

TEXAS UTILITIES GENERATING CO CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	1 of 16

TRAINING OF INSPECTION PERSONNEL	PREPARED BY: <u>D. T. Ott LMP</u> <u>7/17/84</u> DATE
	APPROVED BY: <u>C. Vega</u> <u>7/17/84</u> DATE

1.0 REFERENCES

1-A CP-QP-2.0, "Implementation of the CPSES QA Program" ^{7/17/84}

2.0 GENERAL

The purpose of this procedure is to to establish the minimum requirements for training, qualification and certification of Quality Engineers and personnel performing inspection to provide assurance that these personnel have and maintain the appropriate knowledge and skill to properly perform their assigned responsibility, in accordance with Reference 1-A.

The requirements contained herein apply to Quality Engineers and Inspection Personnel involved with activities not under the jurisdiction of the ASME Code, Section III, Division I.

Certifications issued to personnel meeting the requirements of this procedure may be issued independently for Unit 1 or Unit 2 activities per the applicable Quality Instruction.

2.1 RESPONSIBILITIES

The QC Supervisor is responsible for ensuring that inspection personnel are trained in accordance with appropriate procedures/instructions.

The TUGCO Training QE is designated the responsibility to maintain the inspector personnel training file consistent with this Procedure and applicable Instructions. The TUGCO Training QE will review the training records for legibility, completeness, and identification of the item involved.

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TEXAS UTILITIES GENERATING CO. CPSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	2 of 16

It is of utmost necessity that all personnel involved in quality activities be aware of the certification process and requirements, and take the necessary actions to assure that inspections are performed only by certified personnel. The individual inspector/technician/Level III is responsible for determining his/her current certification status.

The TUGCO Quality Engineering Supervisor is responsible for providing classroom training and certification of inspection/Level III personnel. The cognizant discipline Quality Engineer is delegated responsibility to develop individual Training outlines for inspection personnel.

3.0 PROCEDURE

Level I & II personnel performing inspections shall have experience in and shall have completed a technical training course in the area of inspection responsibilities.

The education, experience and on the job training, specified in this procedure or supplementary instructions may be reduced by the Quality Engineering Supervisor when other factors can provide reasonable assurance that personnel can competently perform a particular task as prescribed by detailed written Quality Procedures/Instructions. Such decisions shall be documented as part of the certification process and shall be included in the inspector's personnel training file.

3.1 GENERAL INDOCTRINATION AND TRAINING

The following are minimum indoctrination and training requirements for inspection/Level III personnel. Indoctrination requirements shall normally be satisfied within the first sixty days of employment, and shall be documented on Attachment 1. General Training shall be completed prior to certification in any Procedure/Instruction, and shall be documented on Attachment 8.

Personnel satisfying documented technical training requirements may be assigned to inspection or testing functions prior to completion of the QA indoctrination requirements.

TEXAS UTILITIES GENERATING CO. CPSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	3 of 16

a. 10CFR50, Appendix B; ANSI N45.2

The method of presentation of this material will be by reading/study assignment, informal discussions, seminars or other appropriate means. An oral review covering ANSI N45.2 and the 18 Criteria will be given by the responsible QC Supervisor who shall, upon satisfactory completion, so note by signing the General Indoctrination Outline (Attachment 1).

b. Industry Standards

Inspection personnel should become familiar with prepared standards (ANSI, IEEE, AWS, AISC, etc.) applicable to assigned duties as assigned by the QC Supervisor. The method of presentation may be through study, formal seminars, or other appropriate means. Supplemental exposure is acquired by daily association with these standards. The familiarization is a continuing process and as such requires no formal checkout.

c. 10CFR50.55(e) and 10CFR 21

The method of presentation will be by assigned reading, study and/or training sessions. Upon completion and understanding of the basic requirements as they relate to job duties and responsibilities, the individual shall so note by signing the Indoctrination Outline. Formal or informal study sessions shall emphasize the need for prompt reporting of product deficiencies or failures.

d. Inspection personnel shall become familiar with prepared CPSES Site Procedures and Instructions that are applicable to all assigned inspection duties, but do not require certification. The method of presentation may be by reading/study assignment, informal discussions, seminars or other appropriate means. An oral checkout covering applicable Site Procedures/Instructions will be given by the individual QC Supervisor who shall upon satisfactory completion, so note by signing the General Training Outline, Attachment 8. This outline shall be completed prior to certification in any activity.

