



PHILADELPHIA ELECTRIC COMPANY  
 ELECTRIC PRODUCTION DEPARTMENT  
 MAINTENANCE DIVISION  
 GENERAL REQUIREMENTS FOR  
 TRAINING AND TESTING  
 OF  
 MAINTENANCE DIVISION PERSONNEL


 MAINTENANCE DIVISION	Training & Testing of Maintenance Division Personnel		NO. MA-9
	APPR. <i>[Signature]</i> 7/18/80 APPR. <i>[Signature]</i> 8/5/80		REV. 1      DATE 7-3-80
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- 1.0 SCOPE:
- 1.1 This procedure describes the methods which shall be used to train and qualify Maintenance Division Tradesmen.
- 2.0 PURPOSE:
- 2.1 This procedure shall set forth the guidelines and requirements to ensure that Maintenance Division Tradesmen are trained, tested, and qualified to perform maintenance work on mechanical and electrical equipment.
- 3.0 REFERENCES:
- 3.1 Maintenance Division Procedure "MA-1 Administrative Procedure for Generation, Control and Revision of Maintenance Division Administrative Procedures."
- 3.2 Quality Assurance Plan, Volume III, Operation Phase.
- 3.3 Maintenance Division Job Analyses.
- 3.4 Health Physics Procedures.
- 4.0 RESPONSIBILITY:
- 4.1 The Maintenance Division Training & Testing Group shall:
- 4.1.1 Develop training material and syllabus for formal trade training.
- 4.1.2 Administer trade training programs.
- 4.1.3 Develop and administer other special training, as required.
- 4.1.4 Maintain a record of formal trade training using Form F-11 "Instructor's Summary of Weekly Training," (Exhibit 9.1).
- 4.1.5 Maintain a record of special training using Form F-6 "Record of Training," (Exhibit 9.2).
- 4.1.6 Develop qualifying examinations for third, second, and first class tradesmen, and Subforemen in each trade.
- 4.1.7 Administer skill test examinations for third, second, and first class tradesmen in each trade.
- 4.1.8 Complete a skill test score sheet for each skill test administered and forward score sheet to the Director of Personnel Research.

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- 4.1.9 Maintain a file of Qualified/Nonqualified documents for Maintenance Division Tradesmen.
- 4.2 The Director of Personnel Research Division is responsible for:
  - 4.2.1 Approving all Maintenance Division Trade Qualifying Examinations.
  - 4.2.2 Administering written Examinations for third, second, and first class tradesmen and for Subforemen in each trade.
  - 4.2.3 Reviewing written and skill test scores and issue a qualifying or nonqualifying letter for all trade tests administered.
  - 4.2.4 Maintaining records of all trades tests administered.
- 4.3 The Maintenance Division Safety Group shall:
  - 4.3.1 Coordinate the General Employee Training, Mask Training, General Respiratory Training, and the Periodic Physical Examination for Maintenance Division Personnel.
  - 4.3.2 Coordinate the training and certification of designated Maintenance Division Personnel in Multimedia First Aid and Cardiopulmonary Resuscitation practices and other American Red Cross approved courses.
  - 4.3.3 Coordinate, through Maintenance Division Local Safety Representatives, (LSR's) the training of personnel in Safe Work Practices.
  - 4.3.4 Coordinate the training of Maintenance Division Personnel in Philadelphia Electric Company methods for Permits and Blocking.
  - 4.3.5 Document the training and certification of Maintenance Division Personnel for all safety-related training.
- 4.4 The cognizant Maintenance Superintendent(s) shall:
  - 4.4.1 Review and approve training outlines for those trades under his jurisdiction.
- 5.0 PROCEDURE:
  - 5.1 Training
    - 5.1.1 Maintenance Division Helpers will receive 40 hours of formal training covering basic maintenance-related information.
    - 5.1.2 Maintenance Division Tradesmen will receive approximately 320 to 520 hours of formal training covering information necessary to familiarize them with the tools and work practices of their particular trade.

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- 5.1.3 Training on specific equipment will be administered by the Maintenance Division Training Group on an as-needed basis.
- 5.1.4 Retraining shall be given to personnel on equipment and/or trade oriented information as deemed necessary by management review.
- 5.2 Testing
- 5.2.1 Trade tests consisting of a written and a skill portion are administered to determine the qualification of an individual for third, second, and first class trade levels for each particular trade.
- 5.2.2 After completion of a prescribed minimum period of service as a Maintenance Division Helper, trade vacancies are offered to Helpers on a seniority basis, as the trade vacancies are available.
- 5.2.3 After accepting a trade vacancy of his choice, the Helper will take the Third Class Trades qualifying examination.
- 5.2.3.1 Seven months after qualifying as a third class tradesman, the employee is eligible to take a trade specific Second Class qualifying examination.
- 5.2.3.2 Eight months after qualifying as a second class tradesman, the employee is eligible to take a trade specific First Class qualifying examination.
- 5.2.4 Subforeman examinations consists of a written test for each specific trade.
- 5.2.4.1 Subforeman qualifying examinations are offered to the senior first class tradesmen in a specific trade on an as-needed basis.
- 5.2.5 The trade skill test of each qualifying examination will be administered by the Maintenance Division Training and Testing Group. The results of the skill test will be forwarded to the Personnel Research Division.
- 5.2.6 The written portion of the qualifying examination will be administered by the Personnel Research Division.
- 5.2.7 The Personnel Research Division will review the composite examination results and determine whether the individual is qualified for the particular trade level for which he has been tested.
- 5.2.8 The Personnel Research Division will notify the Superintendent Maintenance and Foreman-Training and Testing, by letter, of the qualification/nonqualification for that particular trade-level classification.

