

OCT 19 1988

Docket No. 50-263

Northern States Power Company
ATTN: Mr. C. E. Larson
Vice President, Nuclear
Generation
414 Nicollet Mall
Minneapolis, MN 55401

Dear Mr. Larson:

SUBJECT: REQUALIFICATION PROGRAM EVALUATION

In a telephone conversation between Mr. Bob McGillic, Training Coordinator, and Mr. David Hills, Chief Examiner, arrangements were made for an evaluation of the requalification program at the Monticello Nuclear Power Plant. The evaluation visit is scheduled for the week of February 6, 1989.

For this visit, the NRC examiner will administer NRC prepared written and operating examinations. The NRC examiners will discuss with the appropriate facility personnel and operators the schedule and the process for these examinations. For the examiners to adequately prepare for this visit, it will be necessary for the facility to furnish the approved items listed in Enclosure 1, "Reference Material Requirements," at least 60 days prior to the examination date. Mr. Bob McGillic has been advised of our reference material requirements and where they are to be sent.

NRC reserves the right to declare a facility training program unsatisfactory and to postpone NRC administered requalification examinations if the facility generated materials are inadequate for examination preparation. Enforcement action may be considered if necessary to bring facility generated material to the level of quality for examination preparation.

Additionally, it is requested that a licensed SRO from both the facility's Operations Department and Training Department be designated as the facility representatives for these examinations. These individuals must not be scheduled for an NRC-administered examination during this visit, or participate as an instructor once selected. Also, the facility representatives will be required to certify that, as a result of their involvement, no portion of the examination has been knowingly compromised.

The facility representatives shall be restricted (1) from knowingly communicating by any means the content or scope of the exam to unauthorized persons and (2) from participating in any facility programs such as instruction, examination, or tutoring in which an identified requalification examinee(s) will be present. These restrictions shall apply from 60 days prior to the examination date.

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The facility management is responsible for providing adequate space and accommodations to properly develop and conduct the examinations. Enclosure 2, "Administration of Requalification Examinations," describes our requirements for developing and conducting the examinations. Mr. Bob McGillic has also been informed of these requirements. Also, a facility operations management representative should observe the simulation facility examination process at the site.

Enclosure 3 contains the "NRC Rules and Guidance for Examinees" that will be in effect during the administration of the written examination. The facility management is responsible for ensuring that all operators are aware of these rules.

This request for information was approved by the Office of Management and Budget under Clearance Number 3150-0101, which expires May 31, 1989. 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.

Thank you for your consideration in this matter. If you have any questions on the evaluation process, please contact Mr. David Hills at 312-790-5600.

Sincerely,

ORIGINAL SIGNED BY GEOFFREY C. WRIGHT

Geoffrey C. Wright, Chief
Operations Branch

Enclosures:

1. Reference Material Requirements
2. Administration of Requalification Examinations
3. NRC Rules and Guidance for Examinees

See Attached Distribution

Yes
RIII
Hills/mnj
10/11/88

RIII
Jordan

RIII
Wright

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Distribution

cc w/enclosures:

W. A. Shamla, Plant Manager
DCD/DCB (RIDS)
Licensing Fee Management Branch
Resident Inspector, RIII Monticello
Resident Inspector, RIII Prairie
Island
John W. Ferman, Ph.D.,
Nuclear Engineer, MPCA
D. Antony, Training Manager

cc w/o enclosures:

K. E. Perkins, LOLB
R. J. Wright, Project Manager, NRR
I. N. Jackiw, Section Chief, DRP

ENCLOSURE 1

REFERENCE MATERIAL REQUIREMENTS

1. For the written examination, the following items must be provided to the NRC 60 days prior to the examination date:

Proposed RO and SRO requalification examination test items. (A minimum of 350 per section of the examination.)

Since the written examination is open reference, examination items must meet the following:

- a. Items that require only memorization or recall are not permitted;
- b. Items should require that the examinee comprehend, interpret, integrate, or apply available information;
- c. Items should contain situations, aspects, or conditions that do not duplicate lesson plans or references; and
- d. Items should require examinees to locate and use references.

The written examination will be composed of two sections, each designed to be completed in 1-1/2 hours. Each section will be separate. Section A will be administered on a static simulator; Section B will be administered in a classroom setting. Section A is designed to evaluate the operator's knowledge of plant systems, integrated plant operations, and instrumentation and controls. In addition, recognition of Technical Specification LCOs and the operator's ability to diagnose postulated events should be evaluated. Section B of the written examination is designed to evaluate the ability of the operator to analyze a given set of conditions and determine the proper procedural and/or administrative guidance.