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	4 of 16

3.2 PERSONNEL CAPABILITIES

There are three levels of qualification. The requirements for each level are not limiting with regard to organizational position or professional status, but rather, are limiting with regard to functional activities.

3.2.1 QC Technician (Level I) Capabilities

A QC Technician shall be capable of performing the inspections, examinations, and tests that are required to be performed in accordance with documented instructions. The individual shall be familiar with the tools and equipment to be employed and shall have demonstrated proficiency in their use. The individual shall also be capable of determining that the calibration status of inspection and measuring equipment is current, that the measuring and test equipment is in proper condition for use, and that the inspection, examination, and test procedures are approved.

3.2.2 QC Inspector (Level II) Capabilities

A QC Inspector shall have all of the capabilities of a QC Technician for the inspection, examination or test. Additionally, a QC Inspector shall have demonstrated capabilities in planning inspections, examinations, and tests; in setting up tests including preparation and set-up of related equipment, as appropriate; in supervising or maintaining surveillance over the inspections, examinations, and tests; in reporting inspection, examinations, and testing results; and in evaluating the validity and acceptability of inspection, examination, and test results.

3.2.3 Level III Personnel Capabilities

A Level III person shall have the technical capabilities of a QC Inspector in generating and performing inspection, examination or test. In addition, the individual shall also be capable of evaluating the adequacy of specific programs used to train and test inspection, examinations, and test personnel whose qualifications are covered by this procedure.

NOTE: At CPSES, Level III personnel are generally assigned to the Quality Engineering Department.

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	5 of 16

3.3 EDUCATION AND EXPERIENCE

The following is the recommended personnel education and experience for each level. These education and experience recommendations should be treated to recognize that other factors may provide reasonable assurance that a person can competently perform a particular task. Other factors which may demonstrate capability in a given job are previous performance or satisfactory completion of capability testing.

Use of the measures outlined in this section to establish that an individual has the required qualifications in lieu of required education and experience shall result in documented objective evidence (i.e., procedures and record of written test) demonstrating that the individual indeed does have "comparable" or "equivalent" competence to that which would be gained from having the required education and experience. This determination shall be made by the Quality Engineering Supervisor.

3.3.1 QC Technician (Level I)

A QC Technician shall have:

- a. High school graduation and six months of related experience in equivalent inspection, examination, or testing activities, or
- b. Completion of college level work leading to an Associate Degree in related discipline plus three months of related experience in equivalent inspection, examination, or testing activities, or
- c. Four-year college degree with no experience in equivalent inspection, examination or testing activities.

3.3.2 QC Inspector (Level II)

A QC Inspector shall have:

- a. One year of satisfactory performance as QC Technician in the corresponding inspection, examination or test category, or
- b. High school graduation plus three years of related experience in equivalent inspection, examination, or testing activities, or

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	6 of 16

- c. Completion of college level work leading to an Associate Degree in a related discipline plus one year related experience in equivalent inspection, examination, or testing activities, or
- d. Four-year college graduation plus six months of related experience in equivalent inspection, examination, or testing activities.

3.3.3 Level III PERSONNEL

A Level III shall have:

- a. Six years of satisfactory performance as a QC Inspector in the corresponding inspection, examination or test category, or
- b. High school graduation plus ten years of related experience in equivalent inspection, examination, or testing activities, or high school graduation plus eight years experience in equivalent inspection, examination, or testing activities, with at least two years as QC Inspector and with at least two years associated with nuclear facilities--or if not, at least sufficient training to be acquainted with the relevant quality assurance aspects of a nuclear facility, or
- c. Completion of college level work leading to an Associate Degree and seven years of related experience in equivalent inspection, examination, or testing activities, with at least two years of this experience associated with nuclear facilities--or if not, at least sufficient training to be acquainted with the relevant quality assurance aspects of a nuclear facility, or
- d. Four-year college graduation plus five years of related experience in equivalent inspection, examination, or testing activities, with at least two years of this experience associated with nuclear facilities--or if not, at least sufficient training to be acquainted with the relevant quality assurance aspects of a nuclear facility.

