

TITLE TRAINING AND QUALIFICATIONS						
NUMBER DAP-15						
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COMANCHE PEAK RESPONSE TEAM - DESIGN ADEQUACY PROCEDURE

Number: DAP-15

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1.0 PURPOSE

This procedure defines the methods to be used to accomplish, maintain, and document the training and qualifications of personnel as required by the CPRT Program Plan.

2.0 SCOPE

This procedure applies to the training and qualification of personnel assigned to the conduct of the Design Adequacy Program and to the resolution of TRT issues in the Civil/Structural, Mechanical and Miscellaneous Areas (CSM). This procedure supersedes Work Instruction CSM-1; however, training records compiled under CSM-1 shall be deemed to meet the requirements of this procedure and do not need to be revised.

3.0 DEFINITIONS AND RESPONSIBILITIES

3.1 Definitions

3.1.1 Third Party Personnel

Non-CPSES project personnel assigned by the Review Team Leader to manage or conduct the reviews and evaluations performed under the DAPs or the CSM ISAP.

3.1.2 Project Personnel

Personnel assigned by the CPSES Project to assist the Third Party personnel in the implementation of the DAP and the CSM ISAPs.

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3.1.3 Support Personnel

Administrative and clerical personnel assigned to support the DAP and the CSM ISAPs.

3.1.4 Third Party Inspection and Test Personnel

Non-CPSES project personnel assigned to the DAP and the CSM ISAPs who perform inspections and tests within the scope of the CPRT Policy on Testing and Inspection Personnel used in Third Party Verification Activities.

3.2 Responsibilities

3.2.1 Review Team Leader

- o Approves of the assignment of Third Party personnel to the CPRT program.

3.2.2 Design Adequacy Program Manager (DAP Manager)

- o Designates a Training Coordinator for the DAP.
- o Identifies to the DAP Training Coordinator the individuals assigned to DAP for whom a training record will be maintained and their training requirements. This notification may be via written or verbal notice. The DAP Manager may delegate this activity to the Discipline Coordinator. Documentation of this notification shall be maintained in the training record (see Attachment A).
- o Notifies the Training Coordinator when revisions of documents have been issued which affect personnel assigned to the DAP.

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3.2.3 TRT Issues Manager

- o Designates a Training Coordinator for the CSM/TRT issues.
- o Identifies to the TRT Training Coordinator the individuals assigned to CSM/TRT issues for whom a training record will be maintained and the training requirements. This notification may be via written or verbal notice. Documentation of this notification shall be maintained in the training record (see Attachment A).
- o Notifies the Training Coordinator when revisions of documents have been issued which affect personnel assigned to resolution of CSM/TRT Issues.

3.2.4 Training Coordinators

- o Establish a DAP training file, to be maintained in accordance with DAP 14, which documents that the training requirements identified by the DAP Manager have been met.
- o Establish a CSM/TRT training file to be maintained in accordance with CSM/TRT instruction which documents that the training requirements identified by the CSM/TRT Manager have been met.
- o Notify each individual of their training requirements and obtain written confirmation that they have been completed within the time frame established by the DAP Manager or CSM/TRT Manager. The Training Coordinator is responsible to notify the DAP Manager or CSM/TRT Manager of problems in completing the indicated training.

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4.0 INSTRUCTION

4.1 Training Records

The personnel qualification and training records needed to meet the requirements of the CPRT Program Plan are:

- o Resume covering education and work experience for Third Party personnel.
- o A training record that identifies the required training for each individual identified by the DAP or CSM/TRT Managers (Attachment A).
- o A record that confirms that the individuals identified have completed their required training (Attachments B and C).
- o CPRT Objectivity Questionnaire for Third Party personnel (Attachment D).
- o A record for Third Party Inspection and Test personnel (other than those assigned through the QA/QC Review Team Leader) that confirms that their qualification records have been reviewed and are acceptable (Attachment E).

The Training Coordinator shall establish and maintain training and qualification files in accordance with DAP-14 and CSM/TRT instructions as appropriate..

4.2 Training Requirements

The DAP Manager and CSM/TRT Manager shall identify to the appropriate Training Coordinator the training requirements and qualification records needed for each individual assigned to their programs. Where a resume or Objectivity Questionnaire is not required it should be marked NR (Not required) on Attachment A. Resumes and Objectivity Questionnaires are not required for

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support personnel. The DAP Manager and the CSM/TRT Issues Manager may delegate the development of specific training requirements to others. The individuals responsible for determining training requirements may use any combination of lecture and reading assignments for their assigned staff to meet the training requirements. They shall inform the appropriate Training Coordinator of these requirements.

4.3 Notification of Training and Completion

The Training Coordinators shall notify each identified individual of their training requirements and obtain written confirmation that they have been completed. The Training Coordinators shall notify their respective managers of problems in completing the identified training requirements within the time established by the manager.