2. All reference material and objectives for the proposed test items.

For the simulation facility, the following items must be provided to the NRC 60 days prior to the examination date:

- a. A minimum of 15 scenarios

The scenarios should sample areas such as LERs, emergency and abnormal procedures, and design and procedural changes that exercise the crew's ability to use facility procedures in accident prevention and mitigation. The scenarios should evaluate each crew member as appropriate to his/her license, and shall exercise their abilities

in the use of Emergency Operating Procedures, Technical Specifications, and the Emergency Plan. The scenario's net time (not including time spent on briefings, setup or simulation facility problems) should average 50 minutes, based upon real time performance.

For the plant walkthrough examination, the following items must be provided to the NRC 60 days prior to the examination date:

- (1) A list of systems and topics appropriate to the plant walkthrough examination that were covered during the requalification cycle and are important to safety. All reference material required to support an examination on these topics should be provided.
- (2) Seventy-five (75) job performance measures.

These performance measures should be both in-plant and control room operator functions, that are required for the safe operation of the facility. They shall include acceptable performance criteria.

- (3) Any additional reference material required for examination preparation will be requested by the examination team.
3. A sampling plan shall be provided by the facility which indicates the relative emphasis of topics which were included in the most recent requalification training cycle.

ENCLOSURE 2

ADMINISTRATION OF REQUALIFICATION EXAMINATIONS

1. 20 percent of the facility licensed operators shall be selected for evaluation. Normally the crew currently in the requalification cycle will be selected. A random sample without replacement will be used to preclude a satisfactory operator from being subject to re-examination by the NRC during the term of the license. The sample will include other shift(s) made up of licensed personnel who are not routinely performing shift duties.
2. The simulator and a simulator operator(s) will be provided for examination development. The date(s) and duration of time needed to develop the examinations will be agreed upon by the chief examiner and the facility.
3. The reference material used in the simulator will be reviewed by the chief examiner. No material will be made available that is solely used for training.
4. A single room shall be provided for completing Section B of the written examination. The location of this room and supporting rest room facilities shall be such as to prevent contact with all other facility and/or contractor personnel during the duration of the examination.
5. Minimum spacing is required to ensure examination integrity as determined by the chief examiner. Minimum spacing should be one examinee per table, with a 3 foot space between tables. No wall charts, models, and/or other training materials shall be present in the examination room.
6. Copies of reference material for Section B of the written examination will be provided for each examinee. The reference material will be reviewed by the chief examiner and will consist of Technical Specifications, operating/abnormal procedures, administrative procedures, and Emergency Plans as available to the plant operators.
7. Video taping capabilities can be utilized. The facility should contact the chief examiner for restrictions related to its usage.
8. Since common tasks and detailed systems knowledge will be probed during the walkthrough portion of the operating test, operators will be requested not to discuss the walkthrough with other examinees until after the complete examination has been administered.
9. An attempt will be made to distinguish between RO and SRO knowledge and abilities, to the extent that such a distinction is supported by the facility training materials.

ENCLOSURE 3

NRC RULES AND GUIDANCE FOR EXAMINEES

1. Use black ink or dark pencil ONLY to facilitate legible reproductions.
2. Print your name in the blank provided on the cover sheet of the examination.
3. Fill in the date on the cover sheet of the examination, if necessary.
4. Answer each question on the examination. If additional paper is required, use only the lined paper provided by the examiner.
5. Use abbreviations only if they are commonly used in facility literature.
6. The point value for each question is indicated in parentheses after the question and can be used as a guide for the depth of answer required.
7. Show all calculations, methods, or assumptions used to obtain an answer to a mathematical problem whether asked for in the question or not.
8. Unless solicited, the location of references need not be stated.
9. Partial credit may be given. Therefore, ANSWER ALL PARTS OF THE QUESTION AND DO NOT LEAVE ANY ANSWERS BLANK.
10. If parts of the examination are not clear with respect to their intent, ask questions of the examiner only.
11. You must sign the statement on the cover sheet that indicates the work on the examination is your own and that you have not received or been given any assistance in completing the examination. This must be signed AFTER the examination has been completed. Log your completion time on the cover sheet.
12. Rest room trips are to be limited and only one examinee at a time may leave. You must avoid all contact with anyone outside the examination room to avoid even the appearance or possibility of cheating.
13. Cheating on the examination would result in a revocation of your license and could result in more severe penalties.
14. Each section of the examination is designed to take approximately 90 minutes to complete. You will be given two hours to complete each section for a total of four hours.

15. Due to the existence of questions that will require all examinees to refer to the same indications or controls, particular care must be taken to maintain individual examination security and avoid any possibility of compromise or appearance of cheating.
16. When you are finished and have turned in your completed examination, leave the examination area.