

50-224

JUL 6 1984

Professor Selig Kaplan
University of California
Department of Nuclear Engineering
Berkeley, California 94720

Dear Professor Kaplan:

Subject: Operator and Senior Operator Licensing Examinations

In a telephone conversation between Mr. T. H. Lim, Reactor Supervisor, and Mr. L. F. Miller, License Examiner, arrangements were made for the administration of examinations at the TRIGA Mark III Berkeley Research Reactor.

The written examinations are scheduled for September 4, 1984. The plant oral examinations are scheduled for September 5, 1984.

In order for us to meet the above schedule, it will be necessary for your facility to furnish the approved reference material listed in Enclosure 1 "Reference Material Requirements for Operator/Senior Operator Licensing Examinations" by July 4, 1984. Any delay in receiving this material will result in a delay in administering the examinations. Our examinations are scheduled well in advance with considerable planning to best use our limited examiner manpower and to meet the examination dates requested by the various facilities. Therefore missing the July 4, 1984 deadline, even by a few days, may result in the postponement of your exam, since it may be impossible to reschedule examinations at other facilities. Mr. T. H. Lim has been advised of our reference material requirements, the number of reference material sets that are required, and the examiner's names and addresses where each set is to be mailed.

The facility management is responsible for providing adequate space and facilities in order to properly conduct the written examinations. Enclosure 2, "Administration of Operator/Senior Operator Licensing Written Examinations" describes our requirements for conducting these examinations. Mr. T. H. Lim has also been informed of these requirements.

All operator and senior operator license applications should normally be submitted at least 60 days prior to the first examination date so that we will be able to review the training and experience of the candidates, process the medical certifications, and prepare final examiner assignments after candidate eligibility has been determined. If the applications are not received at least 30 days prior to the examination dates it is likely that a postponement will be necessary.

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Thank you for your consideration in this matter. If you have any questions regarding the examination procedures and requirements, please contact L. F. Miller at (415) 943-3869.

This request for information was approved by the Office of Management and Budget under clearance number 3150-0101, which expires June 30, 1986. Comments on burden and duplication may be directed to the Office of Management and Budget, Reports Management Room 3208, New Executive Office Building, Washington, D.C. 20503.

Sincerely,

Robert J. Pate, Chief
Reactor Safety Branch

Enclosures as stated:

1. Reference Material Requirements for Operator/Senior Operator Licensing Examination
2. Administration of Operator Licensing Written Examinations

cc w/o enclosures:

- B. Gore, PNL
- L. Miller
- D. Beckham

bcc:

Mr. Martin, RV

RV *[Signature]*
Miller/dot

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Reference Material Requirements for Operator/Senior
Operator Licensing Examinations

Note: Required Material is indicated by an "x" opposite the item.

- 1. Procedure Index (alphabetical by subject)
- 2. All Administrative Procedures (as applicable to reactor operation or safety)
- 3. All Integrated Plant Procedures (Normal or General Operating Procedures)
- 4. Emergency Procedures (Emergency Instructions, Abnormal or Special Procedures)
- 5. Standing Orders (Important orders which are safety related and may supersede the regular procedures)
- 6. Fuel Handling and Core Loading Procedures, (Initial Core Loading Procedure, when appropriate)
- 7. Annunciator Procedures (alarm procedures, including set points)
- 8. Radiation Protection Manual (Radiation Control Manual or Procedures)
- 9. Emergency Plan Implementing Procedures
- 10. Technical Specifications
- 11. Lesson Plans (Training Manuals, Plant Orientation Manual, System Descriptions, Reactor Theory, Thermodynamics, etc.)
- 12. System Operating Procedures
- 13. Piping and Instrumentation Diagrams, electrical single line diagrams, or flow diagrams
- 14. Technical Data Book, and/or plant curve information as used by operators
- 15. Questions and Answers that Licensee has prepared (Voluntary by Licensee)
- 16. Malfunction and Initial Condition Material for Simulator (if applicable).
- 17. Other _____

All of the above reference material should be approved, final issues, and should be so marked. Uncontrolled, preliminary, or other such issues will not be acceptable except for cold license examinations as approved by the assigned Chief Examiner. All procedures and reference material should be bound or in the form as used by the control room operators, with appropriate indexes or tables of contents to enable efficient use.

Administration of Operator Licensing Written Examinations

Examination Requirements:

1. A single room shall be provided for completing the written examination. The location of this room and supporting restroom facilities shall be such as to prevent contact with all other facility/contractor personnel during the duration of the written examination. If necessary, the facility should make arrangements for the use of a suitable room at a local school, motel, or other building. Obtaining this room is the responsibility of the licensee.
2. Minimum spacing is required to ensure exam integrity as determined by the chief examiner. Minimum spacing should be one candidate per table, with 3 foot spacing between tables. No wall charts, models, and/or other training materials shall be present in the examining room.
3. Suitable arrangements are to be made by the facility for the candidates to have lunch, coffee, etc. These arrangements will be reviewed by the examiner and/or proctor.
4. The facility shall arrange to have a maximum of three knowledgeable personnel available to review the examination questions and answer key. This review will only begin after the start of the written examination and normally be limited to two hours total.
5. The licensee will provide pads of 8-1/2 x 11" lined paper in unopened packages for each candidate's use in completing the examination. The examiner will distribute these pads to the candidates. All reference material needed to complete the examination will be furnished by the examiner. Candidates can bring pens, pencils, calculators or slide rules into the examination room and no other equipment or reference material is allowed.
6. Only black ink or dark pencils should be used for writing answers to questions.