4.4 Training of Third Party Inspectors and Test Personnel

The Training Coordinator for CSM/TRT Issues shall obtain a list of Third Party Inspection and Test personnel (other than those assigned through the QA/QC RTL) assigned to CSM/TRT Issues from each Issue Coordinator and submit the appropriate inspector qualification records for review by the Quality of Construction, QA/QC Adequacy Program.

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5.0 DOCUMENTATION

The Training Coordinators shall maintain the following records in the DAP files in accordance with DAP-14:

- o Individual Training Records (Attachment A)
- o Individual Resumes
- o Record of Assigned Reading (Attachment B)
- o Record of Training Session (Attachment C)
- o Objectivity Questionnaire (Attachment D)
- o Record of Third Party Inspection and Test Personnel Qualification (Attachment E).

ATTACHMENT A

TRAINING RECORD FOR PERSONNEL ASSIGNED TO DAP ACTIVITIES OR CIVIL/STRUCTURAL/MECHANICAL/MISCELLANEOUS TRT ISSUES

NAME: _____ FUNCTION: _____

ORGANIZATION: _____ RESUME ON FILE? _____ YES _____
(Checked by) (Date)

OBJECTIVITY QUESTIONNAIRE ON FILE? _____ YES _____
(Checked by) (Date)

Required Document List	Training Requirement Added/Deleted By (Name/Date)	Training History Summary		
		Document Rev. No.	Date Training Complete	Method T = Training Session R = Reading Assignment

ASSIGNED TO: _____ EMP. NO. _____

[illegible]

B-1.

ATTACHMENT C
RECORD OF TRAINING SESSION

A training session was conducted by (Name)
on (date) covering the following subjects:

List of Attendees:

Name (Print)	Signature*
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* My signature acknowledges that I have been provided an opportunity to have questions answered to ensure my understanding of the above subjects.

ATTACHMENT D
CPRT OBJECTIVITY QUESTIONNAIRE

1. Name _____
2. Position on CPRT _____
3. Name of current employer _____
4. Date this questionnaire is completed _____
5. Do you hold any stock or other securities of Texas Utilities Company? _____
6. Have you ever been a director, officer, or employee of Texas Utilities Company or any of its subsidiaries?* _____
7. Have you ever entered into a contract, whether oral or written, with Texas Utilities Company or any of its subsidiaries, or with another person, firm, or corporation who has acted as a contractor for the Comanche Peak project other than a contract relating to your involvement in the current CPRT program? _____
8. Would the answer to any of the above questions be "yes" if answered by any member of your immediate family (father, mother, spouse, son, or daughter)? _____
9. Have you been promised any additional compensation or reward or anything of value by anyone, contingent upon the position you take on any issue being considered by you in the CPRT program? _____
10. Do you know of any reason, whether inquired about in this questionnaire or not, which would affect your ability to be completely objective in performing any of the tasks assigned to you under the Comanche Peak CPRT program? _____
11. Would the answer to any of the above questions be "yes" if answered by your current employer? _____
12. If the answer to any one or more of the above questions was "yes" then please fully explain each such "yes" answer, by number, on the reverse side of this questionnaire. Attach additional sheets to provide further information, if necessary.

Signature

* Subsidiaries of Texas Utilities Company are Texas Utilities Electric Company, which has four divisions: Texas Power & Light Company, Texas Electric Service Company, Dallas Power & Light Company, and Texas Utilities Generating Company; Texas Utilities Mining Company; Texas Utilities Fuel Company; Basic Resources Inc.; and Chaco Energy Company.

ATTACHMENT D

(Continued)

STATEMENT REGARDING PAST ACTIVITIES OF TERA CORPORATION AND ITS SUBSIDIARIES WITH TUGCO AND ITS AFFILIATES

TERA Corporation's CPRT activities are being performed by TENERA Corporation, the Company's nuclear services division. In fiscal year 1982, this division performed services for TUGCO's Operations Department with associated revenues of less than 1 percent of the nuclear division's total annual revenue. This contract was TENERA's only contract with TUGCO or its affiliates with the exception of the existing contract associated with the Company's CPRT role.

TERA Corporation, the parent company, has had prior contracts with TUGCO and its affiliates in the areas of automated records management, computer and environmental services. For each of the last five fiscal years these revenues have represented less than 10 percent of TERA's total revenues. TERA Corporation has not been involved in any nuclear safety-related work activities for Texas Utilities.

ATTACHMENT E

REQUEST FOR EVALUATION OF INSPECTOR QUALIFICATION RECORDS

TO: Evaluation Research Corporation
Attention: Mr. J. Young

Date: _____

FROM: J. R. Honekamp
TERA - TRT Issues Mgr.

SUBJECT: Request for Evaluation of Inspector Qualification Records

The attached qualification records for:

(Name)

(Company)

are transmitted for your evaluation. This individual will be performing the following type of work as identified in:

(ISAP No.)

ISAP (Section)

Description of type of inspections to be performed:

(Issue Coordinator)

Results of ERC Evaluation of attached inspector qualification records:

Satisfactory:

(Signature/Date)

Unsatisfactory:

(Signature/Date)

Comments:

