

ATTACHMENT 4

Construction Inspector Qualification Requirements
(For Inspectors Previously Qualified Under IMC1245 or IMC1246)
Signature Card and Division Director Certification

Inspector Name: _____		*Employee Initials/ Date*	*Supervisor Initials/Date*
Required Individual Study Activities (ISAs)			
Appendix A	(ISA-7) Enforcement Program		
Appendix A	(ISA-9) Construction Inspection Program		
Appendix A	(ISA-17) Documenting Inspection Findings		
Appendix A	(ISA-20) Overview of Part 21		
Appendix B	(ISA-General-3) Overview of 10 CFR Part 50 and 52		
Appendix B	(ISA-General-5) Overview of 10 CFR Part 70		
Appendix B	(ISA-General-7) Periodic Assessment of Construction Inspection Program Results		
Appendix B	(ISA-General-8) Construction Quality Assurance and Defect Reporting Requirements		
Appendix B	(ISA-General-9) Construction Inspection Program		
Appendix B	(ISA-General-11) CIPIMS		
Appendix B	(ISA-General-13) Fuel Cycle Process Fundamentals		
Required Training Courses			
Appendix A	Industrial Safety Indoctrination		
Appendix B	Construction Site Specific Technology (only one required) • New Reactor Technology (a minimum of one design is required) ▪ R-107 P, AP1000 Intro to Differences ▪ R-107 B, ABWR Intro to Differences ▪ R-108 P, EPR Intro to Differences ▪ R-108 B, ESBWR Intro to Differences, and/or • Fuel Facility Technology ▪ F-201 or F-201 S, Fuel Cycle Processes *		
Appendix B	Quality Assurance Course (E-301)		
Appendix B	Licensing Reactors Under 10 CFR 52 (G-110) *		
Appendix B	Construction Inspection Program Course (G-113) *		

Appendix C Post-Qual	Codes and Standards Inspection Course (A minimum of one discipline is required): • Civil/Structural, • Mechanical, • Electrical and Instrumentation and Control, or • Preoperational/Startup Testing		

* Branch chiefs may require this course at their discretion

Construction Inspector Qualification Certification

_____

(name)

Has previously qualified as an inspector under MC1245 or MC1246 and has successfully completed all of the course requirements to be a

CONSTRUCTION INSPECTOR

Branch Chief Signature: _____ Date: _____

Division Director Signature: _____ Date: _____

This signature card and certification must be accompanied by the appropriate Form 1, Basic Level Equivalency Justification, if applicable.

ATTACHMENT 5

Form 1: Basic-Level Equivalency Justification	
Inspector Name: _____	***Identify equivalent training and experience for which the inspector is to be given credit***
A. Training Courses	
B. Individual Study Activities	
C. On-the-Job Training Activities	

ATTACHMENT 6

Revision History for IMC 1252

Commitment Tracking Number	Issue Date	Description of Change	Training Needed	Training Completion Date	Comment Resolution Accession Number
	02/06/07 CN 07-005	Researched commitments for 4 years and found none. Initial Issuance of Document	NO		
N/A	11/25/08 CN 08-033	Revised to update references and to make minor editorial corrections	NO	NA	ML081260489
N/A	12/07/09 CN 09-031	Revised to reflect changes in IMC 1252 appendices. Revised Attachment 4: Construction Inspector Qualification Requirements (For Inspectors Previously Qualified Under IMC1245 or IMC1246)	NO	N/A	ML093000545
N/A	ML110470606 04/25/11 CN 11-007	Revised basic and general level training list, ISA-13 Fuel Cycle Process Fundamentals, and added Form 1 Basic-Level Equivalency Justification	NO	NA	ML110480412