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2.9 The employee and the appropriate Maintenance Supervision are notified of the employee's new trade qualification level.

5.3 Safety

5.3.1 The General Employee Training (GET) and the General Respiratory Training (GRT) is administered by the Administration Division Training Section of the Electric Production Department or by the Peach Bottom Station Training Group on an annual basis.

5.3.2 Personnel qualified in GET and GRT are documented by Administration Division and Training Section in accordance with Peach Bottom Administrative Procedures. Nonqualified personnel are listed on the Peach Bottom Physical and Health Physics Restriction List.

5.3.3 The Administration Division-Training Section provide a GET, GRT deficiency printout to the Maintenance Division Safety Group sixty days prior to the annual expiration date of this training for all Maintenance Division personnel.


5.3.4 An annual medical examination for Maintenance Division Personnel is administered and documented by the Philadelphia Electric Company Medical Department in accordance with NUREG. These examinations are coordinated by the Maintenance Division Safety Group.

5.3.5 Employees who do not qualify medically according to the requirements of Federal Code 10 CFR - 20.108, or for other reasons determined by the Philadelphia Electric Company Medical Department, are listed as Not Qualified on the Peach Bottom Physical and Health Physics Restriction list.

5.3.6 All nonexempt Maintenance Division employees on the Peach Bottom Physical and Health Physics Restriction List are removed from the Security Clearance Data Base at Peach Bottom. This removal is documented by letter from the Superintendent of Maintenance to the Assistant Superintendent of Peach Bottom Atomic Power Station. The restricted employee is also listed as XPB on the Maintenance Division Overtime List.

5.3.7 Designated Maintenance Division Personnel receive Multimedia First Aid Training, Cardiopulmonary Resuscitation Training, and other American Red Cross approved courses as deemed necessary by management review. These courses are coordinated by the Maintenance Division Safety Group.

5.3.8 A General Safety Program is coordinated through the LSR's by the Maintenance Division Safety Group. The LSR's conduct monthly

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Safety Meetings and training sessions within their assigned groups.

6.0

EXHIBITS:

6.1

Form F-11 (Weekly Summary of Training).

6.2

Form F-6 (Record of Training).

6.3

Maintenance Division Peach Bottom Physical and Health Restriction List.



MAINTENANCE  
DIVISION

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Date \_\_\_\_\_

Prepared by \_\_\_\_\_

	Trainees Attending	Lessons	Hours	Location		
n.	1			Shop		
	2			F.A.Rm.		
	3			Conf.Rm		
	4			Dela.		
	5			Sher.		
	6			Eddy.		
	7			Barb.		
	8					
es.	1			Shop		
	2			F.A.Rm.		
	3			Conf.Rm		
	4			Dela.		
	5			Sher.		
	6			Eddy.		
	7			Barb.		
	8					
d.	1			Shop		
	2			F.A.Rm.		
	3			Conf.Rm		
	4			Dela.		
	5			Sher.		
	6			Eddy.		
	7			Barb.		
	8					
hurs.	1			Shop		
	2			F.A.Rm.		
	3			Conf.R		
	4			Dela		
	5			Sher		
	6			Eddy		
	7			Barb		
	8					
ri.	1			Shop		
	2			F.A.Rm		
	3			Conf.F		
	4			Dela		
	5			Sher		
	6			Eddy		
	7			Barb		
	8					
	Personnel	Trade	Total Hours	Personnel	Trade	Total Hou
				5.		
				6.		
				7.		
				8.		

Electric Production Department  
Maintenance Division  
Training and Testing Group

RECORD OF TRAINING

\_\_\_\_\_  
Name of Course

\_\_\_\_\_  
Trainee's Last Name First

\_\_\_\_\_  
Payroll Number

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Instructor(s)

\_\_\_\_\_  
Location(s) of Course

\_\_\_\_\_  
No. of 8 Hour Sessions

\_\_\_\_\_  
Total Hours

\_\_\_\_\_  
Starting Date

\_\_\_\_\_  
Completion Date

Course Outline:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent  
Maintenance Division

\_\_\_\_\_  
Date



PEACH BOTTOM PHYSICAL AND HEALTH  
PHYSICS RESTRICTION LIST

Exhibit 9.3

Name

Soc. Sec. No.

436 No.

MED  
RESP.  
DATE

NON  
RESP.  
DATE

FAILED  
GET  
GRT

10 CFR - 20.103