

Yellow

September 24, 1984

Babcock and Wilcox Company
ATTN: Mr. R. A. Alto, Manager
Virginia Operations
Utility Power Generation Division
Commercial Nuclear Fuel Plant
P. O. Box 800
Lynchburg, VA 24505

Gentlemen:

SUBJECT: OPERATOR AND SENIOR OPERATOR INSTRUCTOR CERTIFICATION

In a telephone conversation between Mr. Ross Spalti, Supervisor of Instructor Training, and Mr. Thomas Rogers, Operator Licensing Section, arrangements were made for the administration of the Instructor Certification examinations at the B&W Nuclear Training Facility.

The written and simulator examinations are scheduled for the week of November 12, 1984.

In order for us to meet the above schedule, it will be necessary for the facility to furnish the selected reference material from the approved list in Enclosure 1 by October 1, 1984. Any delay in receiving this material will result in a delay in administration of the examinations. Our examinations are scheduled far in advance with considerable planning to utilize our present limited examiner manpower and to meet the examination date requested by the various facilities. Therefore, missing the October 1, 1984, deadline even by a few days, will likely result in a long delay, since it would not be possible to reschedule examinations at other facilities. Mr. Spalti has been advised of our selected reference material requirements, the number of reference material sets that are required, and the examiners' names and addresses where each set is to be mailed.

This request for information was approved by the Office of Management and Budget under a blanket clearance number 3150-0101 which expires on 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.

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

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All senior license applications should be submitted on Form NRC-398 at least 60 days prior to the examination date so that we will be able to review the training and experience of the candidates, and prepare final examiner assignments after candidate eligibility has been determined.

Thank you for your consideration in this matter. If you have any questions regarding the examination procedures and requirements, please contact Mr. Bruce A. Wilson, 404/221-5542, or Mr. Thomas Rogers, 404/221-4179.

Sincerely,

(Original signed by AFGibson)

Albert F. Gibson, Chief
Operations Branch 1
Division of Reactor Safety

Enclosures:

- 1. Reference Material Requirements
- 2. "Administration of Operator Licensing Written Examinations"

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ENCLOSURE 1

REFERENCE MATERIAL REQUIREMENTS FOR REACTOR/SENIOR REACTOR
OPERATOR LICENSING EXAMINATIONS

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 that are safety-related and may supersede the regular procedures)
6. Fuel-handling and core-loading procedures (initial core-loading procedures when appropriate)
7. Annunciator procedures (alarm procedures, including set points)
8. Radiation protection manual (radiation control manual or procedures)
9. Technical specifications
10. Lesson Plans (training manuals, plant orientation manual, system descriptions, reactor theory, thermodynamics, etc.)
11. System operating procedures
12. Piping and instrumentation diagrams, electrical single-line diagrams, or flow diagrams
13. Technical Data Book and/or plant curve information as used by operators
14. Questions and answers that licensee has prepared (voluntary by licensee)
15. Malfunction and initial condition material for simulator (if applicable)

All of the above reference material should be approved, final issues and should be so marked. All procedures and reference material should be bound or in the form used by the control room operators, with appropriate indexes or tables of contents so that they can be used efficiently.

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ENCLOSURE 2

ADMINISTRATION OF OPERATOR
LICENSING WRITTEN EXAMINATIONS

NRC 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 one candidate per 5 X 2½ ft., minimum size 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 one facility staff member per section available to review the examination questions and answer key. This review will only begin after the completion of the written examination and normally be limited to two hours per examination (RO, SRO).
5. The facility will provide sealed pads of paper for each candidate's use in completing the examination. All reference material needed to complete the examination will be furnished by the examiner. Candidates can bring calculators or slide rules but no other equipment or reference material to the examination room.
6. Only black ink or dark pencil should be used for writing answers to questions.
7. Candidates will be asked to provide positive identification at the start of the written examination.