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	7 of 16

3.4 PHYSICAL REQUIREMENTS

Each person who performs inspections shall be physically capable of performing the assigned task. As a minimum, inspection personnel shall have:

- a. Natural or corrected near distance acuity such that the inspection person is capable of reading J-1 letters on a standard Jaeger's test type chart for near vision or equivalent test type. This test shall be performed annually.
- b. Color vision as applicable.

NOTE: Waivers may be granted on a case-by-case basis by the TUGCO Site Quality Engineering Supervisor.

3.5 ON THE JOB TRAINING (OJT)

Minimum on the job training requirements are established within each discipline instruction. OJT shall be given under the direct supervision of a qualified, certified Level I OJT instructor, whose qualification shall be documented on the instructor qualification form (Attachment 2). Certification as a Level II Inspector shall automatically certify the individual as an OJT Instructor.

3.6 EXAMINATIONS

Examinations may be oral, written, practical or any combination thereof. Discipline or functional supervisors are responsible for administering oral and/or practical examinations as evidence of proficiency and assembling the results in a manner suitable for a review by the Quality Engineering staff, who shall administer a written examination. Waivers for any examinations must be approved by the Quality Engineering Supervisor.

3.7 CERTIFICATION

Quality Engineering personnel shall be certified by the Site QA Manager and Quality Engineering Supervisor as being qualified to perform their assigned tasks, by a letter to be placed in the personnel training file. Attachments 1, 5 and 8 are applicable to Quality Engineers.

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE "NUMBER"	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	8 of 16

NOTE: Discipline Certification for Quality Engineers is as follows:

- a) Mechanical, including:
 - Structural
 - Class V Supports
 - Hiltis
 - Welding
 - Raceway Supports
 - Instrumentation
 - Rad Waste

- b) Civil, including:
 - Concrete
 - Protective Coatings
 - Thermo-lag

- c) Electrical, including:
 - Raceway
 - Cable Installation
 - Equipment
 - Separations
 - Soldering
 - Instrumentation
 - Fire Protection
 - Cable Terminations
 - Lighting

Inspection personnel shall be certified by the TUGCO Site QA Manager and applicable discipline Level III as being qualified to perform their assigned tasks. The Inspection Certification Form (Attachment 3) shall be used to document this certification. The Inspection Certification Form shall be placed in the person's file along with the individual's Training Outline(s). The effective period of certification shall be one (1) year, at which time the individual will be evaluated for recertification by his/her QC Supervisor. This evaluation will be documented on the recertification evaluation form (Attachment 7) and if deemed appropriate after the evaluation, as delineated by the recertification evaluation form, additional formal training/OJT/or retesting may be required before recertification. The recertification evaluation form shall be forwarded to the TUGCO Training QE, for review by the applicable Level III. After review, an individual may be recertified on the Quality Control recertification form (Attachment 4) which along with the recertification evaluation form shall remain a part of the individuals file.

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	9 of 16

When project requirements dictate an individual may be certified to a limited scope of an inspection activity. The limited scope certification shall be documented on the Inspection Certification Form (Attachment 3) and shall clearly delineate the inspection authority given the inspector.

Discipline or functional supervisors may request additional training and recertification of personnel under their control at any time that performance warrants.

3.8 MAINTENANCE OF PERSONNEL CERTIFICATIONS

3.8.1 The TUGCO Training QE shall be responsible for updating of QC technician's and inspector's certifications when procedures/instruction revisions are made.

3.8.2 This certification maintenance shall be by formal training and/or required reading. Formal training will be conducted by the TUGCO Training QE or the cognizant discipline Quality Engineer. Updating by required reading shall be the responsibility of the Discipline/Functional QC Supervisor under the direction of the TUGCO Training QE.

3.8.3 This certification maintenance will be documented on a formal Classroom Attendance Sheet (Attachment 5) or a Required Reading Completion Form (Attachment 6). The applicable form will be maintained by the TUGCO Training QE in the technician's/inspector's training file.

TEXAS UTILITIES GENERATING CO. CPSSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	9 of 16

ATTACHMENT 1

COMANCHE PEAK STEAM ELECTRIC STATION

GENERAL INDOCTRINATION TRAINING

TO BE COMPLETED BY: _____
(60 Days After Employment)

NAME _____

DOCUMENT:

1. Final Safety Analysis Report
Chapter(s) 1/, _____
2. Title 10 Code of Federal Regulations
Part 50, Appendix B and ANSI N45.2 _____
3. NRC Regulatory Guides (As Assigned)*
_____'_____'_____'_____'_____
4. Industry Standards (As Assigned)*
_____'_____'_____'_____'_____
5. QA/QC Procedures and Instructions
(As Assigned)*
_____'_____'_____'_____'_____
6. Title 10 Code of Federal Regulations,
Part 21 and 10CFR50.55E _____
7. Other applicable documents as listed
below;

VERIFIED BY _____ DATE _____

OUTLINE APPROVED BY: _____
A. Vega
SITE CA MANAGER

*NOTE: If Item "NOT APPLICABLE" so State on outline

TEXAS UTILITIES GENERATING CO. CPSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	10 of 16

ATTACHMENT 2

TEXAS UTILITIES GENERATING COMPANY
QUALITY ASSURANCE DEPARTMENT
INSTRUCTOR QUALIFICATION

NAME: _____ DATE: _____

LEVEL OF CERTIFICATION: _____

ACTIVITY CERTIFIED TO PERFORM: _____

TUGCO PROCEDURE/INSTRUCTION NO.: _____

TYPE OF EXAMINATION GIVEN: _____ ORAL _____ WRITTEN _____ PRACTICAL _____

RESULT OF EXAMINATION(s): _____

COMMENTS: Based upon a consideration of the education, previous work experience, formal training in the current revision of the CPSES procedure/ instruction, and the individual's own on-the-job training, a previous certification has been made for this Q.C. Technician in this activity. A satisfactory evaluation of the individual's demonstrated proficiency in the performance of daily work has now been made, and, with recognition that the CPSES QC inspector training program addresses specific QC inspection functions, it is felt that there is reasonable assurance that the individual can competently perform as an OJT QC Instructor in this activity. This certification specifically covers giving OJT instruction in this procedure, including the use of personal knowledge and observation to participate in the On-The-Job Q.C. Trainee's instruction.

This OJT Training Certification expires on _____

TYPICAL

Level III

Quality Engineering Supervisor

TEXAS UTILITIES GENERATING CO. CPSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	11 of 16

ATTACHMENT 3

TYPICAL

TEXAS UTILITIES GENERATING COMPANY
QUALITY ASSURANCE DEPARTMENT
INSPECTION CERTIFICATION

NAME _____ DATE _____

LEVEL OF CERTIFICATION _____

ACTIVITY CERTIFIED TO PERFORM: _____

_____ UNTIL _____

TUGCO PROCEDURE/INSTRUCTION NO: _____

TYPE OF EXAMINATION _____ ORAL _____ WRITTEN _____ PRACTICAL

RESULTS OF EXAMINATION: _____

COMMENTS: _____

RELATED EXPERIENCE: _____ YEARS _____ MONTHS

EDUCATION: _____ ; _____ GRADUATION/DEGREE

FORMAL TRAINING _____ HRS. _____ COMPLETED

OJT TRAINING _____ HOURS COMPLETED THIS ACTIVITY

EXAMINATION: _____

EVALUATED ON: _____ WITH CONSIDERATION OF RECORDS OF

EDUCATION, EXPERIENCE AND TRAINING, JOB PROFICIENCY AND

DEMONSTRATED SKILL BY _____

PHYSICAL HEALTH _____ FOR ASSIGNED TASK OF THIS

PROCEDURE/ACTIVITY. RECOMMEND ASSIGNMENT AS A LEVEL _____

WITH RE-EVALUATION OF JOB PERFORMANCE AND PROFICIENCY ON

OR ABOUT: _____

Level III TUGCO QA Manager

DATE DATE

TEXAS UTILITIES GENERATING CO. CPSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2:1	16	JUL 17 1984	12 of 16

ATTACHMENT 4

COMANCHE PEAK STEAM ELECTRIC STATION

QUALITY ASSURANCE DEPARTMENT

QUALITY CONTROL RECERTIFICATION

NAME: _____ DATE: _____

LEVEL OF CERTIFICATION: _____

ACTIVITY CERTIFIED TO PERFORM: _____

TUGCO PROCEDURE/INSTRUCTION NO. (S): _____

NOTE: SEE RECLASSIFICATION EVALUATION FORM.

COMMENTS: BASED ON PREVIOUS CERTIFICATION IN THIS ACTIVITY, AND CONTINUED SATISFACTORY PERFORMANCE, THE ABOVE NAMED INDIVIDUAL IS HEREBY RECERTIFIED AND AUTHORIZED TO PERFORM ACTIVE QC INSPECTIONS AT CPSES IN THE AREAS LISTED ABOVE. THIS RECERTIFICATION WILL EXPIRE ON _____.

SUPERVISOR _____

APPROVAL _____

DATE _____

DATE _____

TEXAS UTILITIES GENERATING CO. CPSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 17 1984	15 of 16

ATTACHMENT #7

COMANCHE PEAK STEAM ELECTRIC STATION
RECERTIFICATION EVALUATION RECORD

TO: _____ DATE: _____

The certification on procedure _____ for
_____ is due to expire on _____.
Please conduct an oral and/or written/practical evaluation with
the above named individual (and document the results below).
This evaluation will help with determining whether or not recert-
ification should occur.

1. Has the individual been active in inspection in this area during
the last 6 - 12 months.

___ YES ___ NO

(1a) If above answered "NO" and you desire individual recertified,
additional training and/or OJT should accompany this form
back to training QE.

2. Is individual knowledgeable of current procedure requirements relevant
to this area of inspection?

___ YES ___ NO

(2a) If #2 answered "NO" refer to (1a) above.

COMMENTS: _____

INSPECTOR/TECHNICIAN _____ DATE _____ QC SUPERVISOR/LEAD _____ DATE _____

TRAINING QE/DISCIPLINE [] DATE _____ QE SUPERVISOR _____ DATE _____

TEXAS UTILITIES GENERATING CO. CPSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-2.1	16	JUL 1 1984	16 of 16

ATTACHMENT #8

COMANCHE PEAK STEAM ELECTRIC STATION

GENERAL TRAINING OUTLINE

CP-QP-2.1 REV. ___

THIS OUTLINE SHALL BE COMPLETED PRIOR TO CERTIFICATION
IN ANY ACTIVITY

NAME: _____ DATE COMMENCED: _____

Document: _____ Signatrrure/Date _____

A. General CP-QP's:

- | | |
|--|-------|
| 1. CP-QP-2.0, "Implementation of CPSES QA PROGRAM" | _____ |
| 2. CP-QP-3.0, "CPSES SITE QA/QC ORGANIZATION" | _____ |
| 3. CP-QP-2.1, "TRAINING OF INSPECTION PERSONNEL" | _____ |
| 4. CP-QP-13.0, "CONTROL OF MEASURING AND TEST EQUIPMENT" | _____ |
| 5. CP-QP-15.0, "TAGGING SYSTEM" | _____ |
| 6. CP-QP-16.0, "NONCONFORMANCES" | _____ |
| 7. CP-QP-18.0, "INSPECTION REPORTS" | _____ |
| 8. CP-QP-19.5, "SURVEILLANCE OF PLANT CONDITIONS" | _____ |

B. NON-QA/QC RELATED PROCEDURES:

- | | |
|---|-------|
| 1. CP-CPM 6.3, "PREPARATION, APPROVAL AND CONTROL OF OPERATIONAL TRAVELERS" | _____ |
| 2. CP-CPM 6.10, "INSPECTED ITEM REMOVAL NOTICE FORM" | _____ |

C. QE, QC Lead/Supervisor has reviewed and discussed the above with individual.

VERIFIED BY: _____ DATE _____

TRAINING OUTLINE APPROVED BY A. Vega DATE 5/4/84
A. VEGA
TUGCO SITE QA MANAGER